

Student Services Office Hours

Fall 2017

(July 31– December 20)

Admissions and Records

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

Office Hours	Monday	Tuesday	Wednesday	Thursday	Friday
July 31 – September 1	8 am-7 pm	8 am-7 pm	8 am-7 pm	8 am-7 pm	8 am-4 pm
September 5 – 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
July 31 – September 1	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 5 – 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 14 – September 1	8:30 am-5 pm	8:30 am-7 pm	8:30 am-5 pm	8:30 am-5 pm	8:30 am-3 pm
September 4 – September 29	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
October 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

Career, Employment and Transfer Services

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

Office Hours	Monday	Tuesday	Wednesday	Thursday	Friday
August 14 – 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
July 31 – September 1	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 5 – 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 14 – September 1	8:30 am-5 pm	8:30 am-7 pm	8:30 am-5 pm	8:30 am-5 pm	8:30 am-3 pm
September 4 – September 29	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
October 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

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
July 31 – September 1	8:30 am-5 pm	8:30 am-5 pm	8:30 am-5 pm	8:30 am-5 pm	Closed
September 5 – 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
July 31 – September 1	8 am-7 pm	8 am-7 pm	8 am-7 pm	8 am-7 pm	8 am-4 pm
September 5 – 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 14 – September 1	8:30 am-5 pm	8:30 am-7 pm	8:30 am-5 pm	8:30 am-5 pm	8:30 am-3 pm
September 4 – September 29	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
October 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

Financial Aid

Location: Student Services Center (SSC) Suite 107

Phone: 925-969-2009

Office Hours	Monday	Tuesday	Wednesday	Thursday	Friday
July 31 – September 1	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
September 5 – 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
July 31 – 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
July 31 – 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 14 – 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 14 – 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 Leshar Student Union Building

Phone: 925-969-4267

Office Hours	Monday	Tuesday	Wednesday	Thursday	Friday
August 14 – September 15	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
September 18 – 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
July 31 – September 1	8:30 am-7 pm	8:30 am-7 pm	8:30 am-7 pm	8:30 am-7 pm	Closed
September 5 – 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 14 – 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 14 – 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 14 – 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 14 – 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 14 – 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**Adult Education**

Location: Student Services Center (SSC) Suite 127

Phone: 925-969-2217

Office Hours	Monday	Tuesday	Wednesday	Thursday	Friday
August 14 – December 20	8:30 am-4:30 pm	8:30 am-4:30 pm	8:30 am-4:30 pm	8:30 am-4:30 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
August 14 – 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 – September 1	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
September 5 – 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

Computer Center

Location: Library Building

Phone: 925-969-2571

Office Hours	Monday	Tuesday	Wednesday	Thursday	Friday
August 14 – December 20	8 am-10 pm	8 am-10 pm	8 am-10 pm	8 am-10 pm	9 am-3 pm

Instruction / Evening Office (*Office closes at 5 pm December 18-20)

Location: Administration Building (AB 214)

Phone: 925-969-2043

Office Hours	Monday	Tuesday	Wednesday	Thursday	Friday
August 14 – September 15	8 am-10 pm	8 am-10 pm	8 am-10 pm	8 am-10 pm	8 am-5 pm
September 18 – 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 14 – December 20	7:45 am-9 pm	7:45 am-9 pm	7:45 am-9 pm	7:45 am-9 pm	10 am-3 pm

P.U.M.A Center

Location: LCA Building (across from the Learning Center)

Phone: 925-969-4320

Office Hours	Monday	Tuesday	Wednesday	Thursday	Friday
August 14 – December 20	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) (SVRC will be closed July 1-August 11)

Location: LCA Building (across from the Learning Center)

Phone:

Office Hours	Monday	Tuesday	Wednesday	Thursday	Friday
August 14 – December 20	9 am-4 pm	9 am-4 pm	9 am-4 pm	9 am-4 pm	Closed

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 2017 District Holidays.**

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| ▪ September 4, 2017 | Labor Day Holiday |
| ▪ September 22, 2017 | Native American Day Holiday |
| ▪ November 10, 2017 | Veterans Day Holiday |
| ▪ November 23-24, 2017 | Thanksgiving Day Holiday |
| ▪ December 21, 2017-January 2, 2018 | Winter Recess/Holidays |