

Student Services Office Hours

Spring 2017

(January 3 – May 26)

Admissions and Records

Location: Student Services Center (SSC), Suite 102

Phone: 925-685-1310

Office Hours	Monday	Tuesday	Wednesday	Thursday	Friday
January 2 – January 6	Closed	8:30 am-5 pm	8:30 am-5 pm	8:30 am-5 pm	8:30 am- 1 pm
January 9 – February 3	8 am-7 pm	8 am-7 pm	8 am-7 pm	8 am-7 pm	8:30 am-4 pm
February 6 – May 26	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
January 2 – January 6	Closed	8:30 am-5 pm	8:30 am-5 pm	8:30 am-5 pm	8:30 am-1 pm
January 9 – February 3	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
February 6 – May 26	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
January 2 – January 6	Closed	8:30 am-5 pm	8:30 am-5 pm	8:30 am-5 pm	8:30 am- 1 pm
January 9 – February 3	8:30 am-5 pm	8:30 am-7 pm	8:30 am-5 pm	8:30 am-5 pm	8:30 am-4 pm
February 6 – May 26	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
January 2 – January 20	Closed	Closed	Closed	Closed	Closed
January 23 – May 26	9 am-3 pm	9 am-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
January 2 – January 6	Closed	8:30 am-5 pm	8:30 am-5 pm	8:30 am-5 pm	8:30 am- 1 pm
January 9 – February 3	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
February 6 – May 26	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 Work Ability III

Location: Student Services Center (SSC) Suite 248

Phone: 925-969-2182

Office Hours	Monday	Tuesday	Wednesday	Thursday	Friday
January 2 – January 6	Closed	8:30 am-5 pm	8:30 am-5 pm	8:30 am-5 pm	8:30 am- 1 pm
January 9 – February 3	8:30 am-5 pm	8:30 am-7 pm	8:30 am-5 pm	8:30 am-5 pm	8:30 am-4 pm
February 6 – May 26	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
January 2 – January 6	Closed	8:30 am-5 pm	8:30 am-5 pm	8:30 am-5 pm	8:30 am- 1 pm
January 9 – February 3	8:30 am-5 pm	8:30 am-5 pm	8:30 am-5 pm	8:30 am-5 pm	8:30 am- 4 pm
February 6 – May 26	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
January 2 – January 6	Closed	8:30 am-5 pm	8:30 am-5 pm	8:30 am-5 pm	8:30 am-1 pm
January 9 – February 3	8 am-7 pm	8 am-7 pm	8 am-7 pm	8 am-7 pm	8:30 am-4 pm
February 6 – May 26	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
January 2 – January 6	Closed	8:30 am-5 pm	8:30 am-5 pm	8:30 am-5 pm	8:30 am- 1 pm
January 9 – February 3	8:30 am-5 pm	8:30 am-7 pm	8:30 am-5 pm	8:30 am-5 pm	8:30 am-4 pm
February 6 – May 26	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
January 2 – January 6	Closed	8:30 am-5 pm	8:30 am-5 pm	8:30 am-5 pm	Closed
<i>Drop-in appointments</i>	<i>Closed</i>	<i>8:30 am-3 pm</i>	<i>8:30 am-3 pm</i>	<i>8:30 am-3 pm</i>	<i>Closed</i>
January 9 – February 3	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 appointments</i>	<i>8:30 am-6 pm</i>	<i>8:30 am-6 pm</i>	<i>8:30 am-6 pm</i>	<i>8:30 am-6 pm</i>	<i>8:30 am-12:30 pm</i>
February 6 – May 26	8:30 am-5 pm	8:30 am-7 pm	8:30 am-5 pm	8:30 am-5 pm	Closed
<i>Drop-in appointments</i>	<i>8:30 am-3 pm</i>	<i>8:30 am-6 pm</i>	<i>8:30 am-3 pm</i>	<i>8:30 am-3 pm</i>	<i>Closed</i>

International Students Admissions and Services (ISAS)

Location: Student Services Center (SSC) Suite 264

Phone: 925-969-2196

Office Hours	Monday	Tuesday	Wednesday	Thursday	Friday
January 2 – January 6	Closed	8:30 am-5 pm	8:30 am-5 pm	8:30 am-5 pm	8:30 am- 1 pm
January 9 – February 3	8:30 am-5 pm	8:30 am-5 pm	8:30 am-5 pm	8:30 am-5 pm	8:30 am- 4 pm
February 6 – May 26	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
January 2 – May 26	<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
January 2 – January 6	Closed	8:30 am-5 pm (PHC)	10 am-6 pm (SRC)	8:30 am-5 pm (PHC)	8:30 am- 1 pm (PHC)
<i>Drop-in appointments</i>	<i>Closed</i>	<i>1 pm-4 pm</i>	<i>10 am-1 pm and 2 pm-6 pm</i>	<i>9 am-12 pm</i>	<i>none</i>
January 9 – February 3	8:30 am-5 pm (PHC)	8:30 am-5 pm (PHC)	10 am-6 pm (SRC)	8:30 am-5 pm (PHC)	8:30 am- 4 pm (PHC)
<i>Drop-in appointments</i>	<i>9 am-1 pm</i>	<i>1 pm-4 pm</i>	<i>10 am-1 pm and 2 pm-6 pm</i>	<i>9 am-12 pm</i>	<i>none</i>
February 6 – May 26	8:30 am-5 pm (PHC)	8:30 am-5 pm (PHC)	10 am-6 pm (SRC)	8:30 am-5 pm (PHC)	8:30 am- 1 pm (PHC)
<i>Drop-in appointments</i>	<i>9 am-1 pm</i>	<i>1 pm-4 pm</i>	<i>10 am-1 pm and 2 pm-6 pm</i>	<i>9 am-12 pm</i>	<i>none</i>

START / Foster Youth

Location: Student Services Center (SSC) Suite 127

Phone: 925-969-2123

Office Hours	Monday	Tuesday	Wednesday	Thursday	Friday
January 2 – January 6	Closed	8:30 am-5 pm	8:30 am-5 pm	8:30 am-5 pm	8:30 am-1 pm
January 9 – May 26	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 Leshar Student Union Building

Phone: 925-969-4267

Office Hours	Monday	Tuesday	Wednesday	Thursday	Friday
January 2 – January 6	Closed	8:30 am-5:30 pm	8:30 am-5 pm	8:30 am-5:30 pm	8:30 am- 1 pm
January 9 – February 3	8:30 am-5 pm	8:30 am-7 pm	8:30 am-5 pm	8:30 am-5:30 pm	8:30 am-4 pm
February 6 – May 26	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
January 2 – January 6	Closed	8:30 am-5 pm	8:30 am-5 pm	8:30 am-5 pm	Closed
January 9 – February 3	8:30 am-7 pm	8:30 am-7 pm	8:30 am-7 pm	8:30 am-7 pm	Closed
February 6 – May 26	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
January 2 – May 26	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
January 2 – May 26	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
January 2 – January 6	Closed	9 am-3 pm	9 am-6 pm	9 am-3 pm	Closed
January 9 – January 20	Closed	9 am-4 pm	9 am-6 pm	9 am-4 pm	Closed
January 23 – May 26	8:30 am-6:30 pm	8:30 am-6:30 pm	8:30 am-4 pm	8:30 am-4 pm	Closed

Counseling Waiting Area, Enrollment Lab and Welcome Services Hours

	Monday	Tuesday	Wednesday	Thursday	Friday
January 2 – May 26	8 am -6:30 pm	8 am -6:30 pm	8 am -6:30 pm	8 am -6:30 pm	Closed

Financial Aid / Scholarship Drop-in Hours

	Monday	Tuesday	Wednesday	Thursday	Friday
January 2 – May 26 (Wednesdays Only)	8 am -6:30 pm (Drop-off Only)	8 am -6:30 pm (Drop-off Only)	10 am-1 pm and 2 pm-6 pm	8 am -6:30 pm (Drop-off Only)	Closed

Other Resources Hours of Operation**Adult Education**

Location: Student Services Center (SSC) Suite 127

Phone: 925-969-2217

Office Hours	Monday	Tuesday	Wednesday	Thursday	Friday
January 2 – January 6	Closed	Closed	Closed	8:30 am-5 pm	8:30 am- 1 pm
January 9 – February 3	8:30 am-5 pm	8:30 am-5 pm	8:30 am-5 pm	8:30 am-5 pm	8:30 am- 4 pm
February 6 – May 26	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

Book Center

Location: Across from Student Services Center

Phone: 925-969-2298

Office Hours	Monday	Tuesday	Wednesday	Thursday	Friday
January 2 – January 17	7:45 am-4 pm	7:45 am-4 pm	7:45 am-4 pm	7:45 am-4 pm	7:45 am-3 pm
January 18 – May 26	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

Book Center closed Monday, January 2, 2017*Book Center open Saturday, January 21, 2017 from 10 am-2 pm***Cashier's Office**

Location: Student Services Center (SSC) Suite 116

Phone: 925-969-2105

Office Hours	Monday	Tuesday	Wednesday	Thursday	Friday
January 2 – January 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
January 23 – February 3	8:30 am-7 pm	8:30 am-7 pm	8:30 am-5 pm	8:30 am-5 pm	8:30 am- 1 pm
February 6 – May 26	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

**Cashier's Office closed Monday, January 2, 2017*

Computer Center and Computer Center East					
Location: Library (L-150) and BFL (BFL-213) Phone: 925-969-2323					
Office Hours	Monday	Tuesday	Wednesday	Thursday	Friday
January 2 – January 20 <i>(both areas)</i>	Closed	Closed	Closed	Closed	Closed
January 23 – May 26 <i>(L-150)</i>	8 am-10 pm	8 am-10 pm	8 am-10 pm	8 am-10 pm	9 am-3 pm
January 23 – May 26 <i>(BFL-213)</i>	8 am-7 pm	8 am-7 pm	8 am-7 pm	8 am-7 pm	Closed

Instruction / Evening Office					
Location: Administration Building (AB 214) Phone: 925-969-2043					
Office Hours	Monday	Tuesday	Wednesday	Thursday	Friday
January 2 – January 20	8 am-5 pm	8 am-5 pm	8 am-5 pm	8 am-5 pm	8 am-5 pm
January 23 – May 26	8 am-10 pm	8 am-10 pm	8 am-10 pm	8 am-10 pm	8 am-5 pm

**Instruction Office closed Monday, January 2, 2017*

Library					
Location: Library Phone: 925-969-2610					
Office Hours	Monday	Tuesday	Wednesday	Thursday	Friday
January 2 – January 20	Closed	Closed	Closed	Closed	Closed
January 23 – May 26	7:45 am-9 pm	7:45 am-9 pm	7:45 am-9 pm	7:45 am-9 pm	7:45 am-9 pm

**Open Saturdays from 12:00 pm-4:00 pm beginning January 30th - May 20th (excluding holiday weekends)*

**Open extended hours during finals week*

P.U.M.A Center					
Location: LCA Building (across from the Learning Center) Phone: 925-969-4320					
Office Hours	Monday	Tuesday	Wednesday	Thursday	Friday
January 2 – January 20	Closed	Closed	Closed	Closed	Closed
January 23 – May 26	9 am-7 pm	9 am-7 pm	9 am-7 pm	9 am-7 pm	9 am-4 pm

Student Veteran Resource Center (SVRC)					
Location: LCA Building (across from the Learning Center) Phone:					
Office Hours	Monday	Tuesday	Wednesday	Thursday	Friday
January 2 – January 13	Closed	Closed	Closed	Closed	Closed
January 16 – May 26	9 am-4 pm	9 am-4 pm	9 am-4 pm	9 am-4 pm	9 am-4 pm

**SVRC closed Monday, January 16, 2017*

Please visit our website at www.dvc.edu for more details and most updated information.

- **Spring Recess:** April 3rd -9th. Student Services offices are open during spring recess.
- **Diablo Valley College Pleasant Hill and San Ramon campuses are closed for spring 2017 District Holidays.**
 - January 2nd Closed for Winter Recess
 - January 16th Closed for Dr. M. L. King Jr. Day Holiday
 - February 17th Closed for Lincoln Day Holiday
 - February 20th Closed for Washington Day Holiday