ACCREDITATION

Institutional
Diablo Valley College is accredited by the Accrediting Commission of Community and Junior Colleges of the Western Association of Schools and Colleges (ACCJC/WASC), which is an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education. The contact information of the AACJC is provided below:

Accrediting Commission for Community and Junior Colleges
10 Commercial Boulevard, Suite 204
Novato, California 94949
415-506-0234
www.accjc.org

Programmatic
The following Diablo Valley College programs are accredited by programmatic accrediting bodies, which are responsible to determine license/certification eligibility.

Dental Assisting and Dental Hygiene Commission on Dental Accreditation of the American Dental Association
211 East Chicago Avenue
Chicago, Illinois 60611-2678
www.ada.org

Culinary Arts Baking and Pastry, Restaurant Management
The Accrediting Commission of the American Culinary Federation Education Foundation
180 Center Place Way
St. Augustine, Florida 32095
www.acfchefs.org

California Association for Alcohol/Drug Educators
5230 Clark Road, Suite 3
Lakewood, California 90712
707-722-2331
www.caade.org

California Association of Alcoholism and Drug Abuse Counselors
3400 Bradshaw Road, Suite B
Sacramento, California 95827
916-368-9412
www.caadac.org
Contra Costa Community College District Administration

DISTRIBUTION GOVERNING BOARD 2014
Greg Enholm
Vicki Gordon
Matthew Rinn
John E. Marquez
John T. Nejedly
Ivan De Los Santos, student trustee

DISTRIBUTION CHANCELLOR
Helen Benjamin

DISTRIBUTION VALLEY COLLEGE PRESIDENT
Peter Garcia
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General information
Course and program offerings
Admissions requirements
Student fees and other financial obligations
Student financial aid
Learning resources and services
GENERAL INFORMATION

Diablo Valley College (DVC) is one of three publicly supported two-year community colleges in the Contra Costa Community College District. The larger of DVC's two campuses is located near Interstate 680 in Pleasant Hill; the San Ramon Campus serves the south county in Dougherty Valley. Between its two campuses, DVC serves more than 22,000 students each semester with a wide variety of program options.

Academic freedom statement

The Contra Costa Community College District affirms its belief in the academic freedom of faculty, management and students to teach, study, conduct research, write and challenge viewpoints without undue restriction.

Members of the college faculty are citizens, members of a learned profession and representatives of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As persons of learning with institutional affiliations, they should remember that the public may judge their profession and institution by their statements. Hence, they should at all times be accurate, exercise appropriate restraint, show respect for the opinion of others, and make every effort to indicate that they are not expressing their institution's views.

Mission

Diablo Valley College is passionately committed to student learning through the intellectual, scientific, artistic, psychological, and ethical development of its diverse student body. DVC prepares students for transfer to four-year universities; provides career and technical education; supports the economic development of the region; offers pre-collegiate programs; and promotes personal growth and lifelong learning.

Philosophy

The primary objective of Diablo Valley College is the development, growth and success of each of its students. At DVC student learning is paramount and comprises not simply the transference of knowledge and skills but also a process of intellectual, artistic, political, ethical, physical and spiritual exploration. We believe that such learning is the mutual responsibility of the college and the student.

We recognize the dignity and intrinsic worth of the individual and will make every effort to design programs to meet individual needs, interests and capacities. We believe that a broad range of educational approaches and support services is necessary in order to ensure that each student achieves his or her potential.

In fulfilling these objectives and principles, we affirm our intention

- to provide the highest possible level of education and counseling in order to help students develop and realize their goals;
- to provide the highest possible level of access to a student body which reflects the cultural and socio-economic diversity of our community;
- to provide students with opportunities for the development of values, ethical behavior, aesthetic appreciation and a sense of civic responsibility;
- to provide students with opportunities for social and personal growth;
- to enhance self-esteem and a sense of individual responsibility;
- to provide a campus climate that encourages tolerance, mutual respect, civility, and the free and open exchange of ideas;
- to instill an appreciation for the values and contributions of other cultures and to foster a global and international perspective among all students.
We will continuously seek and support a dedicated, highly qualified staff that is diverse in terms of cultural background, ethnicity, and intellectual perspective and that is committed to fostering a climate of academic freedom and collegiality. We will encourage and support professional development for all staff and will all share in the responsibility for student outcomes.

Diablo Valley College affirms its responsibility to address the diverse needs of the communities it serves and to provide leadership in the civic, cultural, and economic development of the region. We believe that widespread access to excellent postsecondary education is the cornerstone of a democratic society.

**DVC Institutional learning outcomes**

Diablo Valley College students will gain knowledge, skills, and an appreciation of ethical issues in the following areas:

- **Language and Rationality** - Students will develop the principles and applications of language toward logical thought, clear and precise expression, and critical evaluation of communication in whatever symbol system the student uses.*

- **Natural Sciences** - Students will examine the physical universe, its life forms, and its natural phenomena, develop an appreciation and understanding of the scientific method, and the relationships between science and other human activities.*

- **Arts and Humanities** - Students will examine the cultural activities and artistic expressions of human beings, develop an awareness of the ways in which people throughout the ages and in different cultures have responded to themselves and the world around them in artistic and cultural creation, and develop an aesthetic understanding and an ability to make value judgments.*

- **Social and Behavioral Sciences** - Students will examine social and behavioral sciences that focus on people as members of society, develop critical thinking skills related to the ways people act and have acted in response to their societies, develop an awareness of social and behavioral science methods of inquiry, and develop an appreciation of how societies and social subgroups operate and stimulate.*

- **Workplace Skills** - Students will develop skills that will allow them to be viable participants in a competitive workplace, e.g. competence in relevant 21st century literacies and effective communication of new knowledge in an ethical and legal manner.

---

*Title 5 (55063 Minimum Requirements for the Associate Degree)
Day, evening, and summer classes
Classes are taught in the day and evening in full-term and short-term formats. A selection of day and evening classes are also taught during the summer. See the schedule of classes for more information. www.dvc.edu/schedule.

Online and hybrid courses
DVC’s online classes are taught through the internet requiring students to attend very few face-to-face meetings and some classes do not require face to face meetings at all. Hybrid classes use a combination of class meetings and online instruction. To find out more about online classes visit www.dvc.edu/online.

Contract education courses
A contract education course is one that a community college offers under contract pursuant to Education Code section 78021 with a public or private agency, corporation, association, or other organization (title 5, section, 55000). Such courses are not open to general enrollment.

Noncredit course
A noncredit course is one that is approved by the college and district as meeting the needs of enrolled students but that does not award college credit and is not transcripted. Such courses are limited to the following categories: Parent Education, Basic Skills, English as a Second Language, Immigrant Education, Education Programs for Persons with Substantial Disabilities, Short Term Vocational Programs with High Employment Potential, Education Programs for Older Adults, Family and Consumer Sciences, Health and Safety.

Academic Calendar 2014-15
Please check our website www.dvc.edu/calendar and click on Academic/Calendar 14-15 for the most current dates and a more complete calendar.

<table>
<thead>
<tr>
<th>FALL TERM 2014</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>February 15</td>
<td>applications accepted</td>
</tr>
<tr>
<td>April 28</td>
<td>fall registration begins</td>
</tr>
<tr>
<td>August 15</td>
<td>first day of instruction</td>
</tr>
<tr>
<td>September 1</td>
<td>Labor Day holiday</td>
</tr>
<tr>
<td>September 26</td>
<td>Native American Day holiday</td>
</tr>
<tr>
<td>November 10</td>
<td>Veterans Day holiday</td>
</tr>
<tr>
<td>November 24</td>
<td>spring registration begins</td>
</tr>
<tr>
<td>November 27-28</td>
<td>Thanksgiving holiday</td>
</tr>
<tr>
<td>November 29-30</td>
<td>no classes</td>
</tr>
<tr>
<td>December 17</td>
<td>last day of instruction</td>
</tr>
<tr>
<td>December 23-January 2</td>
<td>Winter recess</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SPRING TERM 2015</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>September 15</td>
<td>applications accepted</td>
</tr>
<tr>
<td>January 12</td>
<td>first day of instruction</td>
</tr>
<tr>
<td>January 19</td>
<td>Martin Luther King Jr. Day holiday</td>
</tr>
<tr>
<td>February 13</td>
<td>Lincoln Day holiday</td>
</tr>
<tr>
<td>February 14-15</td>
<td>no classes</td>
</tr>
<tr>
<td>February 16</td>
<td>Washington Day holiday</td>
</tr>
<tr>
<td>March 30-April 5</td>
<td>spring recess</td>
</tr>
<tr>
<td>May 20</td>
<td>last day of instruction</td>
</tr>
<tr>
<td>May 20</td>
<td>graduation</td>
</tr>
<tr>
<td>May 25</td>
<td>Memorial Day holiday</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SUMMER TERM 2015</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>TBA</td>
<td></td>
</tr>
<tr>
<td>February 15</td>
<td>applications accepted</td>
</tr>
</tbody>
</table>

ADMISSION REQUIREMENTS
There are a number of steps necessary for successful enrollment in classes at DVC. Students are encouraged to complete the matriculation process, which includes admission, assessment, orientation, and advising prior to registering for classes. Please see page 34 for more information about the matriculation policy. For detailed information on how to enroll, please see the Student Resource Guide.

Admission eligibility
A student is eligible for admission if he or she:
• has graduated from high school, or
• is 18 years of age or older and is no longer in high school, or
• has passed the State of California Certificate of Proficiency Test or the General Educational Development Test (GED).

California residence status
California residence status is determined by the Admissions and Records Office. A student is generally eligible for residency if he or she has lived in California for at least one year prior to the beginning of the term in which he or she wishes to enroll, and can show evidence of California residency.

Non-residence status
Non-resident students must pay a non-resident tuition fee in addition to the other usual college fees. Please see page 10 for more information about student fees.
International students

International students interested in applying to DVC can download and print out the application from www.dvc.edu/international. International students are required to comply with immigration regulations and must submit supporting documents for admission purposes.

A checklist to ensure that students understand what they need to submit to be admitted as an international student to DVC is available at www.dvc.edu/isas-checklist. International students must pay the international student rate for courses in addition to the usual college fees. International students must also pay the mandatory insurance cost.

For admissions deadlines and more information please visit: www.dvc.edu/international or contact the International Student Admissions and Services (ISAS) Office.

Transferring to DVC

DVC welcomes transfer students from other colleges. Transfer students should follow the general application procedures listed in the Student Resource Guide. Please see page 18 for more information about transfer credit.

Transcripts

Release of student records

Students may have their DVC records released to them only if they have no outstanding debts and can show positive picture identification, in the form of a current student I.D. card, a California Driver’s License, or a California I.D. card.

If a student wants his or her DVC records released to someone else, that person must show the Admissions and Records Office positive picture identification and an original permission note or release form that has been signed by the student. Please see page 11 for more information about transcript fees.

STUDENT FEES AND OTHER FINANCIAL OBLIGATIONS

<table>
<thead>
<tr>
<th>Description</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrollment fee (CA residents)</td>
<td>$46 per unit</td>
</tr>
<tr>
<td>Enrollment fee (U.S. citizens or permanent residents who are not California residents, or students who are not U.S. citizens)</td>
<td>$254 per unit</td>
</tr>
<tr>
<td>Student union fee</td>
<td>$1 per unit (maximum $10 per student per academic year)</td>
</tr>
<tr>
<td>Student activity fee (fall and spring)</td>
<td>$5 per term (fee is voluntary)*</td>
</tr>
<tr>
<td>Parking fees</td>
<td>$3 a day or $40 for the fall or spring terms; $20 for summer; $30 per term for students who qualify for the Board of Governors Fee Waiver</td>
</tr>
<tr>
<td>Books, supplies, and course material fees</td>
<td>$250-$350 estimate per term for full-time students. Book and supply costs and requirements vary.</td>
</tr>
<tr>
<td>Course material fees</td>
<td>Some courses require additional materials fees. See schedule of classes for details.</td>
</tr>
<tr>
<td>Field trip fees</td>
<td>Students are expected to pay entrance fees for theaters, galleries, and other activities as well as provide their own transportation. (Alternate assignments given for students who cannot afford the cost.)</td>
</tr>
<tr>
<td>ASDVC Discount Sticker (fall and spring)</td>
<td>$8 per term (optional) Purchase at Student Union Building, Book Center, or the Admissions and Records Office.</td>
</tr>
</tbody>
</table>
Transcript fees

| Standard: FREE for first two (within district) |
| $5 each thereafter |
| Rush: $15 each (processed within 24 hours) |
| Express: $30 each (processed within one hour) |

Verification of enrollment fees

| FREE for first two verifications (within district) |
| $2 fee for each request thereafter |
| $5 per verification for 24 hour express service |

*Allows student government to provide funding for student-related activities and services. Refund forms are available online, at the Cashier’s Office, Student Life Office and Welcome/Information Center. Waiver/refund request forms must be submitted in person or by U.S. mail to the DVC Cashier’s Office ONLY. Request for refund forms must be received within the first two weeks of instruction for a full term class, or before 10 percent of the class time for a short-term class. Refund checks will be issued monthly after the first two weeks of instruction each term.

Refund of Fees

Enrollment fee and non-resident tuition refunds

To receive a fee refund, students must withdraw from school or drop class(es) by the deadline. To qualify for an enrollment fee refund, students must officially drop units:

- within the first two weeks of a term for full-term classes (fall and spring),
- within the first 10 percent of the length of the class for short-term and summer classes.

Refunds are issued automatically within this time period. The refund policy complies with and is based upon Title 5 regulation and the California Education Code.

Parking permit refunds

In order to obtain a refund, students must:

- officially drop all units within the first two weeks of the term (fall and spring),
- return the parking permit to the Cashier’s Office at the Pleasant Hill Campus.

Course material fee refunds

In order to obtain a refund, students must officially drop the class within the first two weeks of the term length class. Refunds can be requested at the Cashier’s Office at the Pleasant Hill Campus or at the Admissions and Records Office in San Ramon.

Please note: All fees are subject to change by the state legislature. Check [www.dvc.edu/fee](http://www.dvc.edu/fee) for updated fee information.

Student debts to the college

Students are expected to clear their financial debts promptly. Students who owe DVC money for overdue library books, returned checks, or other debts will not be allowed to use college services (such as registering for classes or obtaining official transcripts) until their debts are paid.
STUDENT FINANCIAL AID

Diablo Valley College has a broad range of financial aid programs. Pleasant Hill students should go to the Financial Aid, EOPS, or Scholarship Offices at the Pleasant Hill Campus, and San Ramon students can go to the West Lobby, the Learning Commons, or the Admissions and Records Office. Students may also visit www.dvc.edu/financialaid.

The following programs are administered through the Financial Aid Office, and require students to complete a Free Application for Federal Student Aid (FAFSA) online at www.fafsa.gov. Additional requirements apply depending on each program listed below. Please visit the Financial Aid Office website for more information.

Grants
There are six grants and a fee waiver available to students. Qualifications, availability, and limits vary. Please visit the Financial Aid Office website for more information.

- Board of Governors’ Fee Waiver
- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Cal Grant B (entitlement and competitive)
- Cal Grant C
- California Chafee Grant

Work-Study
Federal Work-Study (FWS) - students can work up to 20 hours per week to help meet their educational costs. Work-study jobs are available at a variety of on-campus and off-campus locations. The funds are limited.

Loans
Federal loans are available and both students and parents can apply.

Other aid and benefits
All available financial aid and benefit opportunities are too numerous to list, and may be available through specific academic programs. Students should check with their instructors, division dean, the Financial Aid Office or Scholarship Office for other options that may apply.

Veterans benefits
Various federal and state agencies determine eligibility for veterans benefits, depending on whether the student is a veteran or a dependent of a veteran. Interested students should speak with a staff member in the Veterans Office or contact the Department of Veterans Affairs at 925-313-1481 or 800-827-1000 or visit the website at www.va.gov, and DVC’s website at www.dvc.edu/veterans.

Department of Rehabilitation Assistance
Students with disabilities that interfere with their ability to find and keep a job may receive assistance through the State Department of Rehabilitation (DOR). For more information contact the WorkAbility III Office.

Scholarships
The DVC scholarship program
High school students entering Diablo Valley College, continuing DVC students, and students transferring to four-year colleges and universities will find many opportunities to compete for scholarships established by local, state, and national organizations as well as individual sponsors. Call or visit the Scholarship Program Office for more information. www.dvc.edu/scholarships.
LEARNING RESOURCES AND SERVICES

DVC offers a wide variety of resources and services to support and enhance student success. All of these services are described in greater detail in the Student Resource Guide and on the DVC website. The web address and contact information are listed with each service below.

<table>
<thead>
<tr>
<th>Learning resources and services</th>
<th>Telephone</th>
<th>Website address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admissions and Records Office</td>
<td>925-685-1310</td>
<td><a href="http://www.dvc.edu/admissions">www.dvc.edu/admissions</a></td>
</tr>
<tr>
<td>Assessment Center</td>
<td>925-969-2132</td>
<td><a href="http://www.dvc.edu/assessment">www.dvc.edu/assessment</a></td>
</tr>
<tr>
<td>CalWORKs Program</td>
<td>925-969-2119</td>
<td><a href="http://www.dvc.edu/calworks">www.dvc.edu/calworks</a></td>
</tr>
<tr>
<td>Career and Employment Services</td>
<td>925-969-2135</td>
<td><a href="http://www.dvc.edu/career">www.dvc.edu/career</a></td>
</tr>
<tr>
<td>Computer Center</td>
<td>925-969-2323</td>
<td><a href="http://www.dvc.edu/computerlabs">www.dvc.edu/computerlabs</a></td>
</tr>
<tr>
<td>Co-op Education</td>
<td>925-969-2751</td>
<td><a href="http://www.dvc.edu/coop">www.dvc.edu/coop</a></td>
</tr>
<tr>
<td>Cooperative Agencies Resources for Education (CARE)</td>
<td>925-969-2117, 925-969-2123</td>
<td><a href="http://www.dvc.edu/eops">www.dvc.edu/eops</a></td>
</tr>
<tr>
<td>Counseling Center</td>
<td>925-969-2140</td>
<td><a href="http://www.dvc.edu/counseling">www.dvc.edu/counseling</a></td>
</tr>
<tr>
<td>Disability Support Services</td>
<td>925-969-2182</td>
<td><a href="http://www.dvc.edu/dss">www.dvc.edu/dss</a></td>
</tr>
<tr>
<td>Educational Talent Search</td>
<td>925-969-2189</td>
<td><a href="http://www.dvc.edu/ets">www.dvc.edu/ets</a></td>
</tr>
<tr>
<td>Enrollment Lab</td>
<td>-</td>
<td><a href="http://www.dvc.edu/enrollmentlab">www.dvc.edu/enrollmentlab</a></td>
</tr>
<tr>
<td>Extended Opportunity Programs and Services (EOPS)</td>
<td>925-969-2117, 925-969-2123</td>
<td><a href="http://www.dvc.edu/eops">www.dvc.edu/eops</a></td>
</tr>
<tr>
<td>Financial Aid</td>
<td>925-969-2009</td>
<td><a href="http://www.dvc.edu/financialaid">www.dvc.edu/financialaid</a></td>
</tr>
<tr>
<td>International Student Admissions Services (ISAS)</td>
<td>925-969-2196</td>
<td><a href="http://www.dvc.edu/international">www.dvc.edu/international</a></td>
</tr>
<tr>
<td>Library Services</td>
<td>925-969-2588</td>
<td><a href="http://www.dvc.edu/library">www.dvc.edu/library</a></td>
</tr>
<tr>
<td>Media and Audiovisual</td>
<td>925-969-2553</td>
<td><a href="http://www.dvc.edu/media">www.dvc.edu/media</a></td>
</tr>
<tr>
<td>Transfer Services</td>
<td>925-969-2135</td>
<td><a href="http://www.dvc.edu/transfer">www.dvc.edu/transfer</a></td>
</tr>
<tr>
<td>Tutoring Services</td>
<td>-</td>
<td><a href="http://www.dvc.edu/tutoring">www.dvc.edu/tutoring</a></td>
</tr>
<tr>
<td>Scholarship Office</td>
<td>925-969-2094</td>
<td><a href="http://www.dvc.edu/scholarships">www.dvc.edu/scholarships</a></td>
</tr>
<tr>
<td>Student Life Office</td>
<td>925-969-4267</td>
<td><a href="http://www.dvc.edu/student-life">www.dvc.edu/student-life</a></td>
</tr>
<tr>
<td>Study Abroad</td>
<td>925-969-2507 or 925-969-2508</td>
<td><a href="http://www.dvc.edu/studyabroad">www.dvc.edu/studyabroad</a></td>
</tr>
<tr>
<td>Upward Bound</td>
<td>925-969-2189</td>
<td><a href="http://www.dvc.edu/ets">www.dvc.edu/ets</a></td>
</tr>
<tr>
<td>Veteran's Services</td>
<td>925-969-2121</td>
<td><a href="http://www.dvc.edu/veterans">www.dvc.edu/veterans</a></td>
</tr>
<tr>
<td>Welcome Services</td>
<td>925-969-2106</td>
<td><a href="http://www.dvc.edu/welcomeservices">www.dvc.edu/welcomeservices</a></td>
</tr>
<tr>
<td>WorkAbility III Program</td>
<td>925-969-2203</td>
<td><a href="http://www.dvc.edu/workabilityIII">www.dvc.edu/workabilityIII</a></td>
</tr>
</tbody>
</table>

For more information about the college resources and facilities, see the Student Resource Guide or visit the college website at www.dvc.edu/resourceguide.