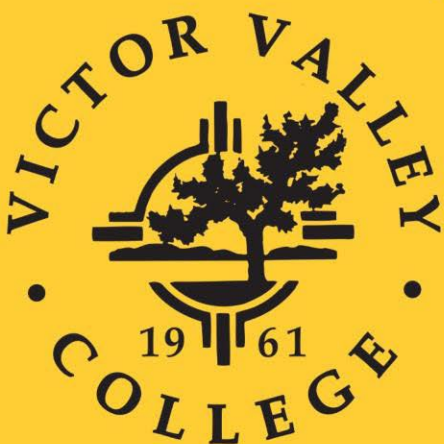




# STUDENT HANDBOOK

2022-2023



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# Welcome to Victor Valley College

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**Welcome to Victor Valley College!** You have chosen wisely.

The faculty, staff, administration, and The Board of Trustees are committed to providing you an affordable high quality educational opportunity. We believe your education is vital for strong families, resilient communities, and a skilled workforce.

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. Our staff is committed to making your time at Victor Valley College as productive as we possibly can.

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.

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 VVC, you have taken the first step to a bright future and world of opportunities. 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 and I look forward to celebrating your future success as you achieve your dreams and aspirations.

Victor Valley College is your community college!

Daniel Walden, Ph.D.  
Superintendent/President

# Board of Trustees

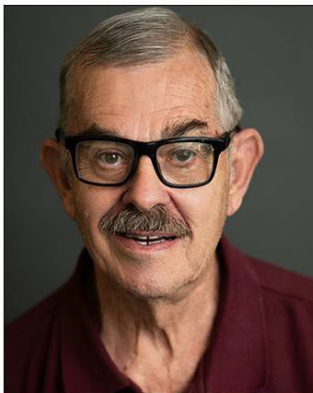
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Elected by the voters of the community, the Victor Valley Community College District Board of Trustees is the governing body of the college. The Board sets overall standards and academic policies for the college and guides the development of college programs and policies.

Policies set by the board are implemented on a day-to-day basis by the superintendent/president of the district and a well-trained group of administrators, faculty, and staff on behalf of the trustees.

The Victor Valley Community College District Board of Trustees also works closely with local community and business leaders to establish programs, which will benefit the community at large. These and other initiatives are parts of the Integrated Plan mandated by the Board.

The Victor Valley Community College District Board of Trustees is under the advisory supervision of the California Board of Governors, which oversees higher education in California.



**DENNIS HENDERSON**  
President



**JOSEPH W. BRADY**  
Vice President



**SHARON PINKERTON**  
Clerk



**BRANDON A. WOOD**  
Trustee



**JENNIFER TARPLEY**  
Trustee



**DEANN FULTON**  
ASB President/Student Trustee

# Victor Valley Community College – Administration

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Daniel Walden, Ph.D ..... Superintendent/President  
John Nahlen ..... Deputy Superintendent/Executive Vice President, Administrative Services  
Todd Scott, Ph.D ..... Executive Vice President, Instruction Innovation & Student Success  
Monica Martinez ..... Vice President, Human Resources  
Arthur Lopez ..... Vice President, Student Services  
Antonio Herrera ..... Chief Information Officer, Information Technology Services  
Virginia Moran ..... Executive Dean, Institutional Effectiveness  
Jacqueline Augustine ..... Dean, School of Humanities & Social Sciences  
McKenzie Tarango, Ph.D ..... Dean, School of Public Safety & Industrial Technology  
Henry Young, Ph.D ..... Dean, School of Business, Law, & Academic Resources  
Amy Azul ..... Dean, School of Science, Technology, Engineering & Mathematics  
Lorena Dorn, Ph.D ..... Interim Dean, Student Services  
Lorena Newson, Ph.D ..... Dean, Guided Pathways  
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

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## VISION

Committed to equity and social justice, Victor Valley College will be the model of an innovative community college through exceptional student experiences that drive success, promote civic engagement, and meet community needs.

## MISSION

Victor Valley College, in partnership with the community, is dedicated to providing opportunities for student learning and success through academic advancement, workforce development, and personal growth.

## 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

## GOALS (Full language for each goal can be found in the College Catalog)

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

- **Student Experience and Success.**
- **High Quality Practice/Excellence.**
- **Institutional Learning.**



Website: [www.vvc.edu](http://www.vvc.edu)



[www.facebook.com/VVCedu](http://www.facebook.com/VVCedu)



[www.instagram.com/vvcedu](http://www.instagram.com/vvcedu)



[www.twitter.com/vvcedu](http://www.twitter.com/vvcedu)

# Local History of the Victor Valley

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Long before the valley became homesteaded, clean water pools along the Mojave River offered all sorts of weary travelers a life sustaining opportunity to halt their journey and set up camps at a place that would later become known as the Victor Valley (named after railroad engineer, Jacob Nash Victor in the late 1800's). Lush green vegetation, access to water, and indigenous wildlife attracted Native Americans, Spanish missionaries, settlers in wagon trains coming from Utah and other points of departure, miners seeking their fortunes in the gold fields to the north, early explorers, cowboys herding cattle, and later railroad workers.

The next natural step was the arrival of merchants who set up shop out of their wagons to feed, supply and outfit these wayfarers around the early 1900s. As the stream of travelers increased, the first trading post was established in a place that later became known as Oro Grande. In time, the railroad completed laying track through the mountains and over the desert and people began to settle in the region. It didn't take long before enterprising land developers, guest ranch developers and business people saw the opportunity to profit from this influx of people and the region began to grow.

Eventually, the cities of Victorville, Hesperia, and the Town of Apple Valley incorporated between 1962 and 1988. With the commerce, came a need for schools. The first high school (Victor Valley High School) was established in 1915 and served as the only high school for the next 65 years. Since the mid-80s, more than 20 diploma-granting institutions have been chartered to facilitate the needs of an ever-expanding population. The next logical step for the people of the High Desert was to establish a college to serve the needs of the region. It was on the campus of Victor Valley High School that Victor Valley College began its Tradition of Excellence 59 years ago.

# College History

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Victor Valley College, located in Victorville, California, was established in 1961. It began as a part of the Victor Valley Union High School district, providing college-level courses to high school students. In 1965, the college gained its own district and was separated from the high school district. Since then, it has grown into a thriving community college serving the needs of around 17,000 students annually. In its early days, the college was located in temporary buildings on the Victor Valley High School campus. In the mid-1960s, the current 253-acre campus was purchased, and construction began on permanent facilities. The first buildings were completed in 1967, and the campus continued to expand over the years to include additional classrooms, labs, and administrative buildings. The campus also featured athletic fields, a swimming pool, and a performing arts center.

Victor Valley College offers a variety of associate degree programs and certificate programs in fields such as Business, Health Sciences, Public Safety, and Technology. In addition to traditional classes, the college also offers online courses and other distance learning options. Students can participate in a number of clubs and organizations, and the college has a strong athletics program with several teams competing in intercollegiate sports.

Like several community colleges, VVC has previously faced challenges over the years, including funding cuts and declining enrollment, however, VVC has remained committed to providing quality education and Student Success to students of the High Desert region and beyond. The college has a strong partnership with local businesses and community organizations, and its graduates have gone on to successful careers in a variety of fields.

Since the establishment of the Student Services Center — a new “front door” for VVC was created; a place where students can access all service departments under one roof — the focus has shifted to the long-awaited goal of building an educational event center and multi-purpose sports stadium on campus. The VVC Board of Trustees approved the sale of bonds to fund the establishment of this center in April 2020.

Construction began late 2022 with the intent to use the stadium in the Fall 2024 semester. The key goals of the project center on design, function, and sustainability, ensuring that the new facilities will be used daily to serve students and the community, will serve multi-functional purposes, and will be energy efficient and economically solvent. The opening of the “One-Stop” Student Services Center (2020) provided the opportunity to renovate and redesign Buildings 50 and 52 to support additional enhanced capacity classrooms, which opened in 2023.

Redesign and renovation of the Food Court in the Student Activities Center resulted in a January 2022 reopening of a larger Restaurant Management teaching lab and Desert Rock Café. In 2023, a state-of-the-art Rams Café is scheduled to open.





# Educational Options - Explore VVC RAMPaths

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Get familiar with the RamPath for your major.

## Arts, Humanities, & Design Pathway Programs

3D Animation	American Sign Language
Commercial Art	English
Fine Arts	French
History	Liberal Arts
Music	Philosophy
Photography	Religious Studies
Spanish	Theater Arts

## Business, Office Services, & Law Pathway Programs

Business Administration	Business Education Technology
Business Real Estate and Escrow	Economics
Entrepreneurship	Global Studies
Law	Library Science
Paralegal Studies	Political Science
Public Administration	Restaurant Management

## Education, Society, & Human Services Pathway Programs

Anthropology	Child Development
Communication Studies	Education
Ethnic Studies	Journalism
Psychology	Sociology

## Public Safety Pathway Programs

Criminal Justice	Emergency Medical Services
Fire Technology	

## Skilled Trades, Industry, & Transportation Pathway Programs

Automotive Technology	Aviation
Construction Technology	Welding

### Health Sciences Pathway Programs

Allied Health	Health
Nursing	Respiratory Therapy

### Science, Technology, Engineering, & Mathematics Pathway Programs

Agriculture and Natural Resources	Architecture
Astronomy	Biology
Chemistry	Computer Information Systems
Electronics and Computer Technology	Engineering Drafting
Geography	Geological Sciences
Kinesiology	Kinesiology Dance
Liberal Arts: Math & Science	Math/Science
Mathematics	Oceanography
Physical Sciences	Physics

**Once you know your RamPath, we have three ways to schedule a counseling appointment.**

**We offer appointments virtually as well as In-Person:**

1. Call us at 760-245-4271
2. Come into BLDG 23, Window 14 & 15, or
3. Email [vvccounseling@vvc.edu](mailto:vvccounseling@vvc.edu), and put in the subject "Requesting a Counseling Appointment". Please use only your VVC student email and include your student ID and major.

# Steps to Enrollment

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## New or Returning Student

We are glad you are here! Whether you are a new or returning student, you have arrived at the right place to get information about the admissions process. At Victor Valley College, we invite you to find your path to your future through our degree and certificate programs that transfer. With flexible in-person and online learning options, you have more opportunities than ever to achieve your educational and career goals.

### Step 1: Apply for Admission

[www.vvc.edu/offices/admissions-records](http://www.vvc.edu/offices/admissions-records)

Take the first step – it is fast and easy! Complete and submit your free application online.

- New and returning students (those with an absence of two consecutive primary terms: fall or spring semesters; excluding summer and winter terms) must complete an online application for admission.
- Complete your application online on the CCCApply website. Create an account using a personal email or log in if you already have an account. Remember to write down and save your Student ID number. Allow 2-3 business days for your application to be processed and to receive a Welcome VVC email with your student identification number.
- Official sealed TRANSCRIPTS from other colleges/universities attended must be emailed directly from the institution to [admissions@vvc.edu](mailto:admissions@vvc.edu) or mailed to Victor Valley College Admissions and Records Office, 18422 Bear Valley Road, Victorville, CA 92395.



### Step 2: Apply for Financial Aid

<https://www.vvc.edu/financial-aid-home-page>

**Will you be enrolled as a student in 2022-2023? If so, complete your 2022-2023 financial aid application (FAFSA or Dream Act Application).**

You may be eligible for free tuition, and other assistance including grants, loans, work-study, and scholarships. Complete the Free Application for Federal Aid (FAFSA). Students who qualify under AB540 can submit the Dream Act Application.



### **Step 3: Complete Orientation**

<https://webadvisor.vvc.edu>

Have questions? Online orientation provides an introduction to academic programs and support services to help you succeed. After you receive your “Welcome” email containing your VVC student ID#, log into MyVVC. Your orientation video can be found in the WebAdvisor App. For questions or issues regarding User ID/password information, contact the Help Desk at (760) 245-4271 Ext. 2740, via email at [helpdesk@vvc.edu](mailto:helpdesk@vvc.edu) or visit them in Bldg. 21.



### **Step 4: Create an Education Plan**

<https://www.vvc.edu/vvc-counseling/>

Focus on your goal! Meet with a counselor and complete an education plan to identify classes that are required to complete your certificate, degree or transfer program. To schedule an appointment, log into your MyVVC and click on the “Appointments” link, and follow the instructions.



### **Step 5: Register for Classes**

<https://vvc.navigate.eab.com>

Use your educational plan as a guide to register for your classes on or after your assigned registration date.



## Step 6: Pay Student Fees

<https://webadvisor.vvc.edu>

Fees must be paid within 10 business days of registration or you may be dropped from your classes.

### Payment Options:

- Via WebAdvisor: MyVVC then clicking the WebAdvisor App by using the options of “Pay in Full” or “Pay with a payment plan”. Set up a payment plat at

<http://mycollegepaymentplan.com/vvc/>

- By mail – Mail payment to VVC Bursar’s Office, 18422 Bear Valley Road, Victorville, CA 92395
- In person – Pay at the Bursar’s Office. One Stop Center– Bldg. 23

**IT IS THE STUDENT’S RESPONSIBILITY TO CONFIRM THE REGISTRATION OF CLASSES AND PAY FEES. FEE PAYMENT DEADLINES ARE ENFORCED.**



## Step 7: VVC ID Card

A VVC ID card is required for all students and must be presented to access specific classes, computer labs, the weight room, and the library. After you have registered for classes, take a valid ID and a copy of your VVC Registration Statement to the Associated Student Body Office in Bldg. 44 to receive your VVC ID/ASB card.



## Step 8: Attend First Class

It is important that you attend your first-class meeting. Students who do not attend the first class may be dropped by the instructor for nonattendance.

# Dual (Concurrent) Enrollment: CCAP & Non-CCAP

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## Dual (Concurrent) Enrollment

### College Credit for High School Students

Victor Valley College is dedicated to helping high school students throughout its district achieve college and career readiness. In partnership with local high schools, VVC strives to support students' needs by:

- Offering students opportunities to enroll in college-level courses to support high school graduation rates;
- Increasing the number of students who are college and career ready upon graduating from high school;
- Increasing students preparation to transfer to four-year colleges and universities starting in high school;
- Developing seamless Career Education pathways from high school to community college;
- At Victor Valley College, there are multiple ways students can earn college credit while still in high school.

## K-12 Grades

### Dual Enrollment: CCAP & Non-CCAP

Dual Enrollment offers high school students the opportunity to enroll in VVC courses and receive college credit while pursuing their high school diploma. Dual Enrollment is divided into two areas: **CCAP** and **Non-CCAP (formerly Concurrent Enrollment)**. Courses are offered in a variety of disciplines and fields including general education and career pathway courses that align with local industry. Students can take these courses at their high school or at VVC depending on the agreement between the high school district and the college district.

### Non-CCAP (Formerly Concurrent Enrollment)

Students can enroll in VVC courses offered on our campus or online with approval from their high school. Enrollment fees and any college-related fees may apply. Students are responsible for the cost of any books and supplies. Students receive college credit for courses taken, but their high school will determine if they are able to receive dual credit towards their high school graduation requirements as well. Students must complete the online CCCApply Application and submit the Dual Enrollment form to register.

### Admission to VVC

All students must complete VVC's admissions application through CCCApply and follow the Steps to Enrollment for Dual Enrollment students. *Note: Home School students, who wish to enroll as a Non-CCAP student, must provide a copy of the affidavit, which has been filed with the California Superintendent of Public Instruction to the Admissions and Records office prior to registration.*

## Dual Enrollment Form (Non-CCAP Students)

A completed Dual Enrollment form must be submitted each semester before the student can register for classes.

## Unit Limitations

**Non-CCAP students** are limited to 11 units for fall/spring semesters and 8.0 units for summer/winter semesters.

**CCAP students** are limited to 15 units or 4 courses for the fall/spring semester and 8.0 units for summer/winter semesters.

## CCAP – College and Career Access Pathways

Assembly Bill No. 288 – Established the **College and Career Access Pathways (CCAP)**. Students enroll in a VVC course offered as part of a College and Career Access Pathways (CCAP) partnership agreement between the Victor Valley College and a local high school district. The classes are taught at a local high school campus during school hours. Classes taught at a high school are restricted and are only open to high school students. These courses are completely free for students, and students receive both high school and college credit. Students must complete the Online CCCApply Application and submit the CCAP Dual Enrollment Form (provided by the high school counselor) to register.

Students interested in participating in the **CCAP** program at their high school should meet with their **high school counselor** for more information.



# The Classes I Want Are Full. What Do I Do Now?

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***Don't give up!*** Here are some actions you can take to get that class you need.

## 1. Waitlist

- The wait list feature allows students to add their name to a list of students waiting to enroll in a full or closed class before classes begin.
- There are limited number of waitlist slots per class section.
- Being on a waitlist DOES NOT enroll students in a class.
- When a seat becomes available, you will automatically be added in and notified via email.
- If the waitlist is full, you must go to the class to try to obtain an Add Authorization Code.

## 2. Adding a Closed/Full Class

- Once the term begins, if you want to add a closed/full class, you will need to contact the professor directly. If the class is being held in person, you must attend the first class meeting and obtain an Add Authorization Code from the instructor.
- For online classes, you should communicate with the instructor through email.
- You must be eligible (have the appropriate prerequisite) for the class. Prerequisites are approved and entered by counseling. If you are blocked from registering for a class and believe that you do possess the appropriate prerequisite, or if you have a question regarding the prerequisite, call Admissions and Records at (760) 245-4271 for assistance.
- If you receive an Add Authorization Code from the instructor, add the class online through NextGen.

## 3. Dropping a Class

- Drop classes online in your NextGen or complete an Add/Drop form. Verify your drops by printing your registration statement in WebAdvisor.
- See your schedule for important deadlines related to dropping classes, refunds, grading options.
- Don't forget to drop the classes you don't want/need. Not dropping can leave you with an "F" grade or owing money.

# Financial Aid Quick Reference Guide

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**One Stop Center, Building 23** | [financialaid@vvc.edu](mailto:financialaid@vvc.edu) | <https://www.vvc.edu/financial-aid-home-page>  
Victor Valley College's Financial Aid Office offers many services to our students including assistance with filing the Free Application for Federal Student Aid (FAFSA) or CA Dream Act application, and financial aid advising. Our financial aid experts will answer your questions in person and over the phone. We are here to help you fund your cost of education. Stop by the Financial Aid Office or follow the instructions on the website, and remember that you are in charge of your education; we are here to help you finance it.

## **Types of Financial Aid**

1. **Free Money:** Financial aid with no repayment obligations or work commitments. This type of financial aid comes in the form of grants and scholarships.
2. **Earned Money:** Financial aid, which requires a work commitment from the student. This type of financial aid comes in the form of student employment through the Federal Work Study or CalWORKs program.
3. **Borrowed Money:** Financial aid, which requires a repayment obligation. This type of financial aid comes in the form of federal student loans.

**How to Apply?** <https://www.vvc.edu/how-apply-get-started-now>

These applications are for the following:	Types of Aid
FAFSA (online) application	Pell Grant, SEOG, Federal Work Study CCPG eligibility, Cal Grant eligibility
California College Promise Grant (CCPG) fee waiver*	Waives enrollment fees, reduces health fee
CA Dream Act application	Cal Grant eligibility, CCPG eligibility
Scholarships - separate application process	Scholarships based on many different criteria

**\*CCPG waived:**

- Enrollment fees

**\*\*\*Fees not waived are:**

- Student Activity fee \$10
- Student Representation fee \$2
- Student Service fee \$ 5
- Transportation fee \$6 (free Victor Valley Transit Authority bus pass)

When completing the **FAFSA or CA Dream Act application**, you will use tax returns from prior years. For example, to apply for federal financial aid for the 2022-2023 school year, you will need to reference yours or your parents' tax returns from 2020.

Financial Aid Application (FAFSA)	
Academic Year	Tax Year (Students' or Parents' info)
2022-2023	2020
2023-2024	2021

# Fees, Expenses, & Refunds

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Using **WebAdvisor**, you can confirm your account balance and fee payment deadline date. Pay close attention to the **TOTAL FEES** and **DEADLINE DATE**.

Write down or print your total fees. Fees must be accurate. If your Student Fee Worksheet and payment are not correct, there may be a delay in your registration.

The fee payment deadline is the same as the "Last day to enroll online" for the Nelnet Payment Plans: See the Payment Plan Deadlines link on the Bursar's Office webpage:

<https://www.vvc.edu/bursars-office>

Pay in full or enroll in a payment plan through WebAdvisor at the Pay with Payment Plan link to avoid being blocked from registering for other terms.

Students are responsible for dropping classes by the refund deadline to be eligible for a refund. If classes are not dropped, the student will be responsible for the fees. See Fee Refund Policy:

<https://www.vvc.edu/fees-refunds>

## Required Fees

**Enrollment:** \$46 per unit for each unit enrolled

**Nonresident Tuition:** For students who are NOT CALIFORNIA residents, the fee is \$307 per unit from 2021FA through 2022SU. **Starting 2022FA** through 2023SU, the fee will be \$332 per unit. (Fees for all California Community Colleges are set by the California Legislature and are subject to change.) For example: to take a class with a 3-unit value:

Term	Resident Type	Enrollment	Tuition	Total
2021FA - 2022SU	Non-Residents	\$138	\$921	\$1,059
2022FA - 2023SU	Non-Residents	\$138	\$996	\$1,134

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

**ASB Card:** All students registering for credit classes are given the option of adding the ASB Card for a \$10 fee (fall/spring) and a \$5 fee (summer/winter). Fees are to be paid at the Bursar's Office or on WebAdvisor. The Associated Student Body in the Student Activities Center (BLDG 44) issues ASB cards and Student ID cards.

**Student Representation Fee:** In October 2019, Assembly Bill 1504 was signed into law, requiring California Community Colleges to collect a student representation fee of \$2 per semester. All students who initially register for classes on or after January 1, 2020 will have the \$2 Student Representation Fee (STRP) assessed. Students may opt out of the fee, please read below for more information on the fee and how to opt out.

### *What is it?*

It is a mandatory fee supporting student representation efforts at the local and state level. The student representation fee is authorized by Education Code Section 76060.5, which states, "The student representation fee authorized by this section shall be collected by the officials of the community college...for student representation fees. The money collected pursuant to this section shall be expended to provide support for governmental affairs representatives of local or statewide student body organizations who may be stating their positions and viewpoints before city, county, and district governments, and before offices and agencies of state government..."

One dollar (\$1) of the fee goes to support the statewide Student Senate of California Community Colleges (SSCCC) and the other \$1 is to support Victor Valley College Associated Student Body to be used toward representing VVC students at the state and local level. The fees will cover the costs for registration and travel.

### ***Does Financial Aid Cover the STRP?***

Students are responsible for the Student Representation fee. If you do not pay this fee, your account may be placed on hold and you may not be able to register. It is possible your financial aid (if eligible) will cover it upon disbursement. The California College Promise Grant (CCPG) covers enrollment fees only.

### ***How do I opt out of this fee?***

The STRP fee is charged at the time of initial registration, beginning January 1, 2020. Students may opt out of this fee by submitting the Student Representation Fee Opt-Out Form. The form must be filled out, signed, and submitted each fall, spring, or summer terms for which you are enrolled. Drop off at the Bursar's Office, mail hard copy to Victor Valley College Bursar's Office at 18422 Bear Valley Rd., Victorville, CA 92395 OR email to [bursars.office@vvc.edu](mailto:bursars.office@vvc.edu).

**Student Transportation Fee:** All students registering for credit classes will be charged a mandatory, non-waivable Transportation Fee. For fall/spring terms, the fee for students enrolled in less than 6 units will be \$5.50 and students enrolled in 6 or more units will be a maximum of \$6. For summer/winter terms, the fee will be \$3 per student. The Student Transportation Fee is authorized by revised Education Code Section 76361.1 and allows for this fee based upon the favorable vote of a majority of the students of the district who voted at an election on the question of whether or not the governing board should require all students to pay a fee for transportation services.

### **Optional Fees**

**Parking Permit:** Students may purchase permits on [www.vvc.edu](http://www.vvc.edu). Permits will be mailed directly to the student.

Parking fee:

- \$40.00 plus a \$3.95 processing fee - fall and spring semesters
- \$20.00 plus a \$3.95 processing fee - fall and spring semesters (for BOGG eligible students)
- \$20.00 plus a \$3.95 processing fee (BOGG eligible students) - winter and summer sessions

***\*Parking permits are required and must be displayed to park on campus, Monday-Saturday. Parking rules and regulations can be found at [/offices/campus police/](#). Parking rules and regulations are also printed on the front of the parking permits.***

**Books & Supplies:** Students may purchase books and supplies for their classes at the Rams Bookstore or online at [www.vvcRams.com](http://www.vvcRams.com). Expenses for full-time students typically range from \$200-400 per semester. Scholarships and financial aid may be available.

**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 and Records office the first day of classes. The cost is \$15 per unit per semester.

Auditing fees are non-refundable and non-transferable.

**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 and Records 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). For more information, please contact the respective Dean's office.

## Howto Pay Fees?

### Fee Refunds Policy

Fees are due and payable at the time of registration. Pay in full or enroll in a payment plan through WebAdvisor at the Pay with Payment Plan link to avoid being blocked from registering for other terms.

Students are responsible for dropping their classes by the refund deadline to be eligible for a refund. If classes are not dropped, the student will be responsible for the fees.

**\*\*FEE REFUND POLICY:** For 16-WEEK CLASSES the drop deadline is 14 calendar days (excluding holidays) from the first day of the term. For SHORT-TERM CLASSES, the drop deadline is before 10% of the class meetings that have been held.

**\*\*FINANCIAL AID STUDENTS:** It will be your responsibility to make sure any Financial Aid is in place for the upcoming term including fee waivers, scholarships, veteran's benefits etc...

The following apply:

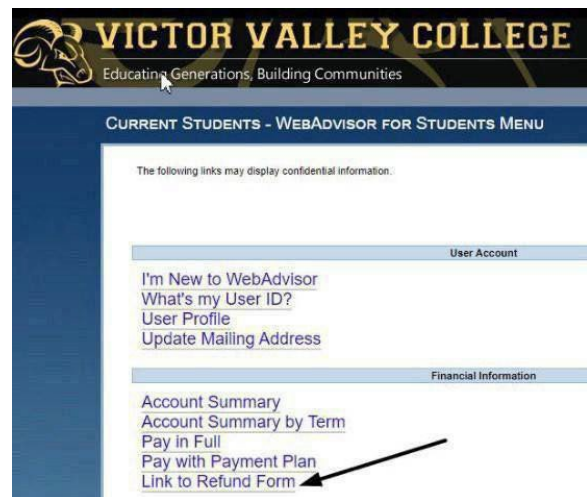
- **Parking Fee, Student Representation Fee (fall/spring), ASB Card Fee (fall/spring)** Full refunds are given to students withdrawing from all of their classes prior to the first day of the term. Refund Applications are available from the Bursar's Office in Building 23 and online (see blue Refund Application button below).
- **Enrollment Fees** Refunds are given for withdrawals up to the last day to drop classes with refund. A community college district governing board shall refund upon request any enrollment fee paid by a student pursuant to section 58501 for program changes made during the first two weeks of instruction for a primary term-length course, or by the 10 percent point of the length of the course for a short-term course. (Title V, sec. 58508.)
- **Non-resident Tuition** Refunds are given for withdrawals up to there fund 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.

### Online Refund Forms

- Refund Application
  1. Log on to <https://webadvisor.vvc.edu>
  2. Click on **Link to Refund Form** as figure shown below:



### Fee Exchange

This 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.

## **Fee Petition**

The Petitions Committee meets twice a month to review all petitions; please allow two weeks for processing.

Students will be notified by mail once a decision is made.

Only Enrollment and Out-of-State Tuition will be considered for approval. ASB, Parking, Student Center, Student Representation, or Student Transportation Fees will not be granted on the petition.

# A Self-Study for Success

Research papers, class projects, take-home assignments, and mid-term exams are typical experiences for all college students. How do you think you are doing? Are you learning what you should be learning? Ask yourself the following questions:

1. Do you go to class regularly?
2. Do you have a textbook? Do you review it before/after class and for tests?
3. When you have questions, do you ask them?
4. Do you go see your instructor during their office hours?
5. Do you do your homework regularly? Your assignments? Do you belong to a study group to do classwork together?
6. When is the last time you met with an academic counselor? Do you have an educational plan? Do you have a goal? Do you know what classes to take to reach your goal?
7. Do you use the free tutors and academic support services that are available to you? Do you know what and where they are?
8. Do you know how to get assistance when you are having difficulty in class?
9. Did you know there are people on campus who are here just to make sure you get the support you need to do well in class?
10. Do you believe you can do well and achieve your goals?

If you answered “no” to more than two of these questions, you might benefit from support. Make an appointment with your instructor or an academic counselor to discuss what is working and what is not working for you as a student. You can do this!

**Success = Desire + Effort + Support**



# Tips for Academic Success

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## 1. ACTIVE CLASSROOM LEARNING

- Be prepared. Have your textbook, paper, pencil, and highlighter ready.
- Write notes in the textbook and highlight important topics with your highlighter if the instructor refers to information in the textbook.
- Listen carefully and do not be afraid to ask questions if you do not understand the material.

## 2. STUDYING

- Select the best time and quiet place for you to study. Setup a study schedule and follow it. Remember 1 unit of class = 2 hours of study.
- Be prepared. Have all materials (textbooks, notes, pencils, paper, dictionary) ready.
- 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.

## 3. PREPARING FOR A TEST

- Find out as much information about the test as possible from the instructor, such as type of test, number of questions, material to be covered, value of the test toward the final grade.
- Set up an exam study schedule so that you will not be overwhelmed at testing time.
- Review as actively as possible. Write down information you need to remember and highlight key concepts in your textbook. Make flash cards to assist in memorization of test material.
- Avoid "cramming" for tests. This is only a temporary measure and is seldom effective.

## 4. TAKING THE TEST

- Be prepared with pen and materials requested by the instructor (example: bluebook, scantron answer sheet, etc.)
- Understand the test instructions. Ask questions for clarification before the test begins.
- Be confident and think positively. Do not let anxiety determine the outcome.

# 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
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# 10 Tips for Successful Time Management in College

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Time management is making the best use you can of that most precious resource, time. Time management really means managing yourself. It's a way to be happier, more effective, and more successful. Here are some time management tips for you:



## USE A PLANNER

Use a planner to keep track of dates, deadlines, and daily to-dos! This planner is a resource for success.



## PRIORITIZE GOALS

Is your to-do list getting a little overwhelming? Help yourself out by prioritizing your list by simply writing a letter or number next to each task to show its importance. "A" = tasks you should be working on now. "B" = tasks that can wait until "A" tasks are done. "C" = tasks that aren't very important and can wait.



## LEARN TO SAY "NO"

Your schedule can quickly fill up in college. Learning to say NO is tricky, but important when keeping your priorities in order. Be assertive. Politely but firmly let visitors/phone-callers/texts know that you're busy.



## PREPARE STUDY

Use a quiet, well-lit, distraction free place to study; you may want to find a place on campus and off campus to study. You'll find it easier to focus and get your work done in a good study space.



## LET PERFECTION GO

Trying to make every college assignment you do letter-perfect can waste a lot of time. As long as you tried your best, you should feel accomplished. Let perfection go and focus on what you gained from your work instead.



## MAKE A TO-DO LIST

As a college student, your semester will be full of commitments! Make your load more manageable by looking at your priorities one day at a time. Make a daily to-do list, it feels good to check things off!



## DISCOVER YOUR PEAK

If you're like most people, you probably enjoy certain parts of the day when you're at your best. Which are yours? Find out when your high-energy (peak-time) and low-energy times of the day are to work best. Plan to work on your "A" tasks during your peak times and schedule less demanding or less important tasks for the low-energy times.



## KNOW YOUR INSTRUCTIONS

There's no bigger waste of time than following the wrong directions for an assignment. If you're unsure about directions, ask your faculty member.



## REMOVE DISTRACTIONS

Fighting through the constant flow of texts and notifications interrupts your time and focus, which can eat up massive chunks of time. Remove or limit distractions to make better use of your time.



## TAKE CARE OF YOURSELF

Proper exercise and nutrition help you stay physically fit and mentally alert. (Always consult your physician before you start an exercise program). Additionally, schedule social time because it is also important.

# How to Effectively Read a College Text

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Reading a college text effectively requires an active approach. Active readers engage with the text through “a conversation” with the author, gaining a deeper understanding of the information and retaining the material beyond the initial reading. Active readers read with a purpose in mind and a pencil or pen in hand.

## Before you begin to read:

- Identify suitable location/environment
- Remove as many distractions as possible (electronic, physical, psychological)
- Determine your best time of the day to read

## Using this Reading Process to Actively Read a Text

**1. Previewing the Text.** This pre-reading activity enables you, the reader, to think about what you know about the topic before reading the text and gives you a glimpse at what you will learn. Benefits: Enables you to set a purpose for reading, focus on the important points within the text, and to view the text’s organization.

### Strategies:

- Skim through the headings, subheadings, and the first sentence of each headed section to look ahead at what will be covered in the text.
- Review any visual representations (e.g., pictures, charts, graphs, maps, etc.).
- Skim the end of the section/chapter textbook questions and summaries.
- Divide the reading into manageable “chunks” (often 10 page chunks per sitting).

**2. Reading the Text.** An active reader annotates the text to create a record of key points. Benefit: Your notes and text are grouped together.

### Strategies:

- Turn the title/heading into a question to set the purpose for your reading.
- Annotation suggestions (try not to annotate more than 20% of the text).
- Underline/identify main idea.
- Identify examples/evidence in support of main idea.
- Circle and define (if not included) vocabulary words/key terms.
- Make connections with the content (text to self, text-to-text, text to world).
- Ask yourself questions about the material that start with how, why, or what.
- Use symbols to chart your reactions (? for confusing idea; ! for agreement or disagreement; \*\* for important ideas; use emoticons when relevant ☺, ☹)
- Visualize the information being read (when relevant, try to use your five senses).
- Monitor comprehension (if you are lost, slow down your pace; try to make a model, diagram, or concept map of the material).
- Anticipate what is next – make predictions about the content.

**3. Reviewing the Text.** Immediately review what you have read so that you will remember it. Benefit: In order to move new information from short-term memory into your long-term memory, do not simply close the book when you have finished reading.

### Strategies:

- Write to recall (paraphrase/summarize the paragraph, section, chapter, etc.).
- Reread challenging sections.
- Critically think about the text (author’s purpose, make inferences (“an educated guess”), draw conclusions, identify fallacies, look for bias, determine fact vs. opinion, etc.).
- Formulate critical questions about the topic (for example, “How are rock formations in Utah similar to ones in Arizona?”)

# College Terms to Know

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**Academic Calendar** – The Victor Valley College Academic Calendar is the master schedule of instruction days, holidays, and special dates related to admission, registration, and some college activities. The calendar is developed and board-approved each year. Based upon requirements of the California Community Chancellor’s Office and local needs.

**Accessing Grades**– Grades are available through WebAdvisor, at <https://webadvisor.vvc.edu>, at approximately two weeks after the end of the semester. Grades are not mailed to students.

**Adding a Class after the Term Begins** – Once classes begin, an authorization code, obtained from the instructor, is needed to add a class to a schedule. If a schedule is revised in such a way as to change the total number of units taken, the amount of enrollment fees will also change. All fees are due at the time the change is made.

**Attendance** – Students have the responsibility to attend classes regularly and apply themselves to the college classes in which they are enrolled. When you have been absent due to illness, you should explain the absence to your instructor. No credit will be given for a class in which a student is not officially enrolled. Students who do not attend the first meeting of each class in which they are registered may be dropped from the class. However, it is the students’ responsibility to officially drop any class they stop attending or do not attend.

**Canvas** – Canvas is a course management system that supports online learning and teaching. It allows professors to post grades, information, and assignments online.

**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 website: <https://www.vvc.edu/admissions-records>**

**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.

**College Catalog** – Programs, academic departments, course descriptions, and more can be found in the Catalog, which is available online at <https://catalog.vvc.edu/>

## 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.**

**Commencement/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.

For further information regarding graduation, please see your counselor. For more information on your diploma or certificate, please contact the Admissions and Records office. More information can be found at <https://www.vvc.edu/graduation-commencement>

**Graduation Honors** – Students completing associate degree programs with prescribed cumulative grade point averages are recognized as honor graduates at the college commencement exercises. These honor graduates are eligible to wear honor cords at graduation. All lower division, degree-applicable courses, units, and grades earned by students at VVC and other colleges and universities are included in calculating grade point averages for graduation and academic honors.

Academic honors are as follows:

- **Summa Cum Laude (Highest Honors) 3.90– 4.00 GPA**
- **Magna Cum Laude (High Honors) 3.75– 3.89 GPA**
- **Cum Laude (Academic Distinction) 3.50– 3.74 GPA**

\*These honors are noted on student diplomas.

**Course Repetition** - Students who have received any combination of W, D, F, FW, NP, or NC in the same course for a total of three times may not repeat the course. A course in which a grade of "C" or better was received may not be repeated unless such repetition is provided for in the official course description or by District policy. Only under specific conditions can a course be repeated in which a satisfactory grade ("C" or better) was earned or when the course was taken three times as noted above. Reference: Title 5: Sections 55000; 55023; 55040-55046; 58161

**Degree Appropriate** – College-level classes that are acceptable toward an associate degree or certificate program.

**Dropping Classes**– There are three ways to drop a class:

1. Students may complete and submit an **Add/Drop** form found on: [www.vvc.edu/student-forms](http://www.vvc.edu/student-forms) (Allow 2-3 business days for review and processing).
2. Students may drop a class in-person by visiting an Admissions and Records counter in the One Stop Center (Bldg. 23). (Immediate service during normal operating hours).
3. Students can drop a class by request via email to [admissions@vvc.edu](mailto:admissions@vvc.edu) (Allow 2-3 business days for review and processing).

**Elective** – Courses that are not required for the major or general education but which are acceptable for credit. An elective course may be in the student’s major area of study or any department of a college.

**Late Add Petition Procedure** – Late adds are not accepted. However, there is a petition for students who have serious extenuating circumstances. The late add petition, which is available in the Admissions and Records office, must be electronically signed by both the student and instructor. 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.

**Maximum Units** – Maximum units allowed for fall or spring semesters (16-week session) are 18 units.

Maximum units allowed for concurrent students for fall or spring semesters (16-week session) are 11 units.

- Maximum units allowed for all students for summer/winter sessions are 8 units.
- For larger loads, you must petition prior to enrolling. Concurrent students cannot petition for overloads.

**Full-time Student** – A student enrolled in 12 units in a regular term, 6 or more in an eight-week session or 4 or more units during a six-week session. A part-time student enrolled in fewer than 12 units during a regular term, fewer than 6 units in an eight-week session, and fewer than 4 units during a six-week session.

**General Education Requirements** – A group of courses required for graduation, selected by the student from varied areas of the arts, humanities, social sciences, natural sciences and math.

**IGETC – Intersegmental General Education Transfer Curriculum** – Completion of the IGETC will permit a student to transfer from Victor Valley College to a campus in either the University of California (UC) system or California State University (CSU) without the need, after transfer, to take additional lower-division general education courses to satisfy university general education requirements.

**Pass/No Pass** – A grading option whereby a student can request to receive a PASS (P) or NO PASS (NP) instead of an A,B,C,D, or F. A Pass is assigned for coursework equivalent for above.

**Probation** – Students can be placed on academic and/or progress probation based on grades received and numbers of courses/units completed.

**Parking Permit & Fees** – All vehicles parking on the Campus must abide by the parking rules and 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. Parking permits are required Monday through Saturday.

The College provides Officers for patrol of the parking lots. However, persons parking on district property do so at their own risk. Victor Valley College does not assume any responsibility for loss or damage to vehicles or their contents while parked anywhere on District property.

- **Habitual Parking Offenders** – Any vehicle that has been issued five (5) or more parking citations that are unpaid is subject to tow-away per CVC 22651.

- **Traffic Rules** – All California vehicle laws are enforced. Violators are issued citations to San Bernardino Superior Court.

- **Parking Violations Include:**

- Not displaying a valid parking permit.
- Exceeding time at a parking meter.
- Improper display of permit.
- Possession of a lost/stolen parking permit.
- Parking beyond stall lines or in more than one stall.
- Unauthorized parking in a Disabled parking stall.
- Head-in parking only.
- Parking in unauthorized dirt areas.
- Unauthorized parking in Faculty/Staff stalls.
- No overnight parking.

**Citations** - The 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 Legislature. Ignoring a citation will result in immediate legal action in the form of substantial additional penalties, a hold placed on your vehicle registration with the DMV, and a transcript hold at VVC.

**Motorcycles** - A motorcycle parked at Victor Valley College must display a parking permit, which must be affixed to the front fork of the motorcycle or clearly displayed. A motorcycle permit can be purchased on line.

**Disabled Persons Parking** - Vehicles parked in the blue-lined disabled parking stalls are required to properly display a state-issued disabled person's license plate or placard and a Victor Valley College parking permit.

***Police office hours are Monday – Thursday, 8:30 am to 5:00 pm, and Friday 7:30 am to 3:45 pm. Campus Police can be reached by calling (760) 245-4271 Ext. 2555. In an emergency, dial 911.***



### Prerequisite, Co-requisites, Advisories -

Victor Valley College enforces the prerequisites, co-requisites, 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.

- a. A "Prerequisite" is a course or other enrollment condition that a student must meet with a grade of "C" or better before enrolling in a course or program.
- b. A "Co-requisite" is a course that a student must take simultaneously in order to enroll in another course.
- c. An "Advisory" or recommended preparation is a course or other enrollment condition that a student is advised but not required to meet before or concurrent with enrollment in a course of program.
- d. "Limitations on Enrollment" are conditions for enrollment in courses, including honors, public performance or intercollegiate competition.

Any student who does not meet a prerequisite or co-requisite 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:

- a. The prerequisite, co-requisite, or limitation on enrollment violates VVCCD Board Policy 4260 or Administrative Procedure 4260.
- b. The prerequisite, co-requisite, or

limitation on enrollment violates Section 55003 of Title 5 of the California Code of Regulations.

- c. The prerequisite or co-requisite is unlawfully discriminatory or is being applied in such a manner.
- d. The student has the knowledge or ability to succeed without meeting the prerequisite, co-requisite, or limitation on enrollment.
- e. The prerequisite or co-requisite has not been made reasonably available, and the student, as a result, will be subject to undue delay.
- f. A limitation on enrollment will delay by at least one semester attaining a degree or goal specified in the student's Education Plan.
- g. Enrollment will not pose threat to the student or others in a course with a health and safety prerequisite course.

The Challenge Process requires the approval of a fully completed Challenge Form available from the Admissions and Records office. Challenges involving academic qualifications, health and safety, or non-course prerequisites such as interview or regency require the 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.

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 the Counseling Office.

**Registration** – Registration is the process of becoming officially enrolled or registered in your classes.

Properly completing all steps of the most current registration process is the responsibility of the student.

Students interested in attending Victor Valley College can view the schedule of classes online <https://selfservice.vvc.edu/Student/Courses/> before the beginning of each semester.

Students must register for classes using Navigate. A help line is available for assistance or questions; call (760) 245-4271, or email [info@vvc.edu](mailto:info@vvc.edu).

Registration and other deadline dates are available on our website <https://www.vvc.edu/register/>

Students who do not correctly complete the registration process cannot be enrolled in classes or receive course credit.

Registration is a privilege and may be withheld if a student has outstanding fees, unpaid parking fines, returned checks, library fines, or has not returned physical education materials and/or equipment, or has other outstanding financial obligations to the college.

Registration for summer/fall begins in late April; winter/spring registration begins in mid- November.

**Resident/Non-resident Status** – Students who are residents of California qualify for certain benefits such as in-state enrollment fees. Non-resident students are not local residents of California and must pay non-resident fees.

**Satisfactory Academic Progress (SAP)** – Students can be placed on academic and/or progress probation based on grades received and numbers of courses/units completed. Students receiving financial aid must maintain a certain level of academic progress as there may be negative impact based on their grades and units completed.

**Scholarships** – The Foundation office serves as the primary repository for scholarships used by students at Victor Valley College. In an effort to demonstrate a respect for the Donor's intent and maintain compliance with regulatory agencies, this policy will govern

the acceptance and establishment of scholarships with the Victor Valley College District Foundation. Visit the Financial Aid office or the Foundation office for more information.

**Skills/Certificate of Achievement** – Students completing a specific program may earn skills certificates or Certificates of Achievement.

**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 the card is issued.

- 1) FREE ID CARD: Available by taking your paid registration statement and a valid picture ID (driver's license, CAID, 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.

**Student Honors** – The President's List, the Dean's List, and the Honor Roll are marks of superior academic achievement. To qualify for these prestigious honors, students must complete at least 12.0 units of credit classes with a letter grade (A, B, C) each semester and achieve outstanding grades as follows:

- To qualify for the President's List, a student must achieve a grade point average of 4.00 or an "A" grade in all classes.
- To qualify for the Dean's List, a student must achieve a grade point average of 3.00 – 3.50.
- To qualify for the Honor Roll, a student must achieve a grade point average of 3.00 – 3.49.

**Student Registration Priorities** – The Board of Governors of the California Community Colleges intends to provide priority registration for students who enroll in a community college for a degree or certificate attainment, transfer to a four-year college or university, or career advancement.

Registration priority shall be provided to students who have completed orientation, assessment, and developed a student education plan, remain in good academic standing, and have not completed more than ninety (90) degree-applicable semester units at Victor Valley College.

Registration priority, in the order of priority listed below, shall be provided to students as follows:

**Block 1** = Highest Priority

**Block 6** = Lowest Priority Matriculated in Good Standing

**Block 1**

- Member of the Armed Forces and Military Veterans
- Homeless Youth and Former Foster Youth
- EOPS students
- ACCESS
- CalWORKS students

**Block 2**

- 2A– Continuing students with 45.0 – 90.0 units completed at Victor Valley College. Students with more than 90.0 completed at Victor Valley College with an approved petition.
- 2B – ASB Council members, Work-Study students, Active Phi Theta Kappa members, Spouses of Disabled Veterans, Student-Athletes, active PACE program students, and qualified K16 Bridge High School graduates (fall semester only), First-Year Student Equity Cohort groups.

**Block 3**

- 3A– Continuing students with 30.0 – 44.5 units completed at Victor Valley College.
- 3B– Continuing students with 15.0– 29.5 units completed at Victor Valley College.
- 3C – Continuing students with 0.0 – 14.5 units completed at Victor Valley College.

**Block 4**

- New/Returning/Inter-College Transfer students

**Block 5**

- Dual Enrollment students – Non-CCAP

**Block 6**

- Students who are not fully matriculated.
- Students not in good standing (e.g., academic and/or progress probation for two consecutive semesters as defined in Title 5, Section 55031).
- Students with more than ninety (90) degree applicable units earned at the district.

**Students may appeal the loss of priority registration due to one of the following reasons:**

- a. Extenuating circumstances are verified cases of accidents, illnesses, or other circumstances beyond the student's control.
- b. A student with a disability applied for, but did not receive reasonable accommodation in a timely manner.
- c. Academic and/or Progress improvement. Students must demonstrate significant academic and/or progress improvement.
- d. Enrollment in a high unit major or program. High unit programs generally include Nursing, Respiratory Therapy, or preparation for transfer to programs in engineering, medicine, or other areas.

***A Loss of Priority Registration Appeal form may be filed with the Admissions and Records Office.***

**Transcript** – A student’s official academic record that lists all courses taken and the final grades received for each course. Official transcripts bear a seal of the college and signature of a designated college official and are sent directly from one institution to another.

**Transfer** – Transferring from one college to another meeting the requirements for admission to the second institution.

- **CSU Transfer** – Courses designated “CSU” are baccalaureate-level and will transfer to all of the California State University campuses and count toward graduation at Victor Valley College.
- **UC Transfer** – Courses designated “UC” are baccalaureate-level and will transfer to all of the University of California campuses and count toward graduation at Victor Valley College.

**Transportation Fee** - Students are required to pay \$6.00 each term for the *Transportation Fee*, which allows any student with a Student ID card to ride the Victor Valley Transit Authority buses for no additional cost.

**Unit** – Every course taken for credit contains one unit for each lecture hour per week or for every two to three laboratory hours per week.

**Wait Lists** – Before the beginning of the semester, if a class is full, you may place yourself on a waitlist. If a seat becomes available, you may automatically be added to the class depending on your place on the waitlist, and your student account will be charged with enrollment fees. If you choose not to take the class, it is your responsibility to drop the class before the drop and refund deadline.

Important: Check WebAdvisor frequently to see if you have moved from the waitlist to enrolled status.

**Withdrawing from Classes** – A student may drop or withdraw (or be dropped by an instructor) before the 75% point of completing the class.

Students may not drop or be dropped after this point, and instructors must issue a grade if the student remains on the class roster beyond this point. A student who drops a class (or who is dropped by an instructor) on or before 20% of the course will have no record of the class appearing on their permanent transcript, although they may still be responsible for payment of fees.

Drops that occur after 20% of the course and on or before 75% of a course will result in a W symbol being entered. Students may be dropped for lack of attendance or “good cause” as defined in California Education Code, Article 3, Section 76033.

# Units, Credits & Grades

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## How many units per semester?

- Unlike the formal structure of a high school schedule, a college schedule can be 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.

## 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 equaling 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

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 satisfactory if an average of 2.0, or “C” or better is maintained.

# Directory of Student Services

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*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.*



## **Academic Success and Equity Programs**

Location: Building 30

Website: <https://www.vvc.edu/academic-success-equity-programs-0>

We are your first “Step to Success”! The Department of Academic Success and Equity supports the college’s mission of providing opportunities for student learning and student success regardless of gender, race, age, disability, or economic circumstance. The department offers various cohort programs including the First-Year Experience (FYE) program which integrates first-year students into the academic and cultural community of the college and assists students all the way through to graduation. We are dedicated to helping students achieve their academic goals!



## **ACCESS**

Location: One Stop Center (Bldg. 23)

Email: [ACCESS@vvc.edu](mailto:ACCESS@vvc.edu)

Website: <https://www.vvc.edu/access-resource-center-2>

Victor Valley College ACCESS supports individuals with communicative, developmental, learning, psychological, physical, visual, and/or hearing disabilities with the opportunity to acquire the necessary knowledge and skills to increase personal growth and independence.

## **Achievement Center**

Location: Advanced Technology Center (Bldg. 21 Room 143)

Website: <https://www.vvc.edu/achievement-center>

The Achievement Center helps students review and master the foundational skills needed to succeed in courses: College Algebra, Ideas of Math and Statistics! Computers and faculty are available to support student success. Math noncredit, open entry/open exit lab offers personalized and media-based instruction. Success in these lab classes provides a solid foundation for further and transfer level courses.



## **Admissions and Records**

Location: One Stop Center (Bldg 23)

Email: [Admissions@vvc.edu](mailto:Admissions@vvc.edu)

Website: <https://www.vvc.edu/contact-information-admissions-records>

The Admissions and Records office provide support and assistance necessary to be successful from the application and registration process all the way through graduation or certificate completion.



## **Associated Student Body**

Location: Student Activities Center (Bldg. 44, 2<sup>nd</sup> floor)

Website: <https://www.vvc.edu/associated-student-body>

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.



## Basic Needs (Thrive Resource Center)

Email: [Basic.Needs@vvc.edu](mailto:Basic.Needs@vvc.edu)

Phone: (760) 245-4271 Ext. 2993

Website: <https://www.vvc.edu/thrive-basic-needs-and-wellness>

The THRIVE Resource Center supports students with the essential resources to thrive here at Victor Valley College. Safe and secure access to food, housing, and health care are critical to your academic success. If you struggle with these basic needs, you are not alone. These resources can help, so you can focus on learning. A list of off-campus basic needs resources can be accessed on our website.



## Bookstore

Location: Student Activities Center (Bldg. 44)

Website: [www.vvcRams.com](http://www.vvcRams.com)

The Rams Bookstore is the place for purchasing textbooks, trade books, supplies, general merchandise, and computer software. You can also make purchases online by visiting the Rams Bookstore or the website.



## CalWorks

Location: One Stop Center (Bldg. 23)

Website: <https://www.vvc.edu/what-calworks>

California Work Opportunity and Responsibility to Kids is a state-funded welfare-to-work program designed to help individuals on public assistance.



## Child Development Center Lab

Location: Bldg. 12

Website: <https://www.vvc.edu/victor-valley-child-development-instructional-lab>

The Child Development Center Lab is licensed by the State of California, Community Care Licensing #360906573 and provides for the care and education of toddler and preschool aged children. The Center meets and exceeds the standards and regulations required by the State of California for childcare providers and is regularly inspected.



## Communications Center

Location: Performing Arts Center (Bldg. 54-213)

Email: [CommCenter@vvc.edu](mailto:CommCenter@vvc.edu)

The Communication Center is available to all VVC students, staff, faculty, and the public who would like help with the development and delivery of oral presentations from research, outlining, delivery, and visual aids including PowerPoint presentations. Additionally, the center offers tutoring in foreign language(s) and is home to the ESL lab.

## Connect2Success

Email: [info@vvc.edu](mailto:info@vvc.edu)

Phone: (760) 245-4271

Website: <https://www.vvc.edu/connect2success-center>

Your primary point of contact for general questions. Speak to a live person for help with a variety of general support questions about admissions and financial aid processes, registering for classes, navigating the campus, accessing the MyVVC portal, and student email accounts.



## Cooperative Work Experience Education

Location: Academic Commons (Bldg 42-D)

Website: <https://www.vvc.edu/cooperative-work-experience-education>

Cooperative Education (Co-op) is a 16-, 12-, or 8-week course that enables the student to receive college credit for paid or unpaid work opportunities. This course helps students gain valuable on-the-job work experience while providing practical education, best practices in professional development, and academic guidance through the course of their work opportunity. For further information and individual guidance, contact the Cooperative Education Office.



## Counseling

Location: One Stop Center (Bldg 23)

Email: [VCCounseling@vvc.edu](mailto:VCCounseling@vvc.edu)

Website: <https://www.vvc.edu/vvc-counseling>

Counseling faculty are committed to helping you achieve your educational and career goals. Whether you wish to take one course, earn a certificate or an associate degree, or transfer to a four-year college or university, we are available to help you clarify your academic and career goals and discuss personal issues in confidence.



## **E.O.P.S. and C.A.R.E**

Location: One Stop Center (Bldg. 23)

Website: <https://www.vvc.edu/welcome-eops-and-care>

The purpose of E.O.P.S. is to provide educational and financial support to students. This includes book grants, school supplies, vendor cards, priority registration, counseling, waived graduation fees and much more.

The C.A.R.E. Program is funded by the State of California and is an educational support program for single parents. To qualify for C.A.R.E. you must be eligible and on active status in E.O.P.S.



## **Financial Aid**

Location: One Stop Center (Bldg. 23)

Email: [FinancialAid@vvc.edu](mailto:FinancialAid@vvc.edu)

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

Financial Aid helps students and their families pay for college. If eligible, financial assistance covers educational expenses including tuition and fees, books, and supplies. There are several types of financial aid, including grants, scholarships, and work-study.

## **Justice-Involved Education (Rising Scholars)**

Location: Administration (Bldg. 10)

Email: [Justice.Director@vvc.edu](mailto:Justice.Director@vvc.edu)

Website: <https://www.vvc.edu/justice-involved-education>

Justice-involved education is here to support pre-entry, incarcerated, and re-entry educational supports to individuals who are justice-involved in our service area.



## **Library**

Location: Library (Bldg. 41)

Email: [Library@vvc.edu](mailto:Library@vvc.edu)

Website: <https://library.vvc.edu/welcome>

The Library supports student learning and success with a variety of services and resources, including research help, print and eBooks, computers and printing, reserve textbooks, online databases, streaming media and DVDs, research guides, group study rooms, copy-machines, quiet study space and Wi-Fi.

## **Math Success Center**

Location: Advanced Technology Center (Bldg. 21-145)

Website: <https://www.vvc.edu/math-success-center>

The Math Success Center is here to help you study for your math class. You don't need an appointment; just drop by, sign in with your student ID number, and get the help you need. Come by to study with your classmates, to study on your own, or to get help from the tutors. We have several computers available for your on-line math homework needs, and the tutors are well-versed in these particular platforms.

## **Mental Health**

If you or someone you care about needs to speak to someone or is in crisis and needs immediate help, please call the National Suicide Prevention Lifeline 1-800-273-8255 open 24/7. If emergency medical care is needed, call 911 or go to the hospital. Free 24/7 medical and mental health support is available by downloading the TimelyCare app: [www.timelycare.com/vvc](http://www.timelycare.com/vvc)





## NextUp

Location: NextUp (Bldg. 10B-3)

Email: [Nextup@vvc.edu](mailto:Nextup@vvc.edu)

Website: <https://www.vvc.edu/nextup>

Text: (760) 515-9025

NextUp is a program that offers financial and academic support for current/former foster youth that may include textbooks, school supplies, tutoring, on-going counseling, food, transportation, emergency housing, childcare, and student fee assistance.



## **The Peak– Food Pantry**

Location: Student Activities Center (Bldg. 44)

Website: <https://www.vvc.edu/peak-food-pantry>

The PEAK Pantry provides free basic food supplies to VVC students with a current Student ID Monday – Friday 10 a.m. to 3 p.m. upstairs in the SAC (BLDG. 44). Information and registration assistance for CalFRESH is also available to address long-term needs. Our goal is to inspire hope and academic excellence as we respect the dignity of each student we serve.



## Transfer Center

Location: One Stop Center (Bldg. 23)

Email: [Transfer@vvc.edu](mailto:Transfer@vvc.edu)

Website: <https://www.vvc.edu/transfer-center>

The Career Center Resources provides insight on career opportunities, careers in focus, encyclopedia of careers and vocational guidance, and many more.

The VVC Transfer Center provides services, resources, and activities to support students through the process of transferring to a university. By utilizing the Transfer Center, students can explore their transfer university options, learn about transfer admission requirements, connect with counselors and university representatives to create a transfer plan, and receive assistance with the application process.



## **Tutoring & Academic Support Center**

Location: Advanced Technology Center (Bldg. 21)      Email: [Tutoring@vvc.edu](mailto:Tutoring@vvc.edu)

Website: <https://www.vvc.edu/academics/tutoring-and-academic-support>

The Tutoring and Academic Support Center offers online and face-to-face support in a variety of subjects such as biology, chemistry, accounting, economics, and more. You don't need an appointment; just drop by, sign in with your student ID number, and get the help you need. We offer drop-in, by-appointment, one-on-one, and group tutoring. Students are encouraged to drop in and receive assistance from tutors or study independently or in groups. Computers, whiteboard tables, and study space help support your learning.



## **Veterans Resource Center**

Location: Veterans Resource Center (Bldg. 80.01C)      Email: [VRC.GIBill@vvc.edu](mailto:VRC.GIBill@vvc.edu)

Website: <https://www.vvc.edu/veterans-resource-center-0>

Welcomes all veterans, active duty military, and their dependents with varying educational goals. The center provides Academic Counseling, Computer Lab, Wi-Fi, Study Area, Lounge, Tutoring, Printer/Copier, Small Library, Work Study Opportunities, and assistance with the application process for Admissions, Financial Aid, and GI Bill benefits.



## **Writing Center**

Location: Advanced Technology Center (Bldg. 21-177)

Website: <https://www.vvc.edu/welcome-writing-center>

The Writing Center is here to help you make your writing better by working with you at various points of your writing process. Let us know what you need help with. We'll help you with everything from beginning an essay or project all the way to printing a final draft.

# Student Life Info & Resources

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## **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 the catalog or contact the Associated Student Body).

## **Student Clubs**

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 (ASB) 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**

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 service 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 <https://www.vvc.edu/student-employment-office>

## **Performing Arts Center**

Victor Valley College Associated Student Body cardholders 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 <https://www.vvc.edu/performing-arts-center> 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 event schedules.

# Campus Policies

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## Computer and Network Use Policy

Victor Valley College has a strong commitment to providing a quality education for its students, including access to and experience with current technology. The District's goals for technology in education include providing access to all students, faculty and staff, fully integrating technology into the daily curriculum and preparing students and educators to meet the challenge of a technological and information-rich classroom and workplace.

This policy is authorized by Board Policy 3720 Computer and Network Use. Employees and students who use district computers and networks and the information they contain, and related sources, shall not abuse those resources and will respect the rights of others. The procedures shall include that users must respect software copyrights and licenses, respect the integrity of computer-based information resources, refrain from seeking to gain unauthorized access, and respect the rights of other computer users.

## 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](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.



1. 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.
2. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, and/or other conduct, which threatens or endangers the health and safety of any person.
3. Committing sexual harassing or discriminatory behavior based on race, sex, religion, age, national origin, disability, or any other status protected by law.
4. 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.
5. 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.
6. 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.
7. 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.
8. Unauthorized possession, duplication or use of keys to any Victor Valley College premises or unauthorized entry to or use of Victor Valley College premises.
9. 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.
10. Violation of federal, state, or local law on Victor Valley College premises or at Victor Valley College sponsored or supervised activities.
11. 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.
12. Use, possession or distribution of alcoholic beverages except as expressly permitted by law and Victor Valley College regulations, or public intoxication.
13. Illegal or unauthorized possession of firearms, explosives, other weapons or dangerous chemicals on Victor Valley College premises.
14. Possession of any article, not usually designated as a weapon, when used to threaten bodily harm on Victor Valley College premises.
15. 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.
16. 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.
17. 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.

**18. 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. Outside of the classroom, 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 that 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 chairperson, within 10 working days. The Chairperson 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.

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 Director of ACCESS. For employment or staff related discrimination concerns contact the Director of Human Resources. For disabilities related concerns, contact the ADA Coordinator.

## **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 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.

## 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.

Employees 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.

## 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 at the Human Resources Office.

## 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 the Human Resources Office.**
- ❖ **The Victor Valley College Compliance Officer is the Director of Human Resources and can be reached at the Human Resources Office.**

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

**Step 1:** Initial level - Meet and confer with ADA 504/508 coordinator, who is the ACCESS Director 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 & 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 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 be taken at a public meeting, and the result of the action shall be a public record of the District.

**Drug and Alcohol-Free Campus**

Victor Valley College is a drug and alcohol-free campus. This means that the 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 is a smoke-free campus. That means that smoking or the use of any tobacco products, including smokeless devices such as e-cigarettes and the smoking of marijuana as well as the paraphernalia used for the smoking of marijuana 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 Ext. 2329.

## **Reporting Criminal Offenses to VVC Other Than 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.