

Student Services Office Hours

Fall 2016

(August 1– December 20)

Admissions and Records

Location: Student Services Center (SSC), Suite 102
Phone: 925-685-1310

Office Hours	Monday	Tuesday	Wednesday	Thursday	Friday
August 1 – September 2	8 am-7 pm	8 am-7 pm	8 am-7 pm	8 am-7 pm	8 am-4 pm
September 6 – December 20	8:30 am-5 pm	8:30 am-7 pm	8:30 am-5 pm	8:30 am-5 pm	8:30 am-1 pm

Assessment Center

Location: Student Services Center (SSC) Suite 140
Phone: 925-969-2132

Office Hours	Monday	Tuesday	Wednesday	Thursday	Friday
August 1 – September 2	8:30 am-5 pm	8:30 am-7 pm	8:30 am-7 pm	8:30 am-5 pm	8:30 am-4 pm
September 6 – December 20	8:30 am-5 pm	8:30 am-7 pm	8:30 am-5 pm	8:30 am-5 pm	8:30 am-1 pm

CalWORKs

Location: Student Services Center (SSC) Suite 127
Phone: 925-969-2212

Office Hours	Monday	Tuesday	Wednesday	Thursday	Friday
August 1 – August 12	8:30 am-5 pm	8:30 am-5 pm	8:30 am-5 pm	8:30 am-5 pm	8:30 am-1 pm
August 15 – August 26	8:30 am-5 pm	8:30 am-7 pm	8:30 am-7 pm	8:30 am-5 pm	8:30 am-3 pm
August 29 – December 20	8:30 am-5 pm	8:30 am-5 pm	8:30 am-5 pm	8:30 am-5 pm	8:30 am-1 pm

Career, Employment and Transfer Services

Location: Student Services Center (SSC) Suite 202
Phone: 925-969-2135

Office Hours	Monday	Tuesday	Wednesday	Thursday	Friday
August 1 – December 20	9 am-3 pm	9 am-12 pm 2 pm-5 pm	9 am-3 pm	9 am-3 pm	Closed

Counseling Center

Location: Student Services Center (SSC) Suite 201
Phone: 925-969-2140

Office Hours	Monday	Tuesday	Wednesday	Thursday	Friday
August 1 – September 2	8:30 am-7 pm	8:30 am-7 pm	8:30 am-7 pm	8:30 am-7 pm	8:30 am-4 pm
September 6 – December 20	8:30 am-5 pm	8:30 am-7 pm	8:30 am-5 pm	8:30 am-5 pm	8:30 am-1 pm

Disability and Support Services (DSS) and WorkAbility III

Location: Student Services Center (SSC) Suite 248
Phone: 925-969-2182

Office Hours	Monday	Tuesday	Wednesday	Thursday	Friday
August 1 – August 12	8:30 am-5 pm	8:30 am-5 pm	8:30 am-5 pm	8:30 am-5 pm	8:30 am-1 pm
August 15 – August 26	8:30 am-5 pm	8:30 am-7 pm	8:30 am-7 pm	8:30 am-5 pm	8:30 am-3 pm
August 29 – December 20	8:30 am-5 pm	8:30 am-5 pm	8:30 am-5 pm	8:30 am-5 pm	8:30 am-1 pm

Educational Talent Search (ETS) and Upward Bound (UB) – TRIO Programs

Location: Student Services Center (SSC) Suite 258
Phone: 925-969-2189

Office Hours	Monday	Tuesday	Wednesday	Thursday	Friday
August 1 – August 12	8:30 am-5 pm	8:30 am-5 pm	8:30 am-5 pm	8:30 am-5 pm	Closed
August 15 – December 20	8:30 am-5 pm	8:30 am-5 pm	8:30 am-5 pm	8:30 am-5 pm	8:30 am-1 pm

Enrollment Lab					
Location: Student Services Center (SSC), Suite 119					
Phone: N/A					
Office Hours	Monday	Tuesday	Wednesday	Thursday	Friday
August 1 – September 2	8 am-7 pm	8 am-7 pm	8 am-7 pm	8 am-7 pm	8 am-4 pm
September 6 – December 20	8:30 am-5 pm	8:30 am-7 pm	8:30 am-5 pm	8:30 am-5 pm	8:30 am-1 pm

EOPS / CARE					
Location: Student Services Center (SSC) Suite 127					
Phone: 925-969-2123					
Office Hours	Monday	Tuesday	Wednesday	Thursday	Friday
August 1 – August 12	8:30 am-5 pm	8:30 am-5 pm	8:30 am-5 pm	8:30 am-5 pm	8:30 am-1 pm
August 15 – August 26	8:30 am-5 pm	8:30 am-7 pm	8:30 am-7 pm	8:30 am-5 pm	8:30 am-3 pm
August 29 – December 20	8:30 am-5 pm	8:30 am-5 pm	8:30 am-5 pm	8:30 am-5 pm	8:30 am-1 pm

Financial Aid					
Location: Student Services Center (SSC) Suite 107					
Phone: 925-969-2009					
Office Hours	Monday	Tuesday	Wednesday	Thursday	Friday
August 1 – August 26	8:30 am-7 pm	8:30 am-7 pm	8:30 am-7 pm	8:30 am-7 pm	8:30 am-1 pm
<i>Drop-In</i>	8:30 am-6 pm	8:30 am-6 pm	8:30 am-6 pm	8:30 am-6 pm	8:30 am-12:30 pm
August 29 – December 20	8:30 am-5 pm	8:30 am-7 pm	8:30 am-5 pm	8:30 am-5 pm	Closed
<i>Drop-In</i>	8:30 am-3 pm	8:30 am-6 pm	8:30 am-3 pm	8:30 am-3 pm	Closed

International Students Admissions and Services (ISAS)					
Location: Student Services Center (SSC) Suite 264					
Phone: 925-969-2196					
Office Hours	Monday	Tuesday	Wednesday	Thursday	Friday
August 1 – December 20	8:30 am-5 pm	8:30 am-5 pm	8:30 am-5 pm	8:30 am-5 pm	8:30 am-1 pm

Relations with Schools and Outreach					
Location: Student Services Center (SSC) Suite 120					
Phone: 925-969-2106					
Office Hours	Monday	Tuesday	Wednesday	Thursday	Friday
August 1 – December 20	<i>By Appointment Only</i>				

Scholarship Program Office					
Location: Student Services Center (SSC) Suite 127					
Phone: 925-969-2094					
Office Hours	Monday	Tuesday	Wednesday	Thursday	Friday
August 1 – December 20	8:30 am-5 pm	8:30 am-5 pm	8:30 am-5 pm (SRC)	8:30 am-5 pm	8:30 am-1 pm

* Please check Scholarship Office website for updated hours of operation, www.dvc.edu/scholarships

START / Foster Youth					
Location: Student Services Center (SSC) Suite 127					
Phone: 925-969-2094					
Office Hours	Monday	Tuesday	Wednesday	Thursday	Friday
August 1 – December 20	8:30 am-5 pm	8:30 am-5 pm	8:30 am-5 pm	8:30 am-5 pm	8:30 am-1 pm

Student Life Office / Student Union Building Lobby

Location: Margaret Lesher Student Union Building
 Phone: 925-969-4267

Office Hours	Monday	Tuesday	Wednesday	Thursday	Friday
August 1 – August 12	8:30 am-5 pm	8:30 am-5 pm	8:30 am-5 pm	8:30 am-5 pm	8:30 am-1 pm
August 15 – December 20	8:30 am-5 pm	8:30 am-5:30 pm	8:30 am-5 pm	8:30 am-5:30 pm	8:30 am-1 pm

Welcome Services

Location: Student Services Center (SSC), Suite 119
 Phone: 925-969-2106

Office Hours	Monday	Tuesday	Wednesday	Thursday	Friday
August 1 – September 2	8:30 am-7 pm	8:30 am-7 pm	8:30 am-7 pm	8:30 am-7 pm	Closed
September 6 – December 20	8:30 am-5 pm	8:30 am-7 pm	8:30 am-5 pm	8:30 am-5 pm	Closed

San Ramon Campus

Location: 1690 Watermill Road, San Ramon
 Phone: 925-866-1822

Lobby Hours

	Monday	Tuesday	Wednesday	Thursday	Friday
August 15 – December 20	8 am -6:30 pm	8 am -6:30 pm	8 am -6:30 pm	8 am -6:30 pm	Closed

Admissions and Records Hours

	Monday	Tuesday	Wednesday	Thursday	Friday
August 15 – December 20	9 am -6:30 pm	9 am -6:30 pm	9 am -6:30 pm	9 am -6:30 pm	Closed

Counseling Hours

	Monday	Tuesday	Wednesday	Thursday	Friday
August 15 – December 20	8:30 am-6:30 pm	8 am-6:30 pm	8:30 am-2:30 pm	8:30 am-4 pm	Closed

Enrollment Lab and Welcome Services Hours

	Monday	Tuesday	Wednesday	Thursday	Friday
August 15 – December 20	8 am -6:30 pm	8 am -6:30 pm	8 am -6:30 pm	8 am -6:30 pm	Closed

Financial Aid Drop-in

	Monday	Tuesday	Wednesday	Thursday	Friday
August 15 – December 20			10 am-1 pm 2 pm-6 pm		Closed
<i>Document Drop-off Only</i>	8 am-6:30 pm	8 am-6:30 pm		8 am-6:30 pm	

Other Resources Hours of Operation**Book Center**

Location: Across from Student Services Center
 Phone: 925-969-2298

Office Hours	Monday	Tuesday	Wednesday	Thursday	Friday
August 1 – December 20	7:45 am-7 pm	7:45 am-7 pm	7:45 am-7 pm	7:45 am-7 pm	7:45 am-3 pm

Cashier's Office

Location: Student Services Center (SSC) Suite 116
 Phone: 925-969-2105

Office Hours	Monday	Tuesday	Wednesday	Thursday	Friday
August 1 – December 20	8 am-5 pm	8 am-7 pm	8 am-7 pm	8 am-5 pm	Closed

Computer Center

Location: Library (L-148, L-149, L-150)

Phone: 925-969-2323

Office Hours	Monday	Tuesday	Wednesday	Thursday	Friday
August 1 – December 20	Please visit our website at www.dvc.edu for more details and most updated information.				

Instruction / Evening Office

Location: Administration Building (AB 214)

Phone: 925-969-2043

Office Hours	Monday	Tuesday	Wednesday	Thursday	Friday
August 1 – August 12	8 am-5 pm	8 am-5 pm	8 am-5 pm	8 am-5 pm	Closed
August 15 – December 20	8 am-10 pm	8 am-10 pm	8 am-10 pm	8 am-10 pm	8 am-5 pm

Library

Location: Library

Phone: 925-969-2588

Office Hours	Monday	Tuesday	Wednesday	Thursday	Friday
August 12 – December 16	7:45 am-9 pm	7:45 am-9 pm	7:45 am-9 pm	7:45 am-9 pm	10 am-3 pm

**Open Saturdays 12 – 4 pm unless otherwise noted*Please visit our website at www.dvc.edu for more details and most updated information.

- **Diablo Valley College Pleasant Hill and San Ramon campuses are closed for 2016 District Holidays.**

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|------------------------|-----------------------------|
| ▪ September 5, 2016 | Labor Day Holiday |
| ▪ September 23, 2016 | Native American Day Holiday |
| ▪ November 11, 2016 | Veterans Day Holiday |
| ▪ November 24-25, 2016 | Thanksgiving Day Holiday |