Introduction

About this Student Resource Guide
The Student Resource Guide is produced annually and contains important information about DVC procedures and resources. Recently, some of the information that was traditionally included in the catalog has been moved to this guide to reduce the size of the catalog document.

Catalog and program requirements
The DVC catalog specifies the requirements to earn a degree or certificate. The requirements in a specific academic year’s catalog are the student’s contract (catalog rights) with the college and that catalog defines which courses the student must complete to earn a degree or certificate. Please see the catalog page 18 for more information on catalog rights and continuous enrollment for degrees and certificates.

Schedule of classes
The schedule of classes is presented in multiple formats. A pdf document containing DVC’s class offerings is published online each semester prior to registration, and may be available to purchase in limited quantities at the Book Center. There is also an online searchable class schedule, which is updated daily and includes the most recent information. Please see www.dvc.edu/schedule to view the current, past and upcoming class schedules.
About Diablo Valley College

The Contra Costa Community College District first opened its doors in 1949. It is the second oldest and eighth largest multi-college community college district in California. CCCCD serves a population of over 1,000,000 people, and its boundaries encompass all but 48 of the 734 square mile land area of Contra Costa County. The district reaches from San Francisco Bay on the west to the Sacramento-San Joaquin Delta and Byron on the east and from the Carquinez Strait and Suisun Bay on the north to Alameda County on the south.

The district is made up of three colleges: DVC in Pleasant Hill, which also has a center in San Ramon; CCC in San Pablo; and LMC in Pittsburg, which also has a center in Brentwood. The District Office is located in historic downtown Martinez.

The publicly supported CCCCD offers students low-cost access to quality higher education through a variety of programs including associate degrees, transfer credit to four-year colleges, vocational training, developmental education, English as a Second Language (ESL), economic development services, community service, and lifelong learning opportunities.

Formerly known as East Contra Costa Junior College, DVC officially began offering courses in 1949 in some of the most unlikely sites: high schools, banks, churches, and even an old army camp. On October 5, 1950, the College Board of Trustees purchased a piece of land for the college’s permanent home at a cost of $172,500. Originally home to the Costanoan Indians, the land was granted to William Welch in 1844 by the Mexican government. The parcel became part of his huge Rancho Las Juntas, which then included northwestern Walnut Creek, all of Pleasant Hill, and the north-eastern half of Martinez. After World War II, the land was subdivided into housing tracts, one of which was purchased for the new college.

The college moved to its present site in 1962, and began holding classes in ten steel buildings acquired from the government for $45 each. The name Diablo Valley College was adopted in 1958.

For over 50 years, DVC has maintained a well-defined vision of its future. Central to this vision has always been a deep commitment to the needs of students - a commitment that continues to be honored today.

The 1960s and 1970s were a period of rapid expansion as the student body grew and the campus developed. In the 1980s the college established a satellite center, the San Ramon Valley Center, to serve the needs of students in South County. During that same time, a study abroad program and an international student program were created. The 1990s saw increased use of technology to support instruction and a greater diversity of course selections to serve student needs. The college also developed long-term economic partnerships with local businesses. Now well into the 21st century, DVC's student body reflects the growing multiculturalism and diversity found in California.

DVC’s main campus is located off Interstate 680 in Pleasant Hill on one hundred acres of gently rolling hills in view of Mt. Diablo, a northern California landmark. It is the college of choice for many students from the private and public high schools in nearby Martinez, Mt. Diablo, San Ramon and Acalanes school districts, as well as neighboring geographic areas. The new San Ramon Campus in Dougherty Valley opened its doors to students in November of 2006. DVC employs more than 1,100 faculty and staff, and serves nearly 22,000 students each term. Among community colleges, DVC has one of the highest rates of transfer to the University of California, California State University, and other in-state private and out-of-state institutions.

Vision Statement

Diablo Valley College will continuously evolve as a learning centered institution committed to the community it serves, to the development of our students as responsible citizens of the world, and to the positive transformation of student lives.

Statement of values

Diablo Valley College is committed to the following core values:

1. Learning - the growth, development and goal achievement of all students, staff, and faculty.
2. Equity - the promotion and enhancement of equal opportunities for success for all groups of students regardless of their backgrounds or cultures.
3. Excellence - the pursuit of the highest standards for our students and for the institution as a whole.
4. Creativity - the encouragement of imagination and innovation in support of student and institutional progress.
5. Diversity - a sincere respect for differences among perspectives, ideas, peoples, and cultures.
6. Integrity - the responsibility to both teach and model the rigorous pursuit of truth and self-knowledge.
7. Responsiveness - effective response to the needs of our students and our community.
8. Collaboration - a team effort to earn and develop trust, respect, and appreciation for the contributions of all persons.
9. Communication - the exchange of ideas and information freely, with candor, honesty, and respect.
10. Academic Freedom - the free exploration of ideas and perspectives by all members of the community and the responsibility inherent in such freedom.
11. Accountability - the continuous assessment of institutional effectiveness as evidence of how well we are fulfilling the trust placed in us by the community.
12. Stewardship - leadership for the community in the wise use of resources and the protection of the environment.
Mission
DVC 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.

Defining our mission
DVC defines its students, both matriculated and prospective, as individuals who show interest in and ability to benefit from a college education. The college’s open admission policy is grounded in the belief that opportunity and quality can coexist in a diverse educational environment. The college provides a core of liberal arts and science courses, specialized career/technical programs, and support services to meet the diverse needs and abilities of students. Four primary missions constitute the critical educational functions of the college.

1. Transfer
The college ensures access to a baccalaureate degree for all members of the community, regardless of their circumstances or prior academic record, by providing the full range of freshman and sophomore level courses necessary for transfer. These courses are of sufficient breadth, depth and rigor to ensure that transfer students are as well prepared to succeed in upper division work as those who complete their first two years at a four-year college or university. The college also provides counseling and academic planning services, timely and accurate information about transfer requirements, and the necessary articulation agreements to facilitate the transfer process. The college faculty and staff are dedicated to the active identification, encouragement and support of students who have the desire and ability to pursue a baccalaureate degree.

2. Workforce development
In order to ensure a well-trained workforce, the college provides a wide variety of career/technical education programs and general education courses designed to prepare students for new careers, career changes and career advancement. The college also provides students with access to the support services and career development services necessary to help them establish and fulfill educational plans appropriate to their career goals. The college’s career/technical education programs are responsive to the changing needs of the business community and of the regional economy. The programs are focused not only on the educational needs of individuals but on the workforce development needs of the community as well.

3. Economic development
In addition to providing strong career/technical programs, the college supports the economic development of the region through its leadership in planning, its encouragement of partnerships for economic growth, and the provision of contract-based training to meet the needs of business and the community. The aim of the college’s economic development efforts is to ensure that the region has the planning, development and training capacity necessary to attract and retain business, and to maintain the region’s economic vitality.

4. Pre-collegiate preparation
The college ensures meaningful access to its collegiate programs by providing a broad range of pre-collegiate courses designed to develop the basic skills necessary to succeed in college level courses. The college is committed to offering courses responsive to student needs and to individual learning styles. The college also is committed to providing the comprehensive student support services necessary to help students overcome their educational limitations. The aim of the pre-collegiate program is to empower students to become confident and independent learners, to recognize and build on individual strengths, and to encourage students’ further education.

5. Personal growth and lifelong learning
In addition to these primary missions, the college acknowledges and honors its traditional role as a center for lifelong learning by providing classes, events and activities that promote lifelong learning and enrich the community’s cultural, intellectual and recreational environment.

In order to fulfill these missions, the college seeks to maintain a physical environment that is safe and conducive to learning and intellectual growth, while operating in accordance with the highest standards of fiscal and administrative accountability. The college environment is enhanced through the use of the most recent information technology, which offers the college community access to resources from throughout the world.
Philosophy
The primary objective of Diablo Valley College is the development, growth and success of each of its students. We believe that 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. At DVC, 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 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, the college affirms its intention:

• to provide the highest possible level of education and support services 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 socioeconomic 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 establish open communication with students and to provide them with opportunities to participate in institutional decision-making;

• 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; and

• 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 continually 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 opportunities for all staff members and we will all share in the responsibility for helping students to achieve their educational goals.

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.

Institutional level student learning outcome
Diablo Valley College students will gain knowledge, acquire skills, and/or broaden their perspectives and attitudes.

Faculty commitment to students
DVC’s faculty is dedicated to meeting the educational needs of its community, in accordance with the purposes and regulations that appear in the Education Code of California. The following statement summarizes the faculty’s beliefs and concepts about the purpose of this college:

We believe that one of our leadership responsibilities is to identify the educational needs of our community. Our students come to us with a variety of aspirations, interests, and abilities, and each brings to DVC a certain level of maturity and preparation. We recognize that the student must decide which educational programs to pursue, but we also feel obliged to assist each student make informed choices and to develop the skills and proficiencies appropriate to college work.

We believe that a good education is fundamental to the democratic process. Therefore, we value the unique contributions of each student and we believe all of DVC’s educational programs are of equal importance. We believe the heart of the college is the student and the student is a whole human being - the sum of one's feelings, beliefs, thoughts, and attitudes, as well as physical, emotional, and intellectual needs. Hence, we encourage self-reliance, self-direction, intelligent use of the elements of our broad cultural heritage, and a genuine and critical quest for truth.

We believe that to teach is to help people grow in many different ways, and that learning is an active, lifelong process of thinking, feeling, and doing. We believe that an excellent college education motivates students to learn well and gives students the ability to transfer, improve and/or develop new work-related skills, and derive meaning from their learning. Therefore, we strive for a balance between specialization and generalization when organizing and presenting subject matter. Finally, we believe that close student-faculty relationships both contribute to learning and make it more enjoyable.

Shared governance
Shared governance, the college’s decision-making process, involves many members of the DVC community. Representative students, faculty, classified, and management staff confer with each other in committees. These representative committees recommend a variety of educational policies to guide the institution and district.

This involvement represents a continuing response to the challenge of recognizing diverse perspectives and incorporating their dynamic influences into the college’s decision-making process. DVC values this shared approach to decision-making and encourages all members of the college community to participate.
Degree, certificate and transfer programs

DVC offers more than 40 A.A. and A.S. degrees in addition to articulation agreements with University of California (UC) and California State University (CSU) systems, and transfer credit to four-year colleges. DVC offers more than 40 certificates of achievement, and a broad selection of certificates of accomplishment. Most associate degree programs can be completed in four terms of full-time study (15 units per term). Certificate programs are generally shorter in length. Length of time to completion will vary based on student course taking patterns. To see the complete list of programs, visit: www.dvc.edu/programs.

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 almost exclusively 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 please visit www.dvc.edu/online.

San Ramon Campus

The San Ramon Campus (SRC) is DVC’s location in San Ramon located in the Dougherty Valley adjacent to the Dougherty Station Library and Community Center. SRC provides an opportunity for DVC students to receive the same excellent instruction in an intimate setting.

Currently enrolling over 3,000 students each semester, the campus is a state-of-the-art educational facility that has been designed to meet the expanding learning needs of the community. Students may take all of their classes at the SRC, or enroll in classes at both the San Ramon and the Pleasant Hill locations.

The San Ramon Valley Campus offers a full complement of general education courses that meet associate degree requirements and/or transfer to a four-year institution. In addition, the campus offers Computer Information Systems (CIS) A.S. degrees and certificates in the latest software and network technology areas. The SRC class offerings are listed in the class listing and are noted as taught at the San Ramon Campus. The online schedule lists classes offered at both locations, by course. Those taught solely at SRC can be searched separately.

Students at SRC have access to many of the same services available at the Pleasant Hill campus including admissions, assessment, bookstore, computer labs, counseling, disabled student services, EOPS (Extended Opportunity Programs and Services), financial aid and scholarship information, job postings, math, foreign language, reading and writing, and computer labs, library, orientation classes, student life and activities, transfer workshops, and other student service information and programs.

SRC is located at 1690 Watermill Road in San Ramon. SRC’s website is www.dvc.edu/sanramon.
Setting educational and career goals

Many students enter DVC with clearly defined educational or career goals, while many others are still exploring their options. DVC is a place where students can investigate their interests and abilities, and learn how to set goals.

Students are encouraged to use DVC’s counseling, assessment, career services to help set and attain their educational and career goals. Students are also encouraged to build relationships with faculty who are in their areas of interest. They can provide students with the information, support, and guidance to help them reach their goals.

The most important service new students should take advantage of when entering DVC is the matriculation program. This program, described below, is designed to help students succeed. Research shows that students who have participated in the matriculation program have far greater success in class work than students who have not participated.

Continuing students should meet with a counselor each term to update their educational plans and to get advice about which courses will best fulfill their plans.

Matriculation – Making college work for you

Matriculation a process that helps new students learn about the college and themselves. Through this process, students develop their educational plans and select the most appropriate courses for their interests and abilities. All new students are expected to participate in matriculation. Although matriculation is voluntary, new students who participate receive a higher priority registration appointment than those who do not.

Students begin the matriculation process when they submit their application for admission. At this point, students sign up for Counseling 095 orientation. Once they have completed assessment and Counseling 095, they are eligible for a priority registration appointment.

New students may receive an earlier registration appointment without matriculating if they have an associate or higher degree.

These students will need to fill out the “Orientation Exemption Form”. Also note that students who are transferring to DVC may also receive an earlier registration appointment, and they need to submit the “Transfer Orientation Form”.

Getting the Most out of DVC
Assessment
After submitting the application, the next step is to sign up for English and math assessment testing. The assessment results indicate a student's skill level in these subjects. This information helps students to select courses in which they are most likely to succeed. ESL and chemistry assessments are also available. Please refer to the Assessment Center website for testing appointment times, sample tests and current policies www.dvc.edu/assessment.

Assessment is offered at both Pleasant Hill and San Ramon Campuses.

Exemptions:
Some students may be exempt from participating in the DVC assessment process. Exemptions may include: student's academic goal, completion of certain classes in high school or college, assessment tests taken at other California Community Colleges, scores on AP exams, or results on the EAP portion STAR testing. Proof of exemption is required. See the Assessment Center website for complete list of exemptions www.dvc.edu/assessment/exemptions.

Orientation and advising
Once students complete assessment, they are ready for the orientation and advisement course, Counseling 095. This course consists of two three-hour class sessions or an all-day Saturday session. The course is taught by a counselor who provides information about DVC academic and career/technical programs, special programs, support services, and career opportunities. The counselor also discusses general education patterns and transfer requirements, degree and certificate requirements, grading, and add/drop policies.

In Counseling 095, students also meet individually or in small groups with a counselor to plan their first-term courses and to begin working on a larger educational plan. The student and counselor review the student’s goals, prior course work, and assessment test results.

The counselor advises students regarding course selection and points out specific support services that might be of help to the student. Students are encouraged to check on their progress toward their goals by meeting each term with a counselor.

Note: International students will be informed about international academic orientation via email. New students in the Disability Support Services (DSS) program will complete an orientation with a DSS counselor. Contact the DSS office for more information.

Communications from DVC
Students are expected to check email frequently to receive college and district communications. Email can be forwarded to another address (e.g., @yahoo.com or @gmail.com) but the college district is not responsible for email handled by outside vendors. Having email forwarded does not change the student’s responsibility for reading and responding to official communications sent to your InSite mail account.
How to Apply

General applications
New and returning students
All students who are new or who have been absent for more than one academic year are required to submit a new application for admission online. Find out how to apply at www.dvc.edu/apply.

Transcripts
Students should send their official transcripts to the Admissions and Records Office if they plan to use their prior coursework to satisfy a degree/certificate requirement or a transfer curriculum’s general education requirements. Official transcripts are also needed to verify units completed and grade point average (GPA) for various financial assistance programs and when meeting with a counselor. These transcripts become part of the student’s official file and will not be released to the student or other colleges.

Programs requiring special application
Students who wish to enter the dental hygiene or medical laboratory technology programs must meet established prerequisites prior to enrollment, as well as other admission criteria, and complete a program application that is available in the department or Admissions and Records Office.

Apprenticeship
Our apprenticeship program offers related and supplementary instruction in plumbing and steamfitting. These courses meet the requirements established by the State of California for indentured apprentices. All courses are taught off-site. Selection procedures for acceptance into these programs are in compliance with federal and state laws and are on file with the Division of Apprenticeship Standards. Enrollment in class is limited to registered apprentices.

Special admit students
High school students may enroll as special admit students with the permission of their principal and parent. These students must submit a DVC application (new students), a DVC Special Admission Recommendation Form (each semester of attendance), and pay the required fees when they register. Enrollment fees only are waived if the student is enrolled in fewer than 12 units. All high school (special admit) students must register in person for classes. Sophomores and below must also obtain the instructor’s signature the first day of the session before they can register. High school students who desire to enroll in more than 11 units must get permission from the superintendent of their school district and the president of DVC. For more information visit the website at www.dvc.edu/highschool/apply.

Cooperative Work Experience Education
This unique course allows working students to earn up to four units of credit for the learning that takes place while performing a paid or unpaid job or internship. For enrollment information, contact Career and Employment Services or visit the website at www.dvc.edu/coop.

Male applicants
You have an obligation to register in accordance with the federal Military Selective Service Act (50 U.S.C. appl 451 et. seq.) if you are a male U.S. citizen or alien living in the United States whose age is 18 through 25. Additional information can be obtained at the U.S. Post Office or at the website of the Selective Service: www.sss.gov.
Registering for Classes

Adding, dropping, and enrolling in classes
Students are responsible for managing their enrollment. A registration receipt is proof of enrollment. Students are also responsible for officially dropping classes. DVC does not permit auditing. Registration can be done online and there is no fee to register. See the class listing for registration dates and times.

Class schedule
The class schedule is a document containing DVC’s class offerings each term. It is published each term prior to registration and is available in limited quantities at the Book Center. The class schedule is also available to view or search [www.dvc.edu/schedule](http://www.dvc.edu/schedule).

Registration appointments
For currently enrolled students, a priority appointment system is used for registration. The registration appointment is automatically assigned and based on the number of units the student has completed in the district. Students may register online anytime on or after their appointment time. Registration appointments can be viewed in InSite/WebAdvisor at [www.4cd.edu/insite](http://www.4cd.edu/insite).

New students
New students should complete the application and assessment process and sign up for an orientation/advisement course, Counseling 095. Once Counseling 095 has been completed, students will be assigned a priority registration appointment. Registration appointments can be viewed on InSite/WebAdvisor at [www.4cd.edu/insite](http://www.4cd.edu/insite).

New transfer students
New transfer students must complete an application, and if needed, the assessment process. Students who have earned an associate degree or higher or who have completed the matriculation process will be assigned a priority registration appointment. Registration appointments can be viewed on [www.4cd.edu/insite](http://www.4cd.edu/insite). It is recommended that transfer students see a counselor to review their prior academic work and plan an academic program.

New international students
International students must complete an online orientation and select a date for mandatory check-in to receive a registration date. Go to [www.dvc.edu/international](http://www.dvc.edu/international).

Continuing students
A registration appointment is automatically assigned to all continuing students and can be viewed in InSite/WebAdvisor at [www.4cd.edu/insite](http://www.4cd.edu/insite).

Returning students
Students who have been away from DVC for more than one academic year must file a new application for admission. Once their application is processed they will be able to view their registration appointment in InSite/WebAdvisor at [www.4cd.edu/insite](http://www.4cd.edu/insite).

Online registration
Students may register online on or after their registration appointment date and up to the day before the class begins. Students may also drop classes online throughout the term prior to the deadline to withdraw. Instructions for online registration are included in the class listing. All class fees are due at the time of registration. There is no fee for using the online registration system.

Open/walk-in registration
Students registering in person should decide which classes to take and complete a Schedule Request Form and, if necessary, an application. Students should have alternative classes selected, in case their first choice classes are no longer available. Students should also be prepared to pay their fees when they register. All fees are due at the time of registration. Walk-in registration dates are listed in the class listing.

Special admit students
High school students may enroll as special admit students with the permission of their principal and parent. These students must submit a DVC application (new students), a DVC Special Admission Recommendation Form (each semester of attendance), and pay the required fees when they register. Enrollment fees only are waived if the student is enrolled in fewer than 12 units. All high school (special admit) students must register in person for classes. Sophomores and below must also obtain the instructor’s signature the first day of the session before they can register. High school students who desire to enroll in more than 11 units must get permission from the superintendent of their school district and the president of DVC. For more information visit [www.dvc.edu/high-school/apply](http://www.dvc.edu/high-school/apply).

Four-year colleges
DVC’s concurrent enrollment program allows students to take some of their classes at the UC Berkeley, the CSU East Bay, Concord, John F. Kennedy University, or Mills College. Contact the Counseling Center for more information and to obtain the appropriate forms.

To register for a course with a prerequisite
Students who have completed the prerequisite course with a “C” grade or higher, at DVC fall 1999 or later, will have the prerequisite automatically cleared upon registration. If the prerequisite course was completed at DVC, CCC or LMC prior to fall 1999, contact the Admissions and Records Office.

If the prerequisite course was completed at another educational institution, the Admissions and Records Office must clear the requirement prior to registering online.

All prerequisite forms must have the appropriate documentation attached.
There are two ways to do this:

1. submit an unofficial or official transcript with a prerequisite form to the Admissions and Records Office;

OR

2. fax an unofficial transcript with a prerequisite form.

If approved, the prerequisite will be cleared within two to three business days. If denied, the student will be notified.

Open/walk-in registration
Students may submit an official or unofficial transcript along with a prerequisite form during open/walk-in registration and register for the class.

Adding classes after instruction begins
If the class has not started yet and it is during the first week of instruction, check InSite/WebAdvisor. If there is space available in the class, then register online no later than midnight the day before class begins.

Late add codes
If the class has already started, obtain a four digit late add code from the instructor. Register online no later than midnight on the last day to add the class OR obtain the instructor’s signature on a Schedule Request Form (online at www.dvc.edu/admissionsforms). Submit the form to the Admissions and Records Office and pay all fees to add the class.

Dropping classes
Student-initiated drop
Students are responsible for officially dropping classes before the deadline. Non attendance or nonpayment of a class will not remove the student from enrollment and will not remove the responsibility to pay the registration fees. Even if an instructor promises to drop a student, the student is responsible for officially dropping the class. (The drop deadline for term-length classes is printed in the class listing. Short-term classes must be dropped before 75 percent of the class time has elapsed.)

Students who do not officially drop a class may receive an “F” for the term. Add/drop forms are available in the Admissions and Records Office. To officially drop a class, students must either submit a Schedule Request Form to the Admissions and Records Office, or use the online registration system.

If students drop online they must ensure the class has been dropped from their records by checking their schedule. Students are advised to print a copy of their schedule.

If students drop a class before 25 percent of the instruction time has elapsed, no grade will appear on their transcript at the end of the term. If students drop a class after the 25 percent point (but before 75 percent of the instruction time has elapsed), they will receive a “W” on their transcript. “W” grades are not computed in a student’s GPA; however, these grades may affect a student’s academic standing. Please see the “Academic policy” section on progress probation and dismissal.

The following conditions apply to students receiving a “W” notation:

• A “W” shall not be assigned or may be removed from a transcript if the student withdrew due to discriminatory treatment or retaliation for discriminatory treatment.

• A student may not receive more than four “W”s from the same credit course.

• A “W” shall not be assigned if the student withdraws due to the impact of fire, flood or other extraordinary conditions.

• Students may petition to take a course a fifth time due to extenuating circumstances.

• A student who has withdrawn from a credit course and then receives a substandard grade will fall under the course repetition guidelines listed for improving a GPA. (Title 5, section 55021)

Students who plan to transfer
Four-year college requirements change frequently, so students who are planning to transfer from DVC to a four-year college should take the following steps to ensure a smooth transfer experience.

Take Counseling 095 “Orientation to College.”
This short class (six hours) gives you the “big picture” on how to navigate the transfer process. It also includes an individual appointment with a DVC counselor!

Meet with a DVC counselor.
DVC counselors are specially trained to guide you through the transfer requirements for UC and CSU schools. They can also assist you with private and out-of-state colleges. It is strongly recommended that you meet with a DVC counselor at least once each term.

Meet with four-year college admissions representatives — here at DVC!
To find out when your favorite school is coming to campus go to www.dvc.edu/transfer and click on “college representatives visiting DVC” www.dvc.edu/transfer/reps-visit then call to schedule your personal appointment.

Make time to attend one or more of DVC’s transfer programs and events.
DVC offers transfer classes, workshops, information sessions, and special events such as Transfer Day and Application Workshops. Check out our display cases or go to www.dvc.edu/transfer.

Take a free class at UC Berkeley, CSU East Bay, JFKU, or Mills College while still at DVC!
DVC, in partnership with these nearby colleges and universities, offers the opportunity for our students to take one or more courses at these campuses — even before applying or being admitted — and at no charge! See a DVC counselor for details.

Take advantage of a guaranteed admission program!
DVC has special transfer agreements with seven UC campuses, CSU East Bay and University of the Pacific. These agreements give qualified students a guarantee of an offer of admission. See a DVC counselor for details.
Financial Aid and Other Support Programs

Financial aid and other support programs
The DVC Financial Aid Office offers a broad range of financial aid programs including fee waiver, grants, work-study and other forms of aid to help close the gap between student resources and academic expenses. The office provides information and support to help students determine which federal and state financial aid programs they may be eligible for. Over nine million dollars in financial aid is awarded to eligible students annually. Interested students should go to the Financial Aid, EOPS, or Scholarship Offices at the Pleasant Hill Campus for more information and applications. In San Ramon, students can visit the West Lobby, the Learning Commons or the Admissions and Records Office. Students may also visit www.dvc.edu/financialaid.

Grants

Board of Governors’ fee waiver
This is a California state program that waives enrollment fees. This waiver does not have to be repaid.

Eligibility
Students must be residents of California, meet income standards, or demonstrate financial need as determined by the Free Application for Federal Student Aid (FAFSA).

How to apply
Complete a FAFSA online at www.fafsa.gov. Students may also complete a Board of Governor’s Waiver (BOGW) application, which is available in the Financial Aid Office or online at www.cccapply.org. The BOGW form must be submitted to the Financial Aid Office for processing.

Federal Pell grant
Students may receive a Pell Grant as determined by the Department of Education. This grant does not have to be repaid.

Eligibility
Students must demonstrate financial need as determined by the FAFSA and comply with the college’s Financial Aid Satisfactory Academic Progress Policy.

How to apply
Complete a FAFSA online at www.fafsa.ed.gov.

Notification
Upon completion of any additional requirements, eligible students are mailed an award letter.

Federal Supplemental Educational Opportunity Grant (FSEOG)
These funds are limited. This grant does not have to be repaid.

Eligibility
Students must be eligible for a Pell Grant and demonstrate a need for additional money to meet the cost of their education. Students must comply with the college’s Financial Aid Satisfactory Academic Progress Policy.

How to apply
Complete a FAFSA online at www.fafsa.gov. FSEOG funds are limited and priority is given to students who complete and submit the FAFSA before the March 2nd priority deadline. If available, remaining funds will be allocated to other eligible applicants. Meeting the priority deadline of March 2 means that students will have priority for receiving the grant; however, applications are accepted as long as funds are available.

Notification
Eligible students are mailed an award letter.

Cal Grant
There are three main types of Cal Grants (A, B and C). Cal Grant A can be used for fees and tuition at four-year public and private colleges (not Community Colleges). Cal Grant B provides low-income students with a living allowance and assistance with tuition and fees. The maximum a community college student can receive in one year through Cal Grant B is $1,551. Cal Grant C helps pay tuition and training costs for career/technical courses, to a maximum of $576 for two years.

Eligibility
Students must be residents of California, demonstrate financial need, and maintain certain academic standards. They must also comply with the college’s Financial Aid Satisfactory Academic Progress Policy.

How to apply
Complete a FAFSA and submit a certified GPA Verification Form to the State of California. The GPA Verification Form must be completed and postmarked by March 2 and/or September 2. The GPA Verification Form is available in the Financial Aid Office.

Notification
Eligible students are mailed award letters from the State of California and the college.
Work-Study

Federal Work-Study (FWS)
Students participating in the FWS Program work part-time (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 and administered through the Financial Aid Office.

Eligibility
Students must demonstrate the need for additional funds to meet the cost of education. They must also comply with the college's financial aid satisfactory academic progress policy.

How to apply
Complete a FAFSA online at www.fafsa.gov. FWS funds are limited and priority is given to students who complete and submit the FAFSA before the March 2 priority deadline. If available, remaining funds will be allocated to other eligible applicants. Meeting the March 2 priority deadline means that students will have priority for receiving FWS; however, applications are accepted as long as funds are available. To inquire about or apply for FWS, please come to the Financial Aid Office.

Notification
Students are notified by the Financial Aid Office.

Loans

Federal loans
Low interest federal Stafford Direct Loans are available to students and parents. For specific information contact the Financial Aid Office or visit the financial aid web page at www.dvc.edu/financialaid.

Eligibility
Students must demonstrate financial need as determined by the FAFSA application, meet federal criteria, and comply with the college's Financial Aid Satisfactory Academic Progress Policy. Loans must be repaid, therefore, it is recommended that students use all other possible resources first and borrow only when it is absolutely necessary.

How to apply
Complete a FAFSA and a Loan Request Packet. Loans are approved on a case-by-case basis.

Notification
Students are notified by the Financial Aid Office.

Other aid and benefits

CalWORKs Program
The CalWORKs Program strives to empower each participant in attaining personal and academic growth, meaningful employment, and long-term economic stability. The program is designed to help CalWORKs students complete the academic and career training they need to successfully move from welfare to work and to become economically self-sufficient. The program provides coordinated services for child-care, work-study, job development/job placement assistance, and personal and professional development. The CalWORKs Office works with students to make sure they are meeting welfare-to-work requirements established by the County Department of Social Services and ensure that they access all available resources to optimize academic success.

Cooperative Agencies Resources for Education (CARE)
The CARE program provides child-care grants and support services to assist students who are recipients of CalWORKs/TANF and are single parents with children under 14 years of age. The objective of the program is to help students to complete their college level studies and educational programs by providing additional services above and beyond what is provided by EOPS. CARE students must be eligible for EOPS to receive CARE services.

Child Development Training Consortium
First 5 Early Childhood Education (ECE) Professional Development Program
Financial aid is also available for students preparing for a career in early childhood education. Tuition stipends are available through the Child Development Training Consortium for students currently employed in child development programs. Textbook loans, tutoring, and additional incentives are available through the First 5 ECE Professional Development Program. Eligibility guidelines, applications and further information can be obtained at the ECE Professional Development Office www.dvc.edu/ece.

Department of Rehabilitation aid
For students who are considered by the State of California to have a condition that interferes with their ability to find and keep a job, the State Department of Rehabilitation (DOR) may provide assistance to students.

Eligibility
Students with disabilities that interfere with their ability to work may be eligible for DOR aid.

How to apply
Visit the WorkAbility III Office to make an appointment with a DOR counselor. www.dvc.edu/disability-aid
Extended Opportunity Programs and Services (EOPS)
The EOPS program is designed to help low-income and educationally disadvantaged students have a successful college experience and complete their educational and career goals. EOPS provides comprehensive support services including EOPS orientation, academic counseling, one-on-one and group tutoring, priority registration, peer advising, progress reports and transfer assistance. Additional services include book vouchers, work-study jobs on campus, four-year college admission application fee waivers, membership fees for Alpha Gamma Sigma, materials fee for Career 110, and parent study-time child-care grants for students who are not eligible for the CARE program (when funding is available). Special events and activities include campus visits, cultural events, specialized workshops, and high school outreach and recruitment. [www.dvc.edu/eops](http://www.dvc.edu/eops).

EOPS Summer Institute
The EOPS Summer Institute is a learning community that provides an intensive six-week college readiness program for rising 11th and 12th graders and high school graduates. The program strengthens college English and math skills. A course in counseling also provides students with a plan for understanding and succeeding in college. The program is designed to serve potential EOPS students.

EOPS eligibility
Students must be enrolled full-time (exceptions may be made for those with a documented disability), have less than 70 degree applicable units, be eligible for the California Board of Governor’s Enrollment Fee Waiver (BOGW), and meet the educationally-disadvantaged criteria.

Servicemen’s Opportunity College
The Office of Private Postsecondary Education has designated DVC as a Servicemen’s Opportunity College, which means persons who are currently members of the armed forces may receive benefits that will help them pay their college expenses.

Note: Some of our courses, such as non degree courses, and some remedial courses have not been approved by the Veterans Administration and are not covered by veteran’s benefits or servicemen’s benefits.

Veteran’s benefits
Eligibility
Various federal and state agencies determine eligibility for veteran’s benefits depending on whether the student is a veteran or a dependent of a deceased veteran. To receive veteran’s benefits, the student must carry a course load of at least six units and maintain a GPA of at least 2.0. To receive full benefits, the student must carry at least 12 units. Veterans and/or their dependents receiving benefits must schedule a one hour counseling appointment to create or update their Veterans Affairs Educational Plan. Students who have attended other colleges must first submit official transcripts to the DVC Admissions and Records Office prior to their counseling appointment. Veterans/dependents are encouraged to meet with their counselor at least once per term.

How to apply
Interested students should speak with a staff member in the Admissions and Records Office when they pick up an application for admission or contact the Department of Veteran’s Affairs at 925-313-1481 or 800-827-1000 or visit the website at [www.va.gov](http://www.va.gov).

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. These have been established for DVC students by local, state, and national organizations as well as by individual sponsors. Call the Scholarship Program Office for more information. DVC Scholarships are made available through the generous donor contributions to the DVC Foundation.

Eligibility
Scholarship awards are based on a variety of criteria. Some of the major areas of consideration are GPA, financial need, and community service experience. Scholarships are merit-based and the majority of awards require that students have a minimum cumulative GPA of 3.0 for consideration.

Deadline for applying
Applications become available during the fall term. The filing deadline is generally in early February in order for the student to be eligible for a scholarship for the following academic year.

How to apply
Complete a DVC Scholarship Program application online at [www.dvc.edu/scholarships](http://www.dvc.edu/scholarships). Students must also provide documents that support their application as identified in the application form.

Notification
Scholarship award letters will be mailed to recipients in late April. The letter will specify the scholarship award amount and how the award funds will be disbursed. Students who are not awarded scholarships will be notified in late April.

Other scholarship opportunities
Numerous additional scholarship opportunities are available from October through April of each year. Visit [www.dvc.edu/scholarships](http://www.dvc.edu/scholarships) or check the scholarship literature display rack in the lobby of the Financial Aid Office and the Scholarship Office. Deadlines vary.
Student Programs and Resources

Student Life

Associated Students of Diablo Valley College (ASDVC) - student government www.asdvc.org

The ASDVC is the government of the students. ASDVC represents student needs, interests and concerns and helps ensure a vibrant campus life through planning events and sponsoring activities to benefit students. Board meetings are every Tuesday at 2 p.m. and everyone is invited to attend.

The ASDVC represents and advocates for student concerns to campus faculty, staff and administrators by serving on college committees including the College Council and other shared governance committees and councils.

In addition to serving on college committees and councils, the ASDVC has its own committees to achieve their goals. These committees are open to all students. For meeting times, visit www.asdvc.org.

The ASDVC is supported by funds generated by the voluntary student activity fee and from the ASDVC sticker sales. Funding provides scholarships for students, co-sponsorship of campus events, multicultural programs, club events, and support for student athletes. ASDVC discount stickers are available for purchase and provide a discount at the DVC Book Center, San Ramon Campus Book Center, and some local merchants.

Student clubs

Most of the student activities at DVC are initiated by clubs or other student organizations. Over 50 student clubs help students make new friends, pursue special interests and gain experience organizing and working with others in social situations. Information about DVC student clubs (including how to start one) is available in the Student Life Office, the Student Services Office at SRC or at www.dvc.edu/student-life. A club handbook (Student Organizational Handbook) is available online by going to www.dvc.edu/student-life and clicking on “Student Activities Coordinator”.

Student Life Office

Located in the Student Union, the Student Life Office trains future leaders in social responsibility and democratic leadership. Student organizations are open to all DVC students and serve as a laboratory of citizenship. Through involvement in student organizations such as the Associated Students (ASDVC), student clubs and leadership workshops, students develop valuable leadership and interpersonal skills that benefit them at DVC, in their community, and in their career.

The student life staff advises the student government and clubs and is a resource to current leaders, club advisors, and students who want to develop campus clubs and activities.

Students are encouraged to be actively involved in college governance and campus activities to help ensure that their needs and interests are represented. The Student Life Office is also responsible for distributing student ID cards as well as additional campus resources such as bus schedules, health insurance information, housing listings, bike locker rentals and campus crime statistics. Information about student discipline, academic standing, and probation and dismissal can also be obtained from the Student Life Office.

Student Union Building

The Margaret Lesher Student Union Building opened in January 1998. Funded primarily by student fees, the two-story building houses a computer lab, cafe, recreation room, quiet room for studying, services for clubs and student government, including meeting places and mail boxes. The dean of student life and the Student Life Office are also housed here. Students may also relax at the duck pond located behind the building.

Students may pick up their free DVC Connect Card in the Student Life Office with proof of current registration and a second form of identification. ASDVC stickers are available for purchase and provide a discount at the DVC Book Center and some local merchants. Other services available include County Connection bus schedules, fax service, and a station for adding value to print cards.

Voluntary student medical insurance

Students may apply for insurance to cover serious illness or injury and the hospital expenses involved. Various low-cost plans are available for students and their dependents. Brochures are available in the Admissions and Records Office, Student Life Office, or in the West Lobby or Learning Commons at SRC. Applications must be completed within 30 days after classes start. Students must carry at least six units of course work to be eligible.
Student Services

Admissions and Records Office
Admissions and Records Office serves students in admission, registration, records, and evaluation of degree, certificate, and transfer requirements. Adding and dropping courses is also done through the Admissions and Records Office.

Assessment Center
Placement testing in English, math, chemistry, and ESL is provided at the Assessment Center at Pleasant Hill. Assessment testing is also available at the San Ramon Campus. All testing is by appointment only. For more information regarding office hours and available appointments visit [www.dvc.edu/assessment](http://www.dvc.edu/assessment).

Book Center
Students may purchase or rent new and used textbooks, backpacks, school supplies, bus passes, computer software, food, and personal items at the Book Center. Visa, MasterCard, Discover and ATM cards are accepted. Sorry, no checks are accepted. Textbooks may be ordered or rented through the DVC website at [www.bookcenter.dvc.edu](http://www.bookcenter.dvc.edu). With a student ID card and ASDVC sticker, there is a three percent discount on most items.

Career and Employment Services
DVC’s Career and Employment Services provides students with tools to find immediate employment and internships, facilitates enrollment in Cooperative Work Experience Education (units for current employment), and provides a spacious, comfortable environment to explore the latest information related to careers and employment opportunities. Career and Employment Services holds monthly office hours at the SRC.

Career and Employment Center
The Career and Employment Center offers many career and job related resources to students, alumni, faculty, staff and local community members. We can assist students in re-searching careers and occupations and draft career related documents such as resumes and cover letters. Highlights of the services include:

- an online job site to locate part-time, full-time, volunteer and internship positions;
- appointments to assist with resume and interview preparation;
- Career and Employment Center website with free access to career related resources;
- career counseling to help define career objectives;
- library of employment preparation materials;
- announcements regarding local job fairs, seminars, and employment open houses and workshops.

For more information, visit the DVC career website at [www.dvc.edu/career](http://www.dvc.edu/career).

Cooperative Work Experience Education
DVC’s CO-OP courses provide students with a structured approach to learning in the workplace. Working students can earn elective units for a paid or unpaid position related to their major or career goal. In addition to working in a local business, students create objectives with support and input of faculty and their work supervisor to enhance their learning experience. CO-OP units transfer to most CSUs and may be used as electives or meet program requirements for some DVC associate degrees and certificates.
Co-op credits:
• transfer to many California State Universities;
• may be used as electives for the associate degrees;
• may be required or used as electives for certain certificate programs.

Co-op work experience:
• develops employability skills through achieving established learning objectives/goals;
• expands professional networks that can assist in a future job search;
• provides an opportunity for achieving new learning on the job by defining objectives/goals;
• enhances self-management and employability skills;
• encourages new approaches to improving performance, expanding responsibilities, and achieving economic and professional recognition.

For enrollment information, contact Career and Employment Services or visit the website at www.dvc.edu/coop.

Children’s Center
Daytime programs for children ages five months to five years make attending classes more convenient for many students. For information about times, fees and parent responsibilities, contact the Developmental Children’s Center Office.

ECE Professional Development
The ECE Professional Development Program, with funding from First 5 Contra Costa, provides academic and financial support to ECE students. Services have been designed to support students who are working toward a California Child Development Permit, the Associate in Science degree in ECE, and pre-transfer requirements.

Students who have worked with children age 0-5 can enroll in designated “ECE Cohort” for at least nine months can receive specialized sections of Math 110 where General Education (GE) requirements can be met in a small group setting with peer incentives and rewards for completing ECE, ESL support and in-class tutoring or join an ESL and general education classes. In addition, during cohort to receive support while completing degree the fall and spring semesters, participants requirements. For more information about enrollment in an “ECE Cohort” and all ECE Professional Development Program services visit www.dvc.edu/ece.

College Success Workshops
Workshops cover a wide range of topics, are provided free of charge to DVC students and are taught by DVC faculty members. Topics include: time management, note-taking and study skills, dealing with math anxiety, in-class writing, reading strategies, learning styles, writing your college application letter, library research and more.

Workshops are scheduled on Tuesdays and Wednesdays in the Student Union Conference Room. No pre-registration is required. All are welcome. College Success Workshops are also offered at the SRC. See SRC student services for details.

Computer Center
The Computer Center has more than 100 computers available for use by currently enrolled DVC students doing coursework. The center is located on the ground floor of the Library Building. Student lab assistants are available to help. On the San Ramon Campus, there are 17 computers available for student use in the Learning Commons.

Counseling Center
Because course selection is so important and four-year college requirements change so frequently, students are advised to consult with a counselor before registering for classes each semester. Students may schedule half-hour appointments for educational planning. Express counseling, a limited five to ten minute drop-in visit, is available daily.

The Counseling Department provides career, educational, and personal counseling and supports students with issues that affect their academic performance. Counselors help students set goals and design plans for achieving those goals. This includes major, college and course selection. The advisement/orientation course, Counseling 095, is an important element to begin this process.

Services and resources are located in the Counseling Center at the Pleasant Hill Campus and in the West Lobby at the San Ramon Campus and include:
• information on transfer, associate degree, and certificate programs;
• career planning, transfer and college success courses;
• personal counseling;
• individual and group counseling;
• topical workshops such as college applications;
• counseling regarding major and transfer options;
• vocational rehabilitation, and students with disabilities
• educational planning.

Disability Support Services (DSS)
DSS provides instruction and services designed to increase access to college instructional programs for individuals with disabilities. Students with acquired brain injuries, delayed learning, learning disabilities, hearing impairments, visual impairments, psychological disabilities, mobility disabilities, and chronic health conditions may qualify for services. Services include specialized instruction, adaptive equipment, mobility assistance, sign language interpreting, note-taking, textbooks and course materials in alternative formats, testing accommodations, educational counseling and planning, and priority registration. For more information, please visit www.dvc.edu/dss or call the Sorenson Video Relay number 925-270-1660. To arrange an appointment with a DSS counselor, please visit the DSS website at www.dvc.edu/dss.

WorkAbility III Program
WorkAbility III is a partnership program between the California DOR and DVC. The program provides individualized and specialized job placement services for students with disabilities who are “job ready” and who want to go to work. Please visit www.dvc.edu/workability for more information.
DVC Connect Card
The DVC Connect Card is a convenient and technologically-sophisticated identification card that has a barcode and a magnetic strip, which is used to facilitate student interactions and enhance services such as library use, computer lab use, counseling, and other campus services. All students receive a Connect Card with proof of current registration and picture identification. The card is issued through the Student Life Office, the library, and is also available at the San Ramon Campus Learning Commons.

Students need to bring proof of current class registration with name, student ID number, and another form of identification (California driver’s license or ID card, medical card, etc.) to the Student Union, Library, or SRC to get a card. For cards obtained at the Pleasant Hill Student Union Building, students may choose to get a full color ID card for a small fee. Otherwise ID cards are black and white, and are free.

ASDVC Connect Card sticker
Students can purchase an optional ASDVC sticker each semester, which entitles them to discounts at the Book Center, free admission to DVC home athletic events, discounts at some local businesses, discount admission to campus events, and discounts to some local businesses. The sticker is only $8 and is nonrefundable.

Proceeds fund programs such as:
• scholarships
• campus events
• student advocacy
• guest lectures
• multicultural programs
• DVC campus organizations

Educational Talent Search Office (ETS)
Educational Talent Search is a federally funded program designed to assist low-income and first generation college-bound students between the ages of 11 and 27 with secondary school retention, graduation, re-entry, and college placement. Students are provided with academic, college, financial aid, and career advising.

Special workshops are designed to teach parents and students about the college admissions and financial aid processes. The program offers test preparation strategies and assistance in preparing students for college entrance exams. Eligible students are provided with fee waivers to cover the cost of SAT and ACT college entrance exams as well as ad-missions applications. Students can receive assistance with study skills, time management, goal setting and self-esteem development. [www.dvc.edu/ets](http://www.dvc.edu/ets).

Emergency/campus safety services
Contact the Police Services Office with any questions or problems regarding security, first aid, fire, lost and found items, thefts, or other crimes. For more information and safety tips, please visit [www.4cd.edu/police](http://www.4cd.edu/police).

In case of emergency:
On campus 2333 or 9-911
Off-campus 911

Silent witness tipline
On campus: Ext. 1999
Off campus: 925-685-1230, ext. 1999

Evening escorts
Student staff members and/or police officers are available to escort students to and from their classrooms on the DVC campus after dark. Students should call police services to arrange for an escort to meet them on campus. This service is available on a first-call, first-served basis to all students and staff. Please contact ext. 2338 or 2339.

Enrollment Lab
The new Enrollment Lab provides assistance to students with all of the online services needed to successfully enroll at DVC: admissions applications, InSite/WebAdvisor, financial aid forms, enrollment verifications, InSite portal, and more.
Food on campus

Campus food services

Cafeteria
Located in the College Center Building, adjacent to the Quad, the cafeteria is open for breakfast and lunch serving entrees weekdays, and providing hot and cold food and beverages on the go. Vending machines are also located in the cafeteria and are available during the hours the college is open.

Basement Cafe
Located in the basement of the Student Union Building, the cafe is open weekdays and offers Starbucks coffee, cold beverages, pastries, pizza, sandwiches, fresh soups, and salads at affordable prices.

Crow’s Nest
Located between the Advanced Technology Center and Life Health Science Building, the Crow’s Nest offers students quick and convenient food.

DVC food service catering
Food service catering offers a wide variety of food and beverage choices for your campus event needs.

Note: Debit cards are now accepted at the cafeteria, the Basement Cafe, the Crow’s Nest, and to pay for DVC food service catering.

SRC Book Center
The SRC Book Center provides Peet’s coffee, tea, hot chocolate smoothie drinks, sushi, frozen entrees, soup, sandwiches, snacks, trail mixes, chips and candy.

Culinary Arts Program food services (available fall and spring semesters)
As part of their curriculum, DVC Culinary Arts students prepare and serve food for the following on-campus services. Since these services are a part of the student coursework, the services do not begin until several weeks into the semester.

DVC Culinary Arts on-campus catering
provides catering for groups, including box lunches, special events, department meetings, custom banquets, and buffets. Please call ext. 2555 for catering services.

The DVC Pastry Shop
is student operated and is located in the cafeteria building. The students offer fresh-baked breads, pastries, breakfast items, and desserts prepared daily from scratch. The Pastry Shop is open Monday through Thursday from 8 a.m. to 1 p.m. Special orders are available upon request. ext. 2556

The Express Bar
is located in the cafeteria building adjacent to the Norseman Restaurant and operated by culinary arts students. The Express Bar offers students, faculty and the community casual meals such as pasta and special daily entrees at affordable prices. The Express Bar is open Monday-Thursday from 11 a.m.-1 p.m. ext. 2300.

The Norseman Restaurant
is located adjacent to the cafeteria and operated by culinary art students. The restaurant is open to students, faculty and the community for fine dining at affordable prices. The Norseman is open Tuesday Wednesday, and Thursday from 11 a.m.-1 p.m. Call for lunch reservations or for special dinner series evening meals. ext. 2300.

Note: The DVC Culinary Arts Program made a choice to GO GREEN with environmentally friendly disposables for all “to go” and delivered catering functions. This applies to DVC Pastry Shop, DVC Culinary Arts on-campus catering, the Express Bar and the Norseman Restaurant.

Housing services
A bulletin board listing rooms for rent in nearby houses and apartments is located outside the Financial Aid Office and in the Learning Commons at the San Ramon Valley Center. DVC does not investigate, approve or supervise these housing facilities. DVC does not have any student housing facilities of its own. Blank cards for students seeking roommates and landlords seeking tenants may be obtained in the Student Life Office or in the Learning Commons at the San Valley Ramon Campus. For more information, please visit www.dvc.edu/student-life.

International Student Admissions Services (ISAS)
ISAS provides specialized admissions services required for international students to attend classes at DVC. The office offers information on admission, orientation, and immigration requirements. ISAS offers enrolled international students advising in the following areas: I-20 issuance, immigration status, visa information, travel procedures, employment procedures, transfer procedures, and mandatory health insurance. Other important student services offered at ISAS include medical referral information, banking information, and housing assistance. All international students are required by immigration law to report to the designated school official at ISAS upon arrival, when transferring, or when leaving the country. For more information, contact the International Students Admissions and Services Office in Room 210 of the Student Services Center, or go to www.dvc.edu/international.
Library services

The DVC campus libraries, located at both the Pleasant Hill and San Ramon locations, provide a student-centered learning environment with quality information resources, services and instruction. Librarians assist students with research and with using a wide range of DVC print and electronic resources. Full access to online resources is available from off campus using the college Connect Card student ID number. Hours are posted outside the library entrance and on the website www.dvc.edu/library.

Resources include:
- print materials, including books, magazines and newspapers;
- electronic resources, including ALICE, the library’s online catalog, e-books, full-text magazines, news-papers and other databases accessible via the library website: www.dvc.edu/library;
- information commons with computers that provide access to electronic resources and the Internet;
- instruction: credit courses and workshops on library research skills;
- computer lab classrooms;
- student group study rooms.

Media Center/Audio-Visual

The Media Center is located on the ground floor of the library building. The media/audio-visual collection contains over 4,000 video-tapes, 1,200 DVDs, assorted CDs and audiobooks, and slide programs. All materials may be viewed by students in the Media Lab for their own research or to make up for a missed viewing in the classroom. Materials are found on ALICE, the online library catalog. Equipment is available for general listening and viewing, audio recording and mixing, videography, video editing, and other class projects. Please visit www.dvc.edu/media for more information.

Relations with Schools Office

The Relations with Schools Office coordinates student outreach efforts with local schools and community groups. The office offers information about DVC programs and services and also provides campus tours to prospective students and their families. To learn more about available services visit www.dvc.edu/outreach.

Student ambassador program

Student Ambassadors are current DVC students who assist with outreach activities at middle schools, high schools and the local community. They also provide campus tours to prospective students and school groups. The program is coordinated by the Relations with Schools Office. To learn more, visit www.dvc.edu/ambassadors.

Study abroad programs

Study abroad students earn course credit while living and studying in some of the world’s most exciting cities. Students can learn about a foreign culture by experiencing it first-hand. Over 1,000 DVC students have participated in the London program alone. Costs include living accommodations and an extensive schedule of cultural and social activities.

Students can earn 12-15 transferable units for bachelor’s degree credit. Each program includes a special “Life and Culture” series with field trips, and financial aid is available to eligible students who apply early.

Offerings vary with each semester but often include: Florence, Italy; London, England; Paris, France; Barcelona, Spain; Capetown, South Africa; and more! To qualify, students must be 18 years, or older, have a GPA of 2.25 or higher, and have completed at least 12 college units before beginning the program.

Please visit www.dvc.edu/studyabroad for current offerings and more information.

Transfer Services

DVC is a leader in transferring students to four-year institutions including UC, CSU, private in-state, and out-of-state institutions. As a result of DVC’s outstanding transfer record, many students choose to complete their GE (general education) and pre-transfer preparation before moving on to a four-year school.

Transfer services are designed to make DVC students, and especially historically underrepresented students, more aware of their transfer opportunities and the transfer process. Services include:
- information about choosing a college, GE, pre-major preparation, transferable courses, articulation agreements, and guaranteed admission programs for UC, CSU and several private colleges;
- individual advising appointments with UC, CSU, and private college representatives here at DVC;
- workshops on application processes, writing an admission essay, and major selection;
- drop-in sessions with DVC counselors;
- information on concurrent enrollment with UC Berkeley, Cal State East Bay, Mills College, and John F. Kennedy university;
- college catalogs from all UC’s, DVC, and hundreds of other colleges within California and out-of-state;
- computers to access online resources and websites;
- Transfer Day.

All scheduled activities are posted on the DVC website at www.dvc.edu/transfer and at www.dvc.edu/calendar (select career and transfer calendar).

Veterans Affairs Office

Special support and services are available for students who are active duty military personnel, a reservist, or a dependent of a veteran who is 100 percent disabled or deceased due to a service related injury. Educational benefits are available for qualified students through the Veterans Administration. For general questions you may speak with a VA representative. Please visit: www.dvc.edu/veterans.
Welcome Center
The Welcome Center (formerly the Information Center) is a convenient location for students to learn about the services and programs available at DVC. Staff can help students locate offices and buildings on campus, explain the enrollment process, and provide referrals to other services that help students achieve their goals. For more information, please visit www.dvc.edu/welcomecenter.

Academic support and enrichment programs

Athletics
DVC’s men’s and women’s teams compete in 11 intercollegiate athletic sports. To compete in intercollegiate athletics, students need to maintain a 2.0 GPA and be actively enrolled in at least 12 units throughout the season of competition. Short-term classes only count if they are at the beginning of the semester. Nine of the 12 units shall be in courses counting toward an associate degree, remediation, transfer, or certificate. A student athlete who has prior competition in a sport must have earned 24 units before competing in that sport for a second time. Eighteen of these units must be degree applicable. Pre-participation physicals are required for all team members and may be obtained at DVC for a nominal fee or with an independent physician.

All athletes must complete a Student Education Plan (SEP) prior to competing in any intercollegiate sport. For more information on SEPs, contact the dean of physical education (P.E.), athletics and dance. www.dvc.edu/athletics.

Men’s teams
Men compete in baseball, basketball, football, swimming and diving, and water polo.

Women’s teams
Women compete in basketball, soccer, softball, swimming and diving, volleyball, and water polo.

Campus performances

Ticket Office
The Cashier’s Office/DVC Ticket Office is located adjacent to the Admissions and Records Office in the Student Services Center. Tickets may be purchased over the phone by calling the Cashier’s Office directly at 925-667-4445, ext. 2084. You may also leave a message on the Theater Box Office line at 925-687-4445. The Theater Box Office is located directly in front of the Performing Arts Center. It is open to sell tickets one hour before each performance. For more information regarding performance schedules, please go to www.dvc.edu and click on the Ticket Office link.

Dance performances
The Dance Department sponsors ballet, tap, modern dance, and jazz dance performances at the end of each term.

Music performances
Each term our Music Department presents a series of afternoon and evening concerts, many of which are free. DVC ensembles include the Masterworks Chorale, Concert Choir, Chamber Singers, Philharmonic Orchestra, Wind Ensemble, Symphonic Band, Chamber Ensemble, Piano Ensemble, Jazz Ensemble, Jazz Combos, Vocal Jazz Ensembles, and the Night Jazz Band. These groups perform on campus and throughout the state in concert, and at clubs and festivals. For more information go to the Music Department webpage at www.dvc.edu/music.

Speakers
DVC sponsors a variety of community-oriented arts events, lectures, and public forums throughout the year, often at no cost. Topics are usually related to politics, social issues, and the arts.

Theater productions
DVC drama produces a season of at least five plays each academic year. The stage productions that make up the drama season are hand-selected to present a variety of theatrical genres and to utilize a wide range of theatrical styles and techniques. DVC drama rehearses, builds and produces its season using the Performing Arts Center proscenium stage and the intimate theater-in-the-round, Arena Theater. The year-round Educational Outreach Program offers a variety of resources to local area schools. The Drama Department provides backstage tours, outreach workshops, faculty guest speaking engagements and hosted and non public performances with cast and crew talkbacks. Each spring advanced student directors produce a Brown Bag series of short scenes, plays and one-acts. Students direct, produce and mount their works in two separate rounds, one in the Main Stage and one in The Arena. For tickets for DVC drama productions call 925-687-4445 or visit the DVC Cashier’s Office. Additional season and audience information is available at www.dvcシアマ.net.

English as a Second Language (ESL)
The ESL program consists of a three-level core course sequence and five supplemental courses. At each level of the core sequence, one course develops students’ reading skills and one develops their writing skills. The supplemental courses focus on various topics such as pronunciation, listening, conversation and grammar.

In order to select the appropriate classes, ESL students should take the Combined English Language Skills Assessment (CELSA) assessment at the Assessment Center, located in the Student Services Center. Students can find information about registration and admissions at the Welcome Center, also located in the Student Services Center. More specific information about English tutoring and ESL courses is available at the Learning Center, across from the Counseling Center.

Learning communities
Colleges across the country have found that students in Learning Communities are more connected with their classes, teachers, and fellow students. Students in a learning community enroll in one or more classes that are linked together by a common thread. This thread could be of many types - for example, subject matter, personal interests, cultural perspective, or life goals. Concurrent enrollment is required in all class sections within a specific Learning Community, unless otherwise noted.

Students enhance their time at DVC by experiencing an innovative curriculum, academic and personal support, and the opportunity to make friends with a variety of people by sharing an enriched common educational experience. Find out more about a specific learning community under the Learning Communities heading in the class schedule.
ECE Professional Development Program (PDP)
With funding from First 5 Contra Costa, this program provides a learning community that supports the academic success of ECE students. Participants enroll in designated “ECE Cohort” sections of math and English or ESL where GE requirements can be met in a small group setting with peer support, in-class tutoring, study groups, textbook loans and tuition reimbursement. The ECE ESL learning community offers the same support to English language learners who are completing ECE major requirements. For information about enrollment criteria and all PDP services, visit www.dvc.edu/ece.

EOPS Summer Institute
The EOPS Summer Institute is a learning community that provides an intensive six-week college readiness program for rising 11th and 12th graders and recent high school graduates. The program strengthens college English and math skills. A course in counseling also provides students with a plan for understanding and succeeding in college. The program is designed to serve potential EOPS students.

Integrated Reading and Writing
English 116 and 118
Students wishing to enroll in English 116 and English 118 this semester can fulfill both requirements at the same time. Enrolling in a linked pair of English 116 and English 118 sections provides a unique opportunity to work and learn with fellow students as a community. By taking linked English 116 and English 118 courses, students have the advantage of completing both requirements in one semester, experiencing a seamless connection between both courses, and more effectively understanding the reading-writing connection while remaining in one room with one instructor for both courses.

Puente program
The Puente program is a one-year pre-transfer program open to all students who meet the eligibility criteria. The content of the course focuses on Mexican American/Latino authors and issues. All students will be required to participate in all courses and project activities, counseling and mentoring.

The program is based on three components that work together: English instruction, counseling and mentoring. English 116 and 122 help students with their writing skills, while counselors help with devising career options, an academic plan and identifying long-term goals. Mentors from the business or professional community share their personal, academic and career experiences with the students.

Since its founding in 1981, Puente has expanded to 50 plus community colleges throughout the state, including DVC. Studies indicate that community colleges with Puente programs transfer 44 percent more Latino students to the UC than colleges without Puente. Contact the Puente counselor or the Puente English instructor.

Tutoring services
Students will benefit from the free tutoring services offered at DVC. Supervised tutoring, provided by trained student tutors, assists all students in becoming independent learners. Students improve critical thinking, computational, writing and study skills. Students learn techniques for preparing for tests, learning a new subject, solving problems, and organizing ideas into essays. Working with a tutor can help students to keep up with the course workload and can strengthen understanding of course material. More information is available through www.dvc.edu/tutoring.

Business Education Computer and Tutoring Lab, open to students for general use, offers tutoring for business and finance courses by appointment or on a drop-in basis. Help with accounting, business statistics, business math and most Microsoft Office products is available. Location: BFL-107. Hours are posted outside BFL-107 or visit www.dvc.edu/campuslabs. For further information, please call ext. 2905.

Chemistry and Physical Sciences Tutoring Lab offers tutoring on a drop-in basis in astronomy, chemistry, earth science (geology and geography), and physics. Location: PS-110. Hours are posted outside PS-110.

Computer Center offers drop-in assistance with computer questions. In addition, half hour and hour appointments are available with an instructional assistant. Ground floor of the Library Building. Hours are posted at the Computer Center.

English Tutoring Lab offers drop-in and regular ongoing tutoring to help students build the English skills needed for success. Regular and drop-in tutoring is one-on-one peer tutoring for up to two hours a week throughout the semester. Other services include: walk-in tutoring in the English Writing Lab (no appointment necessary), mentoring and computer-assisted instruction. Information on services is available on the first floor of the Learning Center Building in LC-105. For tutoring hours visit www.dvc.edu/tutoringservices and select “English Tutoring Lab” to download free English handouts and more information.

EOPS offers one-on-one peer tutoring to current EOPS students. Availability of tutors and subject areas offered vary each semester. Please contact the EOPS Office directly to learn more.

Foreign Language Tutoring Lab offers tutoring on a drop-in basis in Arabic, Chinese, French, German, Italian, Japanese, Persian, Russian and Spanish. Location: BFL-211. Hours are posted outside BFL-211.

Foreign Language Computer Lab offers computer access and drop-in assistance with lab assignments in all nine languages offered by the Foreign Language Department: Arabic, Chinese, French, German, Italian, Japanese, Persian, Russian and Spanish. Location: BFL-213. Monday - Friday schedule are posted outside the lab.

Life and Health Sciences (LHS) Lab offers tutoring on a drop-in basis in biological science, nutrition, and oceanography. Location: LHS-116. Hours posted throughout the LHS building.

The DVC Math Lab offers free tutoring to current DVC math students, and group and tutoring by appointment for
selected classes. The Math Lab is located on the second floor of the Learning Center Building. Please visit [www.dvc.edu/math/mathlab](http://www.dvc.edu/math/mathlab) for more information.

**San Ramon Campus** offers tutoring in biology, chemistry and reading and writing (across the curriculum). Please contact SRC Office of Student Services for a current schedule and location or go to [www.dvc.edu/src-service](http://www.dvc.edu/src-service).

### Community resources

#### Career pathways for high school students

Career Pathways are a sequence of courses that provide students with real-world application of studies, preparing them for a chosen career area. Diablo Valley College supports students in local high schools who plan to continue their education in a career pathway.

High school and college courses prepare students for their chosen career pathway using strategies that build real-world context for student learning. High school students may be concurrently enrolled in DVC classes (see the section of the catalog: Registering for courses).

Articulation agreements between high schools and DVC save students time and money by allowing them to earn college credit while attending high school.

High school students should verify requirements and procedures with their instructor and/or counselor to determine if their high school coursework qualifies for credit or non credit articulation. For a list of current articulation agreements visit [www.dvc.edu/careerpathways](http://www.dvc.edu/careerpathways).

#### College art

DVC is continuing to develop an outstanding, permanent collection of student artwork. Each year art pieces are selected and purchased from DVC student art exhibitions. The art collection is displayed and rotated throughout the college to improve the college’s visual environment with quality art. The department presents art sales and exhibitions, workshops, and events throughout the year. For more information, contact the Art Department.

**Art collections**

The Art Department, in conjunction with the campus administration, has established three art collections: the permanent art collection featuring works by acclaimed artists, the faculty art collection, and the student art collection.

Works from these art collections are installed throughout the campus.

**Art Gallery**

The Art Gallery is a 1,000 square foot space dedicated to showing the art of DVC students, as well as regional and international artists. Since 1975 the exhibitions have featured ceramics, metal work, painters, photographers, live performance, printmakers, digital media, and more. Artist’s lectures, workshops, and visual presentations often accompany the exhibitions.

Guest artists have included internationally-known sculptors, painters, photographers, and printmakers. The Art Gallery is open during the fall, spring, and summer terms. For more information, visit [www.dvc.edu/artgallery](http://www.dvc.edu/artgallery).

**College for Kids**

College for Kids is a summer program that provides challenging enrichment classes at affordable prices for motivated young people entering the fourth through ninth grades. The program takes place in the college environment and is patterned after a college curriculum and course structure. Classes are offered in a variety of subjects including art, language, mathematics, computer science, performing arts, music, physical education, science, and behavior science. Three-week sessions are offered in June and July.

For the complete schedule of classes offered at Pleasant Hill and San Ramon visit [www.dvc.edu/college4kids](http://www.dvc.edu/college4kids).

#### Dental Hygiene Clinic

DVC’s dental programs teaching clinic offers many services to the general public including dental hygiene examinations, radiographs (x-rays), oral prophylaxis (cleaning), initial periodontal therapy, scaling and root planing, sealants, fluoride application, and teeth whitening. These services are provided at a reduced standard fee. For more information, please visit [www.dvc.edu/teachingclinic](http://www.dvc.edu/teachingclinic).

#### Emeritus College

This program is a non-profit, fee supported program that provides affordable, short-term (1-6 days) not-for-credit educational classes and activities designed especially for adults (50+).

The goal is learning for the fun of it. The curriculum covers a wide range of subjects including: art, cooking, foreign language, health, history, law, literature, music, travel, and world events. Classes are currently held in nine locations in Lafayette, Moraga, Pleasant Hill, Rossmoor, and Walnut Creek.

Emeritus College offers lectures, concerts, and other special events. For more information and a class schedule please visit [www.dvc.edu/emeritus](http://www.dvc.edu/emeritus).

#### Planetarium and Observatory

Our planetarium presents astronomy programs for astronomy classes and for local school and community groups. Reservations must be made ahead of time. There is a nominal fee. The planetarium is located next to the Physical Sciences Building.

The observatory is equipped with telescopes for students studying astronomy. Located in the Science Center, the observatory facilities are open for night observation several times each semester.

#### Ethnic Studies classes

DVC offers a variety of classes that allow students to increase their knowledge and understanding of the histories, cultures, and contemporary issues that define and shape ethnic group experiences. Ethnic Studies provides an understanding of diversity in American culture and thought. Courses include Addiction Studies, Broadcast Communication, Drama, English, Film, History, Humanities, Music, PE Dance, Psychology and Sociology. All courses are transferable and many satisfy UC and CSU General Education requirements.
Women’s Studies classes
DVC offers several classes of special interest to women. Women’s studies is an academic field that focuses on women’s life experiences. Courses meet general education requirements and transfer to four-year institutions.

Traveling to DVC
BART
Buses connect Pleasant Hill and San Ramon Campuses to BART, which services Concord, Pleasant Hill, Walnut Creek, Lafayette, Orinda, San Ramon, Dublin, and other cities throughout the Bay Area.

For information, go to www.bart.gov

Buses
County Connection www.cccta.org
The Pleasant Hill Campus is served by frequent County Connection buses to BART and local communities. Weekday buses 9, 18, 20, 28 and 649 (limited service) all serve DVC. Weekend buses are 314, 316 and 320. Weekday bus 35 services San Ramon Campus.

Bicycle
Secure bike racks and bike lockers are available at various locations on campus. A network of trails throughout Contra Costa County offer a peaceful, quiet ride. Free trail maps can be obtained by visiting 511 Contra Costa at www.511contracosta.org. Try the online BikeMapper at www.511contracosta.org/bike. Bikes can be transported by BART or bus.

Bike lockers may be leased by students, faculty and staff. Leasing applications are available on a term-length basis only and can be obtained in the Student Life Office. (Pleasant Hill Campus only)

Carpooling
Carpooling to school is a healthier ride with 12.5 miles of High Occupancy Vehicle lanes on 680 between the Marina Vista interchange south of the Benicia Bridge to the North Main Street interchange in Walnut Creek and from Livorna Road in Walnut Creek south to Alcosta Boulevard in San Ramon.

511 Contra Costa
Provides commuter information and special prize promotions. Visit www.511contracosta.org.

511 Contra Costa is funded by the Bay Area Air Quality Management District’s Transportation Fund for Clean Air and the Contra Costa Transportation Authority.

Table of Abbreviations

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<td>Board of Governor’s Waiver</td>
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<td>CARE</td>
<td>Cooperative Agencies Resources for Education</td>
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<td>PDP</td>
<td>Professional Development Program</td>
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