Think InSite first!

Get all your official college communications in one place, including instructor messages, financial aid and admissions notifications, and reminders, and much more. Log on to InSite and activate your new email account. If you are not logging on to your InSite page regularly, you may be missing out!

Why should I check my InSite page regularly?

All communications from the college will be delivered to either your InSite mail or posted on your InSite portal page including:

- Online payment receipts
- Schedule changes
- Notification of Eligibility to Register from the Waitlist
- All communications from faculty
- Reminders of class start dates
- Urgent messages from the college
- and much more!

You are expected to check your email frequently to receive college and district communications. If you wish to have email forwarded to another address (e.g., @yahoo.com or @gmail.com) you may, but the college district is not responsible for email handled by outside vendors. Having email forwarded does not change your responsibility for reading and responding to official communications sent to your InSite mail account.

Please log in to the InSite portal to get more details about this exciting new email program and instructions to get started. If you are having problems with your email account or logging into the portal, please contact 925-229-1000, ext. 1234.
Attendance
If you miss the first class meeting or are absent for the equivalent of two weeks without approval, you may be dropped by the instructor. If you do not attend class but fail to drop the class by the refund deadline, you are still responsible for the registration fees.

Withdrawing from a class
You must officially drop classes through the online or telephone registration system or at the Admissions and Records Office. Non-attendance can result in an “F” grade and will cause you to lose your enrollment fees. If the class fee has not been paid and the class is not officially dropped, the unpaid fee will become an outstanding debt on your record. It is the student’s responsibility to drop a class, not the instructor’s. If a class is dropped before 25 percent of the instruction time has elapsed, a grade will not appear on your record. If 75 percent or more of the instruction time has elapsed, you cannot withdraw and will be subject to an “F” grade.

Fees
Enrollment fees*
- $36 per unit for California residents
- $231 per unit ($195 per unit plus $36 per unit enrollment fee) for students who are U.S. citizens or permanent residents, and are not California residents or for students who are not U.S. citizens

Other fees
- The optional $8 student ASDVC Sticker fee offers discounts for student related activities.
- A $1 per unit student union fee helps pay for the maintenance of the student center. The maximum fee is $10 per student per academic year.

Parking fees
The parking fee is $3 a day or $40 for the terms fall or spring. The summer fee is $20. College parking permits are required daily except weekends (Friday 5 p.m. through Monday 7 a.m.) and holidays. Parking permits must be purchased online through InSite/WebAdvisor, under the Academic Services menu.

The parking fee is $20 per term for students who qualify for the Board of Governors Enrollment Fee Waiver. DVC parking permits are also valid at CCC and LMC campuses.

Parking at the San Ramon Valley Center is free. Contact all other off-campus locations for their parking policies.

Did you know?
- Federal and state grants are available?
- You can earn money through Federal Work Study Program?
- There are student loan options?

Stop by the Financial Aid Office for an application and additional information to see if you are eligible.

Visit us at: www.dvc.edu/financialaid
Financial Aid Workshops are available throughout the year to assist you through the process.

DVC Financial Aid Office
925-685-1230
ext. 2363, 2290 or 2180

Parking permit refunds
Parking fee will be refunded if you drop all classes within the first two weeks of instruction for semester-length classes or by 10 percent of the length of short-term classes. The parking decal must be returned to the Cashier’s Office for a refund. The refund check will be mailed to you according to the same refund processing cycle as enrollment fee refunds. Lost or stolen parking permits are not refundable.

Non-refundable fees
The Associated Students fee is not refundable. This refund policy complies with and is based upon California law and the Education Code.

Outstanding debts
If you have any outstanding debts, you will be blocked from registration or from obtaining academic transcripts and diplomas until those debts are cleared. Pay debts at the Cashier’s Office. Debts are subject to district collection processes.

Fee refunds
To receive a fee refund, you must withdraw from school or drop class by the refund eligibility deadline. (Please see the Calendar of Important Dates, online, or check with your instructor for deadlines.)

Refund checks for complete or partial withdrawals will be processed after the first two weeks of instruction. Refund checks will be mailed to your student address on file in the college Admissions and Records Office. If you have a new address, please notify the office as soon as possible. If you paid online by credit card, a refund will be issued to the credit card used for payment.

Non-resident tuition refunds:
To obtain a refund for non-resident tuition, your request must be made at the Cashier’s Office.

You will not receive a refund if you:
- stop attending class and do not officially withdraw,
- withdraw from the class after the refund deadline,
- owe other outstanding debts to the college.

A detailed refund policy is posted in the Cashier’s Office.

Refunds for over $1,000 must be requested at the Cashier’s Office.

Financial aid enrollment fee refunds
If subsequent to paying enrollment fees, you become eligible for financial aid and receive an enrollment fee waiver, you will automatically be mailed a full refund check according to the same refund processing cycle as enrollment fee refunds.

Enrollment fee deferments
If subsequent to paying enrollment fees, you become eligible for an enrollment fee deferment to an outside agency, submit the deferment to the Cashier’s Office. You will automatically be mailed a refund check of the deferred fees according to the same refund processing cycle as enrollment fee refunds.

Details regarding the refund policy are available from the Cashier’s Office or the Admissions and Records Office.

* Note: All fees are subject to change by the state legislature. Check www.dvc.edu/fee for updated fee information.

All fees are subject to change by the state legislature. Check www.dvc.edu/fee for updated fee information.
Student academic responsibilities
You are expected to attend classes, do class work on time, and complete each course. You are also expected to maintain regular progress towards an educational goal.

Rights
Among your rights as a student, you may file a complaint on the grounds that DVC failed to make a good faith effort to help you develop an educational plan or provide a specified service.

Waivers, appeals and complaints
If you are requesting waivers or filing appeals or complaints under the Title 5 Matriculation Rights you must submit a form to the Admissions and Records Office.

The dean of outreach, enrollment and matriculation will consider the appeal or complaint. If the appeal or request for waiver is not granted, you may appeal to the vice president of student services.

Open course policy
It is the policy of the Contra Costa Community College District that, unless specifically exempted by statute or regulation, every course, course section or class reported for state aid, wherever offered and maintained by the district, shall be fully open to enrollment and participation by any person who has been admitted to the college and who meets such prerequisites pursuant to regulations contained in Article 1 of Subchapter 1 of Chapter 6 of Division 6 of Title 5 of the California Administrative Code, commencing with section 55200.

Academic honesty
DVC students are expected to be truthful and ethical in their academic work. Academic dishonesty is defined as an act of deception in which a student claims credit for the work or effort of another person or uses unauthorized materials or fabricated information in any academic work. Academic dishonesty is a violation of the DVC Student Code of Conduct and will not be tolerated.

Communications
You are expected to check your email frequently to receive college and district communications. If you wish to have email forwarded to another address (e.g., @yahoo.com or @gmail.com) you may, but the college district is not responsible for email handled by outside vendors. Having email forwarded does not change your responsibility for reading and responding to official communications sent to your InSite mail account.

Student Code of Conduct
The Student Code of Conduct is available at www.dvc.edu/code. This code includes important information about students’ rights and responsibilities on campus. The code contains specific rules and regulations governing student behavior, along with the consequences for violating these rules. If you would like a hard copy of the Student Code of Conduct, visit the Student Life Office in the Student Union Building.

Policies
Diablo Valley College is open to any California resident 18 years or older, or who has earned a high school diploma or proficiency certificate, or to current high school students who qualify.

Smoking policies
In recognizing the serious health risks associated with smoking, wishing to discourage both students and staff from becoming smokers, and recognizing the rights of nonsmokers to a reasonably smoke-free environment, the following policy applies:

- At the Pleasant Hill campus, smoking will be allowed only in the parking lots.
- At the San Ramon Valley Center, smoking will be allowed only in the student parking lots.
- Restrictions at other educational sites will be established by those sites and by state and local law.

Adherence to this policy relies on the initiative of nonsmokers to politely request that smokers follow the policy and on the courtesy of smokers to follow the policy. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation is a violation of the Student Code of Conduct and can be grounds for disciplinary action.

A drug-free DVC
It is DVC’s policy to maintain a campus where students are prohibited from the unlawful manufacture, distribution, dispensing, possession or use of controlled substances as listed in Schedules I through IV of Section 202 of the Controlled Substances Act (21 U.S.C. Section 812) and from abuse of alcohol. This includes student participation in field trips, athletic competition and/or any activity sponsored by the college. Any violation of this policy will be cause for disciplinary action up to and including expulsion. The use of controlled substances or the abuse of alcohol has significant health risks. For a description of the effects and health risks associated with use of illicit drugs and the abuse of alcohol, and the applicable legal sanctions under local, state or federal law, please visit: www.dvc.edu/policies/alcohol-drugs

Any student who needs information about substance abuse treatment may consult a campus counselor or the dean of student life who can provide information about available treatment resources.

Sexual assault, relationship violence and stalking
Consistent with the spirit of AB 1088, the college is committed to working with students to reduce the risk of sexual assault, stalking and relationship violence. If you would like more information about these issues, you are welcome to visit the college’s website at: www.dvc.edu/policies/sexual-assault or to contact the dean of student life in the Student Union Building, or police services.

Equal opportunity policy and grievance procedures
Diablo Valley College does not discriminate on the basis of race, color, national origin, sex, sexual orientation, disability, or age in any of its policies, procedures, or practices, in compliance with Title VI of the Civil Rights Act of 1964 (pertaining to race, color, and national origin), Title IX of the Educational Amendments of 1972 (pertaining to sex), Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975 (pertaining to age), and CCCCD Board Policy 2001. This nondiscrimination policy covers admission and access to, as well as treatment and employment in the college’s programs and activities, including vocational education.

This procedure affords students an opportunity to resolve a variety of complaints including those alleging discrimination based upon race, sexual orientation, color, national origin, sex, handicap, and age. Students who require assistance in the use of this procedure or any of the above-mentioned policies should contact the dean of student life. Inquiries regarding federal laws and regulations concerning nondiscrimination in education or the district’s compliance with those provisions may also be directed to the director of personnel services, Contra Costa Community College District, 500 Court Street, Martinez, CA 94553; or U.S. Department of Education, Office of Civil Rights, 221 Main Street, Suite 1020, San Francisco, CA 94105.

Inquiries regarding the equal opportunity policies, the filing of grievances, or requests for a copy of the college’s grievance procedures may be directed to the following: disability support services manager, Learning Center, ext. 2926; Title IX, Sexual Harassment - Title VI, discrimination based on race, color, or
A special opportunity for high school students to attend college courses while still in high school.

A high school student can:
• explore academic levels not taught in high school;*
• earn high school honors credit for college courses;
• discover a new academic interest;
• save hundreds of dollars in college tuition;
• take a class online www.dvc.edu/online to accommodate busy schedules;
• take classes at several convenient locations.

* High school policies vary; please check with your high school administration.

Go to www.dvc.edu/collegetoday for more information.

Freedom of expression policy
It is the policy of the district and DVC to allow and protect reasonable and legal expressions, speeches, and actions according to federal and state laws and Education Code #76120. Students have the right to exercise free expression, including the use of bulletin boards, the distribution of printed materials, and the wearing of buttons, badges or other insignia. The policy excludes expression that is obscene, libelous or slanderous according to current legal standards or which incites students to create a clear and present danger or to commit unlawful acts on community college premises or damage to persons or property. Inciting students to riot, or the violation of lawful community college regulations, or the substantial disruption of the orderly operation of the community college is also prohibited. A copy of the policy is available at the Student Life Office.

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

For more information or to initiate a grievance contact:
Vice president of student services (504, Title IX, Sexual Harassment Title VI and EEOC officer) 925-685-1230, ext. 2232;
Vice president of finance and administration (ADA Coordinator) ext. 2533; dean of student life (EEOC officer) ext. 2445.

For more information on the sexual harassment policy, please visit: www.dvc.edu/policies/harassment

Your student ID and library card is FREE!
All DVC students must have a DVC photo ID, the "Connect Card." This FREE card is both a library card and student ID, and is used to access services at a variety of locations around campus. It remains valid each semester you are registered as a DVC student.

Please bring proof of current class registration with your name, student ID number, and another form of identification (California drivers license or ID card, medical card, etc.) to the Student Union, Library or San Ramon Valley Center to get your card.

Want to save money?
Buy an ASDVC sticker!
Only $8 per semester!
Fees are non-refundable.

ASDVC sticker benefits:
• discount at DVC Book Center
• discount admission to campus events
• free admission to DVC home athletic events
• discounts at some local businesses

Proceeds have funded the following programs:
• scholarships
• campus events
• student advocacy
• guest lectures
• multicultural programs
• DVC campus organizations

Beat the rush!
Get yours today.
See website for current hours

Join us on Facebook www.facebook.com/DVC.Vikings
Follow us on Twitter search for DVC_updates

Connect Card

COLLEGE TODAY

ARCHIVED
We invite you to join a DVC Learning Community. In doing so, you will join a group of students 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 perspectives, or life goals. Our goal is to help you to get the most out of your time at DVC by offering an innovative curriculum, academic and personal support, and the opportunity to meet and make friends with a variety of people with whom you will share an enriched common educational experience.

**Integrated Reading and Writing**

**English 116 and 118**

Are you taking English 116 and English 118 this semester? Would you like to fulfill both requirements at the same time? Are you interested in learning about the interrelationship between reading and writing? Taking a linked pair of English 116 and English 118 sections might be for you. Combined sections of English 116 and English 118 offer a unique opportunity to work and learn together as a community. By taking linked English 116 and English 118 courses you 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—no running around and breaking up your schedule.

**Puente program**

[www.dvc.edu/puente](http://www.dvc.edu/puente)

In collaboration with the University of California, the DVC 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 writing, issues and experiences. All students will be required to participate in all course and project activities, counseling and mentoring.

The program is based on three components that work together: English instruction, counseling and mentoring. English 118 helps students with their writing skills, while counselors help with devising career options, developing an academic plan, and identifying long term goals. Mentors from the business or professional community share their personal, academic and career experience with the students.

Since its founding in 1981, Puente has expanded to 54 community colleges throughout the state, including DVC. Studies indicate that community colleges with Puente programs transfer 44 percent more Latino students to the University of California than colleges without Puente. Look for Puente courses in the schedule of classes section.
College for Kids
www.dvc.edu/college4kids
Location: Next to the library in FOA
Telephone: 925-685-1093
College for Kids is a summer program that provides challenging enrichment classes at affordable prices for students entering the grades 4 through 9. 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.
To receive a complete schedule of classes offered at Pleasant Hill and San Ramon in 2011, call 925-685-1093 or check our website.

Educational Talent Search (ETS)
www.dvc.edu/ets
Location: Next to library in FOA
Telephone: 925-685-1230, ext. 2571
Educational Talent Search is a federally funded program designed to assist low-income, first generation college 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 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 admissions applications. Students can receive assistance with study skills, time management, goal setting and self esteem development.

Emeritus College
Not-for-credit classes
www.dvc.edu/emeritus
Location: Next to the library in FOA
Telephone: 925-685-1230, ext 2388
Exceptional learning opportunities for adults with, “No tests, no stress, no homework, no kidding.” Topics include history, music, religion, health, literature, language for travelers, photography, cooking, Tai Chi Chuan, opera, philosophy, world events, yoga, art and travel. To make it easy to fit into your schedule, classes and programs meet one to six times. Classes are offered at sites in Concord, Lafayette, Moraga, Pleasant Hill, Rossmoor and Walnut Creek. To receive a complete brochure call 925-685-1230 ext. 2388.

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.

Early Childhood Education Professional Development
www.dvc.edu/ece
Location: FL 202, second level
Telephone: 925-685-1230, ext. 2162
The ECE Professional Development Program, with funding from First 5 Contra Costa, provides academic and financial support to early childhood education students. Services have been designed to support students who are working toward a California Child Development Permit, the A.S. degree in early childhood education, and pre-transfer requirements.
Students who have worked with children age 0-5 for at least nine months can receive specialized advising, tutoring, textbook loans and financial incentives and rewards for completing ECE, ESL and general education classes. In addition, during the fall and spring semesters, participants can enroll in designated “ECE Cohort” sections of Math 110 where GE requirements can be met in a small group setting with peer support and in-class tutoring or join an ESL cohort to receive support while completing degree requirements.

For more information about enrollment in an “ECE Cohort” and all ECE Professional Development Program services contact Sue Handy, 925-685-1230, ext. 2162 or email shandy@dvc.edu
Florence (Firenze), Italy
Spring
Florence, in the heart of Tuscany, offers an unparalleled opportunity for students of art, history and literature to explore its museums, churches and Italian culture. People from all over the world visit Florence to enjoy the city’s beauty and rich history contrasted with a vibrant modern culture including a wealth of cafes, shops and cinemas. Whether reliving the Renaissance, indulging in opera or feeling the passion of an Italian soccer match, Florence is an experience worthy of discovery.

London, England
Fall
Experience the rich culture, history and modern life of one of the world’s greatest cities while taking community college credit courses. Students visit places of historic and cultural significance, such as the Parliament, the National Gallery, and the British Museum, as well as famous centers of fashion, design, popular music, and night life.

London students are required to take 12-15 units including History 160 and one other DVC course. Contact the Study Abroad Office for non-DVC London courses available or visit our website.

What could be more ideal than earning course credit while living out a romantic adventure? DVC offers trips abroad to some of the world’s most exciting cities, where 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.

Earn 12-15 transferable units for bachelor’s degree credit.

Each program includes a special “Life and Culture” series with field trips.

Financial aid is available to eligible students who apply early.

www.dvc.edu/studyabroad

Location: FO 219
Email: studyabroad@dvc.edu
Telephone: 925-685-1230, ext. 2735

Study Abroad requirements
Students must:
• be 18 years of age or older,
• have a GPA of 2.25 or higher,
• have completed 12 college units before the program.

Please read all notations regarding course prerequisites and transfer credit information as listed in the catalog course descriptions.

Capetown, South Africa
Summer
Work as a humanitarian intern in Cape Town, South Africa; live and share meals with a South African family; go on a safari; explore this beautiful and amazing region on included field trips. This is a once in a lifetime opportunity to see the world, make a difference in a developing country, and earn three college units in Anthropology.

Departs from San Francisco and includes two days in London.
The Art Gallery is open during the fall, spring, and summer terms. The Art Gallery is 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. 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.

Book Center
www.bookcenter.dvc.edu
Telephone: 925-682-7363 Ext. 2352
Location: Quad
Hours: Check website for current hours.
Students can purchase new and used textbooks, books for recreational reading, supplies, and personal items. VISA, Discover, MasterCard and debit cards are accepted.

Child Center
www.dvc.edu/childcare
Telephone: Ext. 2316
Location: Family Life Building
Hours: Call for current hours.
Daytime programs for children ages five months to five years make attending classes more convenient for students. For information about times, fees and parent responsibilities, call the extension above.

Assessment Center
www.dvc.edu/assessment
Telephone: Ext. 2545
Location: Student Services Center 1st floor
Hours: Check website for current hours.
Once new students submit their application for admission, they will need to have their English and math skills evaluated. Assessment tests are given on a drop-in basis throughout the year; please refer to the website, or call the center for the most up-to-date testing times. Students taking tests must have some form of photo identification and know their student ID number. The Assessment Center also offers exams for chemistry and English as a Second Language course placement.

Audio-visual/Media Center
www.dvc.edu/media
Telephone: Ext. 2254/2255 student services
Ext. 2249/2249 staff services
Location: Ground floor of the Library Building
Hours: Check website for current hours.
The Media Center contains over 4,000 video tapes, 800 DVDs, assorted CDs, audio tapes, 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.

Information Center
www.dvc.edu/informationcenter
Location: Student Services Center
Telephone: Ext. 2578
Hours: Check website for current hours.
The Information Center is a convenient place to learn about the services and programs available at Diablo Valley College. Learn about your InSite/WebAdvisor portal and Insite mail, online registration, the enrollment process, and other services that help students achieve their goals.

Admissions and Records Office
www.dvc.edu/admissions
Telephone: 925-685-1310
Location: Student Services Center
Hours: Check website for current hours.
The Admissions and Records Office serves students in admission, registration, records, and evaluation of degree, certificate, and transfer requirements. Course adds and drops are also done through the Admissions and Records Office.

Art gallery
www.dvc.edu/artgallery
Telephone: Ext. 2471
Location: North side of campus, by art classrooms, room A305
Hours: Check website for current hours, evenings by appointment.
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. The Art Gallery is open during the fall, spring, and summer terms.

The Book Center
Telephone: 925-682-7363
Textbook prices and ISBN’s are available on the website. VISA, Discover, Mastercharge and ATM cards are accepted.
www.bookcenter.dvc.edu

Counseling
www.dvc.edu/counseling
Telephone: Ext. 2276/2278
Location: Across walkway from the Learning Center, between Liberal Arts Building and the Library
Hours: Check website for current hours.
The Counseling Department provides career, educational, and personal counseling and supports students with issues that affect their academic performance. Counselors help students in major, college and course selection and help develop educational plans. Major requirements and opportunities change frequently and it is advised that students meet with a counselor each term. Counseling offers courses in career planning, student success and effective transfer practices.

Disability Support Services (DSS)
www.dvc.edu/dss
Telephone: Ext. 2545 or Sorenson VRS 925-270-1660
Arrange an appointment with a DSS counselor by calling 925-685-1230, Ext. 2276 or by dropping by the Counseling Center.
Location: Student Services Center 202
Hours: Check website for current hours.
Disability Support Services provides instruction and services to individuals with disabilities. The programs are designed to increase access to instruction. 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.

Emergency and police services
www.4cd.edu/police
Telephone: Ext. 2338/2339
Location: South of the Math Building, adjacent to parking lot 1
Hours: Check our website for current hours.
Emergency, first aid, lost and found services, escorts and jump start services.

For emergency call:
On campus 2333 or 9-911
Off-campus 911

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

English as a second language (ESL)
www.dvc.edu/assessment
Telephone: Ext. 2214 or 2582
Location: Learning Center 102 or 117
Hours: Posted on office door.
ESL students receive information and help with assessment testing, registration, review of class schedules, adding/dropping classes, selecting pass/no pass grade option, grading policy, vocational education programs, learning center tutoring programs, student organizations, computer software instruction, and more.
The Board of Governors Waiver (BOGW) is available to pay enrollment fees. Applications can be obtained in the Financial Aid Office. Financial Aid workshops are offered twice a month to provide hands-on assistance to students in completing the FAFSA application and other financial aid forms.

Library
www.dvc.edu/library
Telephone: DVC: Ext. 2441 SRVC: 925-973-3380
Hours: The DVC Library is closed during all college holidays and semester recesses. Check website for current hours.

The libraries at the Pleasant Hill and San Ramon Valley campuses offer a full range of resources and information resources and services to both students and faculty. A robust collection of print and electronic resources include 24-hour access to e-books, journal articles, encyclopedias and more. These online resources, research guides and other information are available from the library website. Full access is possible from off campus using the college Connect Card student ID number. The DVC library also provides nine group study rooms, an Information Commons with 30 computers and a 35-computer lab/classroom. The Dougherty Station library at the San Ramon Valley Center is a joint-use library collaboration between the Contra Costa County Library and the DVC Library. The Dougherty Station library provides books, DVD’s, course reserves and online access to databases and e-books. A learning commons in the college West Building provides additional group and individual study space and computers. Use a combination of your DVC Connect Card and the Contra Costa County library card to access all the resources available through the Dougherty Station Library.

Scholarship Program
www.dvc.edu/scholarships
Telephone: Ext. 2559
Location: Student Services Building
Hours: Check website for current hours.

Scholarship awards are based on a variety of criteria. Some considerations are grade point average, financial need, and community service experience. The scholarship application process opens in early November and closes in early February. Scholarships are awarded each may.

TRAVELING TO DVC

BART
Buses connect DVC to BART, which services Concord, Pleasant Hill, Walnut Creek, Lafayette, Orinda, and other cities throughout the Bay Area.
For information, go to www.bart.gov

Buses
County Connection www.cccra.org
DVC 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.

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, 925-685-1230 ext. 2095.

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.
Strengthen their computational skills and/or basic writing, reading, language, and critical thinking skills. Free tutoring is available for registered DVC students for all academic levels and for a variety of courses. See the website for more information.

Transfer Services
www.dvc.edu/transfer
Phone: 925-685-1230, Ext. 2588
Location: DVC Counseling
Hours: Check website for current hours.

As a DVC student you have access to free expert assistance through the entire process. See page 13 of this schedule for more information.

Tutoring Services
www.dvc.edu/tutoringservices

Tutors can help with course work, homework, exam preparation, or grade improvement. All students benefit from tutorial services that strengthen their computational skills and/or basic writing, reading, language, and critical thinking skills. Free tutoring is available for registered DVC students for all academic levels and for a variety of courses. See the website for more information.

Veterans Affairs Office
Phone: 925-685-1230, Ext. 2637/2634
Location: Student Services Center
Hours: Check website for current hours.

If you were 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, you may qualify for educational benefits through the Veterans Administration. For general questions you may speak with a VA representative.

STUDENT CAREER AND EMPLOYMENT

Programs and services
www.dvc.edu/career
Location: Student Services Center
Phone: Ext. 2435/2206
Hours: Check website for current hours.
DVC’s Career and Employment Services include CalWORKS, WorkAbility III, Cooperative Work Experience Education (CO-OP), Volunteer Services and the Contra Costa County Office of Education Transition Program.

CalWORKs program
www.dvc.edu/calworks
Phone: Ext. 2081/2722
Location: Student Services Center
Hours: Check website for current hours.
CalWORKs provides comprehensive student services to individuals who receive cash assistance from the Employment and Human Services Department and are enrolled at Diablo Valley College. CalWORKs services include assistance in meeting county requirements; childcare, job preparation and placement. Our office provides resources and referrals to DVC student services and facilitates correspondence with the county offices for supportive services to assist in obtaining textbooks and supplies. Services are delivered on an individual basis. Please come to the office during the hours of operation or make an appointment with the CalWORKs staff.

Career and Employment Services
www.dvc.edu/career
Phone: Ext. 2435/2206
Location: Student Services Center
Hours: Check website for current hours.

Students, alumni, and the public are invited to utilize our free services and resources to explore career opportunities and locate employment. Some available resources in Career and Employment Services include:

- access to an online job board to locate part-time, full-time, volunteer and internship positions,
- resume and interview preparation assistance from experienced specialists,
- career counseling to help you define your career objectives and make a plan to achieve them,
- career courses that provide you with college credit as you explore majors and careers,
- career information, available both in the center and online,
- access to employers seeking DVC students, with recruitment taking place Tuesday and Wednesday in the Quad,
- access to off-campus volunteer opportunities that provide valuable experiences and enhance job skills. Earn units through CO-OP education.

Cooperative Work Experience Education (CO-OP) Courses
www.dvc.edu/coop
Phone: Ext. 2435
Location: Student Services Center
Hours: Check website for current hours.
DVC’s CO-OP courses provide students with a structured approach to learning in the workplace. 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 California State Universities (CSUs) and may be used as electives or meet program requirements for some DVC associate degrees and certificates.

WorkAbility III program
www.dvc.edu/workabilityIII
Phone: Ext. 2080
Location: Student Services Center
Hours: Check website for current hours.
WorkAbility III is a partnership program between the California Department of Rehabilitation and Diablo Valley College. The purpose of the WorkAbility III program is to provide individualized and specialized job placement services for students with disabilities who are “job ready” and who want to go to work.
Take DVC classes in San Ramon and enjoy a small college atmosphere with a broad selection of day and evening classes.

Currently over 3,000 students attend SRVC and enjoy easy access at the convenient San Ramon Valley location and free parking. Students may choose to take all their classes at SRVC or may take classes both in San Ramon and Pleasant Hill.

Take advantage of many of the same services available at our main campus such as admissions, assessment, a bookstore, counseling services, disabled student services, a student services office, computer labs, library facilities, information on job openings, student clubs and activities, and tutoring.

Financial aid, career services, CalWORKs and EOPS services are also available during special drop-in hours. Please go to www.dvc.edu/srvc-services for more information.

A wide range of classes are offered at SRVC, which allows students to complete the general education requirements for an associate degree, the transfer requirements for UC, CSU and other private colleges and universities, and to complete certificate programs.

SRVC classes in this schedule are clearly identified with “San Ramon Valley Center,” at the beginning of each course listing.

See subject area in class listing for times and rooms.
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<thead>
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<th>Course division information</th>
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<td><strong>Applied and Fine Arts</strong></td>
<td>2311</td>
<td><strong>Counseling and Library Studies</strong></td>
<td>2250</td>
<td><strong>Engineering and engineering technology</strong></td>
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<td>Art, art history and photography</td>
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<td>Career</td>
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<td>Geography (physical)</td>
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<td>Art digital media</td>
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<td>Counseling</td>
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<td>Broadcast communication arts</td>
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<td>Learning skills</td>
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<td>Global information systems (GIS)</td>
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<td>Drama</td>
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<td>Library and information technology</td>
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<td>Global positioning systems (GPS)</td>
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<td>Film</td>
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<td>Library science</td>
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<td><strong>Social Science</strong></td>
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<td><strong>Biological and Heath Sciences</strong></td>
<td>2423</td>
<td><strong>Math and Computer Science</strong></td>
<td>2273</td>
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<td>Dental assisting</td>
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<td>Dental hygiene</td>
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