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WELCOME TO DIABLO VALLEY COLLEGE

We sincerely hope you find your experiences at the college to be enjoyable and rewarding. Our faculty is committed to the development, growth and success of each student.

The counseling faculty has developed this handbook to assist you in getting started at DVC. We feel the information contained in this booklet, along with the Counseling 95: Educational Planning course, will give you the information you need for a successful beginning here.

Once the semester is underway, we would be happy to meet with you for individual counseling sessions to discuss your goals and to help with your educational planning.

BEGINNING COLLEGE LIFE

HIGH SCHOOL VS. COLLEGE

Going from high school to college is like moving to a whole new world where the culture is vaguely familiar in some ways, and completely different in others. To get a better sense of this strange new land, keep in mind some of these major differences:

HIGH SCHOOL	COLLEGE
RESPONSIBILITY	
<p>Parents, teachers, administrators tell you where to be and when.</p>	<p>You are expected to manage your own time.</p>
<p>Parents and teachers constantly remind you of your responsibilities and help you set priorities.</p>	<p>You are responsible for setting your own priorities and for making your own decisions.</p>
<p>You are not responsible for knowing what you need to do to graduate or reach your goals. In general, your counselor and/or teachers will keep track of your progress.</p>	<p>You are expected to take responsibility of knowing what you need to do to meet your goals. Counselors can help guide you in understanding what you need to accomplish, but at the end of the day you are responsible for making sure you have met all necessary requirements.</p>
CLASSES	
<p>You are required to be in class from morning to afternoon, each weekday. You have few choices around classes.</p>	<p>You get to choose what classes you want to take and when. You will spend only 12-15 hours in class a week.</p>
<p>Classes will usually average around 25-35 people.</p>	<p>You could have classes that are as small as 25 people or as big as 700+</p>

<p>Readings are typically smaller, and are discussed and sometimes re-taught in class.</p>	<p>You will be assigned substantial amounts of reading and writing and you won't always talk about it in class.</p>
<p>INSTRUCTORS</p>	
<p>Teachers will remind you to turn in assignments and approach you if you have missing assignments.</p>	<p>Instructors expect you to stay on top of important due dates, and won't always inquire about missed course work.</p>
<p>If an instructor thinks you are struggling or need help, they will often approach you.</p>	<p>Instructors, while helpful, will expect you to initiate contact to receive help.</p>
<p>Your teacher's lessons will center around helping you understand material from your textbook.</p>	<p>Your professor's lessons will usually build on the information you are expected to learn from the text. They will often present additional information or background and expect you to relate it to the text.</p>
<p>You can speak to a teacher before, during or after class. You have many opportunities to communicate with each other.</p>	<p>A professor will typically have scheduled office hours and will expect you to contact them during these times.</p>
<p>TESTS</p>	
<p>In high school you typically have a lot of tests and quizzes throughout a term.</p>	<p>In college testing is typically infrequent, with maybe only 2-3 tests in a semester.</p>

Your teacher may help you prepare for exams, offering review sessions or study guides and will point out exactly what will be on a test.	Test taking in college may be more ambiguous. A professor may let you know what chapters will be covered, but won't offer additional support. They will expect you to form your own study groups and guides.
Teachers may plan out their exams so that they don't conflict with other big events on campus.	Instructors will schedule their exams without regard to what is happening outside of class.
GRADES	
Doing all your homework can raise your grade in a class where you have low test scores.	Test scores and large papers/projects will make up much of your grade.
Teachers may be more willing to work with you on your grade if you show you have been putting in a good effort.	Results (how you do on exams and assignments) count. Instructors may be willing to help you get better results if they see you are putting in a good effort, but you cannot count on that affecting/changing your grade.

EDUCATION LEVELS

Certificates (Accomplishment or Achievement)

Certificates are usually between 12 and 24 units. The coursework of such programs tends to be focused almost entirely on a specific topic and does not include general education courses.

ASSOCIATE DEGREES (A.A. OR A.S.)

The Associate degree programs are designed to take around two years to complete (at least 60 units) and are designed to either prepare you for the work force or for transfer to a university. Each degree has a major focus such as Business, Psychology, Art or Culinary.

BACHELOR'S DEGREES (B.A. OR B.S.)

Bachelor's degrees usually take four or five years to earn and require at least 120 semester units. Community college students typically complete half of their bachelor's degree at the community college (60 units) and complete the other half of the degree at the university.

MASTER'S DEGREES (M.A. OR M.S.)

In a master's degree program, you can study your chosen field in depth. Most programs require you to complete 30-60 credit hours, write a thesis or develop a major project and successfully complete some type of written or oral examination to graduate. After you have earned a degree, such as the Master of Arts (M.A.) or Master of Science (M.S.), you may qualify for higher-level job positions, or you may want to pursue doctoral study.

DOCTORAL DEGREES (PH.D)

In most cases, a doctoral degree is the highest degree you can earn in a field. The Doctor of Philosophy (Ph.D.) is the most common form of a doctorate, and it is awarded in many fields of study. However, some disciplines award specialized doctoral degrees, such as the Doctor of Education (Ed.D), Doctor of Psychology (Psy.D.) and Doctor of Musical Arts (D.M.A.). Some programs will require you to earn a master's degree before you can begin working toward your doctorate, while others only require you

to hold a bachelor's degree, and you can earn the master's en route to the doctorate.

Either way, you're expected to show deep and focused learning on one particular subject, usually by completing a dissertation based on scholarly or clinical research, then defending that dissertation in front of a committee. The process of earning a doctoral degree may take 4 years or more, depending on whether you study full- or part-time.

PROFESSIONAL DEGREES

If you're looking to enter certain fields with high government regulation, such as nursing, pharmacy, law or medicine, you're usually required to earn a professional degree. You'll probably enter a professional degree program after earning a bachelor's degree, and you can expect to spend at least two more years in school preparing to become a practitioner in your chosen field. Some professional degrees require up to six years of study beyond a bachelor's degree.

Teacher Preparation Programs (after Bachelor's Degree)

Individuals who want to teach in elementary school in California must earn a Multiple Subject Teaching Credential. Usually students will major in Liberal Studies for their bachelor's degree program.

If you wish to teach middle or high school in California, individuals must earn a Single Subject Teaching Credential. Usually the bachelor's degree will be in a discipline related to the subject they wish to teach. For example, if someone wants to teach high school English, their degree may be in English or Literature.

Individuals who want to teach special education students in California must earn an Education Specialist Instruction Credential. The website "Teach California" will allow you to see the various routes you can take to earn the Education Specialist Instruction Credential or any other teaching credential.

Education Levels



ANATOMY OF A DEGREE

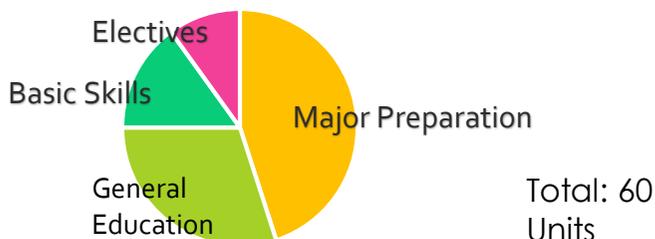
Major Preparation: Courses that contain subject matter for a particular major (example: psychology, computer science, media studies). Each major has a certain number and selection of courses you must take. Major preparation for associate's degrees can be found in the college catalog. Major preparation for transfer to a University of California or California State University can be found on assist.org.

General Education: Courses taken from an assortment of subjects. The purpose of general education is to provide students with a variety of skills and knowledge to become well-rounded learners. These courses often supplement learning and better prepare students to be successful in their studies and in their future.

Basic Skills: English or math courses students must take before they are able to take college level math or English.

Electives: Additional courses a student must take when the combination of their major preparation and general education do not reach the required units to get an Associates degree or transfer.

Anatomy of a Degree



IMPORTANT TERMS

Articulation Agreements

Formal agreements between educational institutions. In California, community colleges and four year colleges have established agreements for students to view how their courses count towards degree requirements at the local college and also at the transfer institution. Diablo Valley College also has some articulation agreements with private schools and out of state schools. You can check in with a counselor to see if there is an articulation agreement for the school you are interested in.

Canvas

Online web interface used with classes. Each class you are enrolled in will have an online component where the professor will post important documents, make announcements, and interact with the class.

College Catalog

The information contained in the college catalog describes the anticipated programs, courses, rules, regulations, and fees of Diablo Valley College. These are subject to change at any time. We disclaim liability for any unintended errors in its publication.

Co-requisite

Courses with a co-requisite require that a student has successfully completed the course in a prior term or is enrolled in the co-requisite course in the same term. Usually, a co-requisite course is a lab or a course that provides supplemental instruction. To see which courses have co-requisite see the individual course offerings in the catalog.

“Crashing” a course

If a course is full or if you are trying to add the course on or after its start date you can try to “crash” the course. “Crashing” means going to the course on its assigned day and time and asking the professor if they still have room in the course. If there is room in the course, the professor will give you an add code. After obtaining the add code you can add the course as you normally would through the Insite portal.

Dismissal

The procedure of dismissing a student for poor academic achievement or for too many course withdrawals.

- Academic Dismissal: A student on Academic Probation II who does not raise their cumulative grade point average to a 2.0 or higher in the third consecutive semester of attendance will be subject to dismissal. Loss of priority registration and a Hold will be placed on your account.
- Progress Dismissal: A student on Progress Probation Level II who continues to have 50 percent or more of their cumulative units attempted resulting in a W, I, and NP/NC in the third semester, will be subject to dismissal. Loss of priority registration and a Hold will be placed on your account.

To clear a dismissal, students must make a 1 hour appointment with a counselor and complete the necessary dismissal paperwork.

Double counting

A course that will fulfill two requirements, such as general education and major preparation.

Dropping a Course

Students are responsible for dropping classes (through insite or the admissions and records office) and adhering to drop deadlines. Non-attendance or non-payment of a class will not remove the student from enrollment and will not remove the responsibility to pay the registration fees. Students who do not drop a class may receive an “F” for the term.

InSite Portal and InSite Email

Secure web interface that guests, students, faculty and staff can access 24 hours a day, 7 days a week to update their school related information. Some features InSite offers are:

- Activate and use your college issued email address
- Use SkyDrive online storage
- View your personal calendar
- Receive announcements, reminders, and news
- Organize your schedule
- Communicate with instructors and classmates
- Register for and drop classes

- View grades and GPA
- View test results
- View/print class schedule
- View financial aid information
- Obtain enrollment verifications
- Check the status of transcript requests
- Update contact information

Each student is given a DVC InSite email. All communication from the college will only be sent to your student email address. Important information from the Admissions and Records Office, including permission to add waitlisted classes will only be sent to your student email address so make sure you check it often.

InSite Student Planning Online Tool (online registration)

Online student tool where student can plan their courses, create an education plan with a counselor, and register for classes.

Lower Division

The freshman and sophomore years of study in a college program, which general includes general education and major pre-requisites. DVC, only has lower division courses.

P/NP (Pass/No Pass)

- Pass/No Pass (P/NP) in most cases, is a way of taking a class without worrying about your grade point average. As long as you satisfactorily complete the course (with a "C" or better), you will receive a "Pass (P)" on your DVC transcript. If you finish the course with a "D" or "F", you will receive a "No Pass (NP)" on your transcript. Neither P nor NP will affect your DVC grade point average.
- Most students choose this option because it allows them to take courses without worrying about how their performance in these courses (as long as they are confident they can achieve at least a "C") will affect their grade point averages. For example, students may want to explore interests outside of their current major or to fulfill General Education requirements using this option
- You will still receive units for courses taken Pass/No Pass as long as you receive a "Pass" in the course.
- You should not take courses for your major P/NP. Most four-year colleges and universities require that courses in your major be completed with a letter grade of "C" or better.
- Universities may have a limit to how many units you can take Pass/No Pass. Check with a counselor for more information.

Prerequisite

- A course you must take before being eligible to enroll in another course. Students enrolling in a course with a prerequisite must

complete that prerequisite with a "C" grade or higher before they are allowed to register. A course has a prerequisite to ensure the student has the appropriate body of knowledge to be successful.

- Usually a prerequisite is a course from a lower sequence of courses. For example: Students may not enroll in PHYS 130 (Mechanics and Wave Motion) without first passing PHYS 129 (Intro Physics for Engineers) or High School Physics or equivalent with a "C" grade or higher.
- To see which courses have a prerequisite, see the individual course offerings in the catalog.

Registration

The process of enrolling in courses for a semester during your registration period. Students may register for classes online through InSite or in person at the Admissions and Records Office. Online registration is available 24 hours a day. In person registration begins during open registration. Specific dates for open registration can be found on the DVC website under Admissions and Records and Registration.

Transcript

A record of the courses and grades you received each semester.

Unit

Courses are assigned a value which is called "units." The number of units a course has corresponds to how many hours that student will attend class each week. It also gives an idea of about how many hours outside of class you will spend on preparation and assignments.

- One unit = 1 hour of class time a week/about two hours of study time a week outside of class
- 12 units = full time status (Fall & Spring)

Upper Division

The junior and senior years of a study in a college program. Community colleges do not offer upper division courses. You can often see what upper division courses you have to take at a university after transferring by looking at the university's college catalog under your intended major.

Viking

Diablo Valley College's school mascot.

Withdrawal

Dropping a course after the drop period/deadline. A "W" will be notated on your transcript for the course. "Ws" do not affect your grade point average. The CSUs and the UCs do not look negatively on "W" grades, although if you have many "Ws" on your transcript, you should explain why. If you withdraw from more than 50% of the courses you have attempted (after attempting at least 12 units), you will be placed on progress probation.

GETTING STARTED TIPS

GETTING STARTED TIPS

- **Be prepared for the 1st week of classes:** Print out your class schedule a few days before the start of the semester and bring it with throughout the week. Also, get to campus early and find your classrooms.
- **Parking:** Parking is particularly challenging the first two weeks of class. Please arrive early to allow time to find a spot. To avoid a citation, please take care to park only in authorized spaces on the college campus with a valid permit properly displayed.
- **Crashing a class:** if a class is full, you will have to “crash” the class. In order to crash a closed class (all spaces in the class are filled), you must attend the first class meeting. Let the instructor know you are not enrolled and wish to “crash” the class. You will need an Add code from the instructor to enroll in the class. There are no guarantees on whether or not a student will be successful in crashing a class.
- **Check your DVC/InSite email often:** email is the main way our campus communicates important information to students.

Textbooks

- DVC students have the option of purchasing their textbooks online or in person at our book centers on both the Pleasant Hill and San Ramon Campuses.
- Our book centers also offer book rentals for new and used textbooks.
- The library has many of our course textbooks on reserve for student use and offers laptop loans for library use only.

Info About DVC Online Classes

DVC's online classes use a variety of websites, media players, and multimedia. You should plan to download Google's Chrome browser because it works best with Canvas, the platform we use for online classes.

BEFORE YOUR ONLINE CLASS BEGINS:

- Know how to access your course: All online courses have a common website starting point on Canvas. To access your online course, you will enter your Insite Portal ID and password.
- Some online courses use book publisher content - which requires an access code. This code is likely included with the books in the college bookstore.

Know where to find out if your class has a mandatory meeting: Some classes have mandatory course meetings while others are entirely online. If on-campus meetings are required, these dates/times will be listed in the college schedule with the course. In InSite portal, you may have to click on the course link to see this information

TRANSFER OPTIONS

MAJOR SELECTION

- All DVC students should select a major by the end of their first year.
- May or may not be related to long term career goal
 - Example 1: you can be any major to become a medical doctor/be on a pre-medical track or pre-law track to eventually pursue a doctoral program in that specific field.
 - Example 2: Computer science jobs most likely require a degree/major in computer science.

Transfer Major to a 4-Year University/College

- See Assist.org to *explore majors* available at UCs and CSUs:
 - <http://www2.assist.org/exploring-majors/Welcome.do>
- See Assist.org to *learn specific major prep preparation requirements* for UCs and CSUs:
 - <http://web2.assist.org/web-assist/prompt.do?ia=DIABLO&ay=16-17>
- See DVC Articulation website to learn specific major preparation requirements for some private/independent Universities/Colleges:
 - <http://www.dvc.edu/enrollment/counseling/articulation/studentindependent.html>

Assist.org

- Helps you find community college courses that are transferable to a UC or CSU
- Lists all transfer majors offered at UC and CSU
- Lists courses that are articulated to specific majors
- Lists courses that satisfy GE requirements

GENERAL EDUCATION

DVC has 3 different General Education patterns:

- DVC GE (for associate degrees only/non transfer degrees)
- CSUGE (for CSU transfers)
- IGETC (for CSU/UC/some private college transfers)

See DVC Counseling's forms website to learn about GE requirements:

- <http://www.dvc.edu/enrollment/counseling/forms.html>

UNIVERSITY OPTIONS

University of California

- 9 UC campuses
- General transfer admission requirements for UC:
 - 60 UC transferable units (minimum)
 - GPA of 2.4; a higher GPA will be needed for certain universities & majors
 - Complete work with "C" or better in:
 - English 122 and 2nd English composition course
 - Transferable Math course
 - 4 additional transferable courses from at least 2 areas (Humanities, Social Sciences, Natural Sciences)
 - UC additional recommendations
 - Complete IGETC *only* for low-unit majors
 - Majors in Engineering, Computer Science, Architecture and the Sciences need to see a counselor right away for academic planning
 - *Transfer students are strongly advised to complete all lower division major preparation courses. See:*
 - www.assist.org
 - www.universityofcalifornia.edu/admissions

California State University

- 23 CSU campuses
- General transfer admission requirements for CSU:
 - 60 CSU transferable units (minimum)
 - 2.0 "C" average, higher GPA needed for some majors and colleges
 - Complete **ALL** of Area A & Area B-4 with a "C" or higher
 - English Composition, Critical Thinking, Oral Communication, and Quantitative Reasoning
 - Complete 30 units of the 39 unit GE pattern (total completion recommended)
 - Advanced Placement (AP exam) can be applied

- American History & Institutions CSU Graduation requirements — can “double count” courses with courses being used in either Area C or D of the CSUGE or Areas 3B or 4 of the IGETC breadth patterns.
- Some campuses (Cal Poly SLO, San Diego, Long Beach & Chico) require additional selection criteria for their transfers—see CSU campus website for specific details.
- Some majors (i.e. Nursing) have additional admissions requirements.
- CSUEB and SFSU give priority admission for DVC students as local area campus.
- *Transfer students are strongly advised to complete all lower division major preparation courses.*
 - See www.calstate.edu & assist.org

Private/Independent & Out of State Colleges/Universities

- Over 100 Private/Independent Colleges/Universities in California alone
- DVC has some articulation agreements with Private/Independent Colleges/Universities—See DVC Counseling page:
www.dvc.edu/org/departments/counseling/articulation/index.htm
- St. Mary's College, Santa Clara University, University of the Pacific, University of San Francisco (USF), University of Southern California (USC)
- Campuses vary in size
 - Typically, private colleges have smaller class sizes than CSU & UC
- Costs \$40,000 + per year (tuition only)
 - Often financial aid awards and grants are available, including scholarships
- Learn more at www.aiccumentor.org or www.utexas.edu/world/univ or
<http://www.dvc.edu/enrollment/transfer/privatecollegeresources.html>

UC Transfer Admission Guarantee (TAG)

- Six UC campuses offer the Transfer Admission Guarantee (TAG) program for California Community College students who meet specific requirements.
- By participating in TAG, you will receive early review of your academic records, early admission notification and specific guidance about major preparation and general education coursework.
- You may submit a UC TAG Application to only **ONE** of the six participating UCs. Though limited to one UC TAG application, you may apply to all UCs of your choosing during the regular process in November using the UC application for Undergraduate Admissions and Scholarships.
- Keep in mind: TAG applications are due Sept. 30, but you can only apply for TAG at **ONE** campus. To keep your options open, apply to other UC campuses during the regular application cycle (Nov. 1-30).
- How to pursue TAG
 1. Meet with a counselor to discuss TAG and see UC TAG website which provides a list of participating campuses and campus-specific requirements to qualify
 - a. www.admission.universityofcalifornia.edu/transfer/guarantee
 2. Set up an account at **UC Transfer Admission Planner** to complete the TAG application, and review it with your community college counselor and/or UC campus TAG adviser. You'll need to submit it Sept. 1-30.
 3. You'll find out if your TAG is approved in November. If it is, fulfill all remaining coursework and GAP requirements in your TAG agreement.
 4. Fill out the application for admission to UC and submit it between Nov. 1-30 (about 1 year before you plan to enroll at the UC).

Associate Degrees for Transfer for CSU

- A transfer pathway that guarantees admission into the CSU system.
- An option that allows students to complete an Associate's degree while satisfying lower division general education and major requirements for transfer at the same time.
- Students are given a special GPA advantage when applying to CSU impacted campuses or majors.
- Students admitted into a major that has been deemed similar will need only 60 more units to complete a bachelor's degree.
 - See www.ADegreeWithAGuarantee.com for list of majors at CSU that are deemed similar
- A California Community College student who earns an AA-T or AS-T will benefit from the following:
 - Earn an Associate Degree
 - Will only need 60 upper division units after transfer to earn BA or BS
 - Meet all lower division major prep at most of the CSU campuses that offer a similar major.
 - To earn the AA-T/AS-T degree, students must meet the following requirements:



CAREER PATHWAYS

CAREER/TECHNICAL PROGRAMS

Did you know?

65% of jobs in the US will require more than high school but less than a 4-year degree by 2020.

There is a strong demand for middle-skill jobs. 43% of job openings will be middle-skill in 2014-2024.

Diablo Valley College offers a variety of career education programs that prepare you for entry into a career field or prepare you for advanced study in a field. Whether you are beginning or looking to advance your career, or simply want to refresh or learn new skills in your career, DVC offers over 50 certificate and degree programs that prepare students with the skills they need for success in a specific occupation.

What is Career Education?

Courses and programs in Career Education provide hands-on learning to gain real world skills. Students engage in learning by applying what they learn in labs that model industry work environments. DVC offers CE courses in a planned sequential programs of study that lead to industry-recognized credentials and meet industry standards for advancement in apprenticeship and employment. Many programs also prepare students for further study at the BA/BS level.

DVC CTE PROGRAMS

Arts, Media and Entertainment: Types of Jobs: Digital Animator, Artistic Director, Commercial Artist, Web Designer, Museum Curator, Composer, Conductor, Actor, Singer, Dancer, Musician, Voiceover Artist, Narrator, Producer/ Director, Theatrical and Broadcast Technician, 2-D/3-D Animator, Computer Game Designer/Developer, Electronic Simulation Consultant, Journalist

Programs of Study:

Art Digital Media, Technical
Theater (Drama)
Film

TV & Electronic Media, Film
Production
Library Technology
Music Industry Studies

Building & Construction Trades: Types of Jobs: Carpenter, Construction Manager, Electrician, Environmental Control Technician, Building Inspector, HVAC Technician, Plumber, Steamfitter

Programs of Study:

Construction

Electrical/Electronics Technology

HVACR

Plumbing

Pre-Apprenticeship

Steamfitting

Business & Finance: Types of Jobs: Accountant, Administrative Assistant, Banker, Business Owner/Manager, Human Resources Analyst/Manager, Manager/Supervisor, Marketing & Sales Professional, Real Estate Agent/Broker

Programs of Study:

Accounting

Business

Business Administration

Office Professional

Education, Child Care & Family: Types of Jobs: Child Development Specialist, Family Service Advocate, Child Care Worker, Speech Therapist, Human Services Program Specialist, Social Outreach Director

Programs of Study:

Early Childhood Education

Special Education

Energy, Environment & Utilities: Types of Jobs: Arborist/Urban Tree Specialist, Hazardous Materials Manager, Landscape Architect, Landscape Design & Construction Specialist, Nursery Management Specialist, Permaculture Specialist, Urban Farming Educator

Programs of Study:

Energy Systems

Horticulture

Geographic Information Systems

Engineering & Architecture: Types of Jobs: Biomanufacturing Production Worker, CAD Drafter, Furniture Maker, Industrial Machinist, Mill & Cabinet Maker, Quality Control/ Assurance Specialist, Regulatory Specialist, Surveyor Aide

Programs of Study:

Architecture

Engineering

Engineering Technology

Health Science & Medical Tech: Types of Jobs: Biomanufacturing Lab Technician, Bioscience/Biomedical Technician, Dental Hygienist, Dietetic Technician, Home Health Aide, Personal Trainer

Programs of Study:

Dental Assisting

Dental Hygiene

Health Science/Allied Health

Kinesiology

Nutrition

Respiratory Therapy

Hospitality, Tourism & Recreation: Types of Jobs: Baker, Caterer, Executive Chef, Food Service & Restaurant Manager, Line Cook, Pastry Chef, Sous Chef

Programs of Study:

Culinary Arts

Information & Communication Tech: Types of Jobs: Computer Programmer, Cyber Security Specialist, Database Administrator, Network Support Technician, Software Engineer, Software Project Manager, Systems Analyst, Web Programmer, Web Publisher

Programs of Study:

Computer Information Systems

Computer Network Technology

Computer Science

Manufacturing & Product Design: Types of Jobs: Petroleum Pump System Operator, Refinery Operator, Chemical Plant & System Operator, Instrument & Controls Technician, Industrial Maintenance Technician, Maintenance Mechanic

Programs of Study:

Industrial Maintenance/Machinist

Public Services: Types of Jobs: Corrections Officer/Supervisor, Counselor, Emergency Medical Technician, Community & Public Service Worker, Community Social Services Professional—Substance Abuse, Social Services Paraprofessional, Firefighter, Homeland Security Specialist, Paralegal, Parole Officer, Police Officer, Probation Officer

Programs of Study:

Addiction Studies

Administration of Justice

EXPLORING COLLEGE OPTIONS

DVC COUNSELING AND CAREER CLASSES

Diablo Valley College's career development courses are designed to provide students with opportunities to explore career fields and become familiar with the skills needed to successfully obtain and maintain employment.

CARER-100: College and Career Readiness I -1.5 units

This course introduces career exploration and is designed to assist students in making career and post-secondary decisions. Topics will include self-exploration, career and life planning, job search skills, and decision-making strategies. CSU, UC

CARER-101: College and Career Readiness II – 1.5 units

This course introduces college readiness and success skills. In addition, students will explore post-secondary education and career options, budget management, and job search basics. CSU, UC

CARER-110: Career and Life Planning - 3 units

In this course students will learn research strategies to make effective career and major choices, using a variety of techniques to find, retrieve, and evaluate career planning information. Utilizing career assessments, students will identify their preferred work values, interests, skills and personality traits. Research will then focus on the exploration of labor market needs, educational and employment requirements, and career ladders within given professions resulting in an effective educational and job search plan. This course will develop psychological "soft skills" in the domain of human relations: interpersonal communication, self-esteem and professional confidence, emotional intelligence, conflict resolution, and effective collaboration in team-building skills. CSU, UC

CARER-120: Career Assessment - 1 unit

This course is designed to promote self-awareness through the administration of career assessments, discussion and interpretation of interests, aptitude, personality and values assessments. Various career assessment inventories will be used as a starting point in the career exploration process. Recommended for people changing careers and/or re-entering the workforce. CSU

CARER-130: Career and Major Exploration - 1 unit

This course is designed for students who are undecided about their career

and/or educational goals. It includes an introduction to the basic career planning process and computerized information systems that aid in the research of occupational and college major options. CSU

CARER-140: Job Search Strategies - 1 unit

This course prepares students for the employment search process including identification of goals and job skills, how to complete an application, traditional and electronic cover letters and resumes, interviewing techniques, job market research and overview of employee and employer rights. Students will identify and discuss the employability skills most commonly sought by employers. CSU

COUNS-095 Educational Planning- .3 units

An introduction to college which is designed to provide students with a concrete plan for succeeding in college. Topics include: identification of educational and career goals, strategic use of student services, academic assessment (effective course selection and scheduling), geographical orientation, counseling

COUNS-096 Orientation to College for Student-Athletes - .3 units

An introduction to college for student-athletes, designed to provide students with a concrete plan for enrolling and succeeding in college. Topics include: overview of the higher education system in California, identification of educational and career goals, strategic use of student services, academic assessment, effective course selection and scheduling, geographical orientation, counseling and advising, NCAA, COA (Commission on Athletics) and DVC regulations as well as campus services for student-athletes will be emphasized.

COUNS-097 Orientation to College for International Students -.3 units

An introduction to college for international students, designed to provide students with a concrete plan for enrolling and succeeding in college. Topics include: overview of the higher education systems in California, identification of educational and career goals, strategic use of student services, academic assessment, effective course selection and scheduling, geographical orientation, counseling and advising, DHS (Dept. of Homeland Security) and DVC regulations as well as campus services for international students will be emphasized.

COUNS-100 New Student Success Strategies – 1 unit

This course introduces new students to information, resources and skills necessary for college success. Topics will include educational opportunities, campus resources, study skills and strategies. The class also provides

instruction in educational planning to reach certificate, degree and transfer goals. CSU. UC

COUNS-120 Student Success - 3 units

An intensive course designed to assist students to identify and develop critical thinking and problem-solving skills that will facilitate their adjustment to the college environment and the productive pursuit of their educational objectives. The goal is to develop effective behavior patterns through self-evaluation related to many relevant areas such as motivation and discipline, memory development, time management, resource utilization, effective student behavior, and handling social and personal issues that face many college students. CSU, UC

COUNS-130 Transfer Planning- 1.5 units

In this course a student learns how to build an individual transfer plan that is well organized and customized to an individual's life circumstance and educational goals. Students explore the world of transfer from academic, financial, and personal development perspectives. (This course was formerly known as Ensuring Transfer Success.) CSU

COUNS-150 Topics in Counseling - .3-4 units

This course is designed to specifically address topics in personal and social development, such as current concepts and issues arising from individual, family, college and world of work challenges. Specific topics will be announced in the schedule of classes. CSU

STUDENT SUPPORT SERVICES

Admissions and Records

<http://www.dvc.edu/enrollment/admissions-records/index.html>

The Admissions and Records Office manages admission, registration, transcripts, residency (including residency reclassification), prerequisites, degrees and certificates, and transfer certifications. The Admissions and Records Office staff are here to assist you in reaching your goal, whether it is to earn a degree, transfer to a university, or enhance your professional or personal development.

Career & Employment Services

<http://www.dvc.edu/enrollment/career-employment/index.html>

DVC Career & Employment Services is a comprehensive resource for students and alumnae who are looking for internship and employment opportunities. We offer a host of tools designed to help students decide what career to pursue, complemented by services that prepare students to enter the job market. While enrolled, students are encouraged to use the full complement of career services, including:

- Individual career advising with free access to career assessments
- Resume review, cover letter preparation, and mock interview practice
- Managing your online presence
- Internship and job search postings
- Workshops, presentations, and information sessions
- Networking opportunities with employers and alumnae
- Resource library

Career Services are located in the Career, Employment and Transfer Center (CET) on the second floor of the Student Services Center on the Pleasant Hill campus. Career Services holds monthly office hours at the San Ramon Campus.

Cooperative Agencies Resources for Education (CARE)

<http://www.dvc.edu/student-services/calworks/index.html>

The CARE Program provides support services to assist single parents who are participating in CalWORKs/TANF, and are currently receiving county cash aid either for his/herself or his/her child(ren). CARE has many benefits for students. It provides an opportunity to achieve educational, vocational, and occupational training goals that will contribute to a meaningful career and help to maintain a stable family lifestyle.

CARE students are eligible to receive all EOPS services. Additionally, CARE students may be eligible to receive the following "above and beyond" services:

- Supplemental child care study-time grants
- Supplemental book/supply vouchers
- Specialized parent events and workshops
- Winter celebration for parent students and their families
- DVC parking permits, budget permitting
- Regalement Meals Program (on-campus vouchers for food)

- Supply kits

To qualify for CARE a student must:

- Be a CalWORKs/TANF participant.
- Have at least one child thirteen years of age or younger.
- Be a single-parent head of household.
- Be accepted into the EOPS program at DVC.
- Be enrolled in at least 12.0 units. Exceptions may be made for active DSS participants with a valid unit certification. Students who are parents and foster youth may apply with 9.0-11.9 units qualify to receive the Promise Grant (Formerly BOG Fee Waiver)

Cooperative Work Experience

<http://www.dvc.edu/enrollment/career-employment/coop/index.html>

Cooperative Work Experience is a course for students who already have a job/internship. It is an academic individualized work-based learning opportunity where you design your learning objectives. You earn credit for learning that takes place at your job or internship. This course can also help you to enhance your grade point average and maintain full-time college status.

Counseling

<http://www.dvc.edu/enrollment/counseling/index.html>

The Counseling Department provides career, educational, and personal counseling and supports students with issues that affect their academic performance.

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:

- Advising on transfer, associate degree, and certificate programs
- Instruction in educational planning, career planning, transfer planning and college success
- Personal counseling
- Assistance with college and course selection
- Counseling regarding career and major options
- Coaching in skills necessary for college success
- Creating of individual student educational plans

Disability Support Services

<http://www.dvc.edu/student-services/disability-support-services/index.html>

Disability Support Services (DSS) is a program that is designed to ensure that students with disabilities have equal access to all of the educational offerings at Diablo Valley College. We facilitate equal opportunity through the provision of appropriate support services, accommodations, counseling and adaptive technology. Individuals with mobility, visual, hearing, speech, learning, intellectual, and mental health disabilities, as well as those who have acquired brain injuries, attention deficit/hyperactivity disorder, autism, chronic or intermittent health problems are eligible to apply for DSS services. In order to apply for the DSS program students need to provide documentation of a disability. This can be in the form of an IEP or 504 plan from high school, medical records, or having a verification form filled out by a licensed professional (such as a therapist, psychologist, or medical doctor). Students can find this verification form on the DSS website <http://www.dvc.edu/student-services/disability-support-services/index.html>. DSS is located in SSC 248 and students can begin the process by providing documentation of disability to the DSS office. If you are interested in DSS services, but are unsure whether you are eligible feel free to contact our office to inquire.

Enrollment Lab

<http://www.dvc.edu/enrollment/admissions-records/enrollment-lab/index.html>

A place where students can complete the online services necessary to enroll at our college. We focus on assisting students with online services in person, not by phone or email. Students may use the Enrollment Lab computers for: InSite, DVC Application for Admission, InSite Portal, DVC Website, Enrollment Petitions, Financial Aid Services, and Student Planning.

Extended Opportunity Programs and Services (EOPS)

<http://www.dvc.edu/student-services/eops-care/index.html>

Extended Opportunity Programs and Services (EOPS) is a comprehensive retention and support program designed to promote the academic success of low-income and educationally disadvantaged students. The program is funded by the State of California and has been in operation since 1969.

The following services are available to eligible students free of cost:

- Counseling
 - professional counseling (academic, career, personal)

- Peer advising and support
- Direct financial assistance
 - EOPS study-time grants (budget permitting)
 - work-study assignments (budget permitting)
- EOPS book vouchers (*Note: Book vouchers and grants are awarded based on available funding*).
- One-to-one tutoring (up to 2 hours per week/per subject)
- Priority registration
- Four-year college transfer assistance
 - CSU/UC admission application fee waivers
 - Assistance with applications and financial aid forms
- CSU/UC campus tours

To be considered for EOPS a student must:

- Be a California resident or qualified for AB 540 status.
- Be enrolled full-time (12.0 or more units)* Exceptions may be made for active DSS participants with a valid unit certification. Students who are parents and foster youth may apply with 9.0-11.9 units.
- Qualify to receive the Board of Governors fee waiver (BOGW).
- Not have an Associate or Bachelor degree or more than 70 degree applicable units completed.
- Be educationally disadvantaged as determined by EOPS state guidelines.

Financial Aid

<http://www.dvc.edu/student-services/financial-aid/index.html>

This office helps students in need of financial assistance pay for books and college fees. The type of financial aid available includes grant aid (which does not have to be paid back), loan aid (which does have to be paid back), and work aid, in the form of part time jobs for students. Scholarships are also available.

Learning Communities

<http://www.dvc.edu/current/learning-community/index.html>

In a learning community, you take a set of classes (two or more) linked by common themes or student interests. These classes are designed to help you do your best as a college student. The learning communities are made up of students and friendly faculty who share your interests and concerns. It is a great way to make friends and have extra support on campus. We have the following learning communities at DVC:

- **Career Academies:** Are you looking for a career in the trades or early childhood education? Are you looking for a way to brush up your math and/or English skills? Career academies will prepare you for employment!
- **Community of Pride:** Queer and trans students and allies, join a Community of Pride! Find a home at DVC amongst like-minded peers and faculty, while completing your requirements for transfer.
- **Early Childhood Education Professional Development:** Love working with children? Find and create community while earning credits in Early Childhood Education!
- **First Year Experience Program:** New to DVC? Want support in your transition to college? The First Year Experience program is here to help!
- **Linked Classes:** Build community in a linked class! Linked classes give you an opportunity to take two classes that share a theme, assignments, and other course material.
- **MESA Program:** Do you love math and/or science? Are you the first in your family to go to college? Are you on financial aid? Then MESA is the place for you!
- **PACE Program:** Program for Adult College Education is an online/hybrid associate's in arts degree (A.A.) program that fits your busy schedule. With DVC PACE, you can be a full-time student and earn your A.A. degree while balancing family, career, and scheduling demands.
- **Puente Program:** If you're the first in your family to go to college and you're planning to transfer, apply to DVC's Puente program. Puente is an award-winning interdisciplinary program designed to help more of California's educationally underrepresented students transfer to four-year colleges and universities.
- **STEM Pathways:** Supports our local high school graduates to successfully complete the transition into a science, technology, engineering or math (STEM) course of study at Diablo Valley College.
- **Umoja Program:** A community of educators and learners committed to the academic success, personal growth, and self-actualization of African American and other students.
- **Year Up Bay Area:** An intensive, one-year technology-training program for Diablo Valley College students that combines hands-on skill development with professional internships at some of the Bay Area's top companies.

Library

<http://www.dvc.edu/library/index.html>

DVC Librarians are available to help students use the library effectively and find the information they need. Librarians can help with research techniques, database searching and information sources, and should be consulted when you need assistance. The library also has study space, computers, laptops, and chargers available for student use.

Scholarship Office

<http://www.dvc.edu/student-services/financial-aid/scholarships/index.html>

The scholarship office can help you find out about various scholarships available to you. A scholarship is financial support that you don't need to repay. There are scholarships available based on financial need, circumstances, ethnicity, age, and many other criteria.

Student Life Office

<http://www.dvc.edu/student-services/student-life/index.html>

The Student Life Office provides a variety of student programs and services including issuing Student ID cards and hosting weekly workshops. The Student Life Office also oversees the Associated Students at Diablo Valley College (ASDVC) student government and the diverse student club program. Clubs focus on a variety of cultural, political, religious, sports, academic, and other special interests. You can find a complete list on the DVC Student Life webpage.

Student Transition and Academic Retention Team (START)

<https://www.dvc.edu/student-services/foster-youth/>

START is a Foster Youth Success Initiative (FYSI) support program designed to increase access, retention, and graduation rates for current or former foster youth at DVC. Our goal is to provide a warm and welcoming environment, create a support network, and empower foster youth students to make progress towards self-sufficiency, professional success, and community leadership.

Eligibility: Foster youth who are or were in court ordered out-of-home care placement for at least one day between the ages of 13-18

Services include:

- Hands on assistance with steps to enroll
- Application, orientation, assessment, educational plan
- Priority registration
- Resolution of residency issues
- Access to financial resources
- Individualized and expedited financial aid processing (FAFSA, BOG, CHAFEE, Missing Information Checklist, etc.)
- John Burton Foundation Program (book fund, while supplies last)
- Scholarship referrals and completion of letters of recommendation
- Referrals to other resources
- On-campus connections - EOPS, DSS, tutoring, career and transfer services, counseling, etc.
- Off-campus referrals - housing, childcare, transportation, food banks, etc.
- Academic, social, and community building and enrichment
- Dedicated START counselor
- Monthly social gatherings, workshops, celebrations
- On-campus employment and leadership opportunities
- Regular check-ins with START staff

Study Abroad Program

<http://www.dvc.edu/current/study-abroad/index.html>

Contra Costa Community College District invites you to participate in our study abroad programs. Courses are taught by community college professors and may be UC and CSU transferable. Students can enjoy and learn from their valuable experiences in a foreign country, while accumulating course credits from their host college. Financial aid is available to students that qualify. The Study Abroad Office provides information and assistance to students interested in participating in a study abroad program.

The California Work Opportunity and Responsibility to Kids (CalWORKs)

<http://www.dvc.edu/student-services/calworks/index.html>

CalWORKs is designed to provide comprehensive and coordinated student services to individuals who receive cash assistance from the Employment and Human Services Department and are enrolled at Diablo Valley College. 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 and 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 they access all available resources to optimize academic success.

Eligibility: Individuals who receive cash assistance from the Employment and Human Services Department and are enrolled at Diablo Valley College.

- Work-study assignment paid jobs that don't affect cash assistance
- Liaison between the Department of Public Social Service (DPSS) about students' needs requests and requirements
- Advocacy between the county human services department and student needs
- Information on welfare reform and government requirements
- Coordination of book and school supplies with the county
- Referrals to other campus services such as:
 - CARE
 - Career and Employment Services
 - Disabled Services (DSPS)
 - Extended Opportunity Programs and Services (EOPS)
 - Transfer Services

Transfer Services

<http://www.dvc.edu/enrollment/transfer/index.html>

DVC Transfer Services are designed to help students, and especially historically underrepresented students, become more aware of their transfer opportunities. Services include:

- Information about the transfer process including choosing a college, transfer requirements, and guaranteed admission programs for UC, CSU and several private colleges
- Individual advising appointments with UC, CSU, and private college representatives
- Workshops and support on the application process
- Express transfer questions with DVC counselors
- Information on concurrent enrollment with UC Berkeley and Cal State East Bay
- College catalogs from colleges and universities within California and out-of-state
- Computers to access online transfer resources and websites
- Coordination of transfer day

Transfer Services are located in the Career, Employment and Transfer Center (CET) on the second floor of the Student Services Center at the Pleasant Hill Campus.

Tutoring Services-Various Subjects

<http://www.dvc.edu/current/tutoring-services/index.html>

Tutoring at Diablo Valley College is available free of charge to all DVC students who seek help or are referred by an instructor. Current tutoring labs include the following:

- Business/ Accounting
- Chemistry and Physical Sciences
- Computer Center
- English
- Foreign Languages
- Life and Health Sciences
- Math
- San Ramon

Veterans Services

<http://www.dvc.edu/enrollment/veterans/index.html>

DVC's Veterans Services assists veterans, guardsmen, and reservists, in receiving their military benefits; facilitate their transition into academic life; and support their academic success.

Welcome Services

<http://www.dvc.edu/enrollment/welcome/index.html>

Welcome Services is a great starting point for students to learn about the resources and programs available at DVC. Welcome Services staff and Student Ambassadors can provide students with information about enrollment process, directions to campus rooms and buildings, and referrals to important student services.

STRATEGIES FOR CHOOSING A MAJOR

College is a great time to explore your interests and to learn about yourself. Your time in college can be an exciting time as you try on different majors and enroll in new and fascinating subjects.

Choosing a major in college can feel overwhelming. At the same time the process and pursuit of declaring and finding a major that feels like the best fit can be exciting and motivating. If you have no idea how to choose a major, don't panic! There are many tools, resources and strategies you can engage in to help you make an intentional, informed decision that works best for you.

Here are a few strategies you can use:

- Review the list of majors or programs of study that DVC offers as well as the transfer institutions that you are interested in;
- Attend major fairs, transfer day or information sessions sponsored by DVC or transfer schools;
- Try introductory courses in potential majors, for example "Introduction to Business," or "Introduction to Psychology" taking these course will give you a preview to the major;
- Talk to DVC counselors and your instructors about the major and what type of options that exist;
- Interact with other students in the major you're considering, so you can find out what the major is really like;
- Learn from professionals in the field, ask what type of majors are best for potential majors;
- Look for majors that allow you to spend time in the field that you enjoy;
- Review the career and major resources available on the DVC Career Center web page (www.dvc.edu/career) for example:
 - DVC Career Tools (see Search Career Resources),
 - What Can I Do With This Major?
 - Eureka.org
 - California Career Zone
 - Career Café

- Enroll in one of DVC's career classes: Career 110 – Career Life Planning; Career 120 – Career Assessment; Career 130 – Major and Career Exploration.
- Consider which career you want to pursue and then look at majors that will give you the foundation and skill set to prepare you for a specific career path or advanced study. This is a great opportunity to conduct information interviews with people who are in the career you have your eyes on. They may be able to give you sound advice about what they would recommend to a prospective student such as yourself and you may be able to see that many have taken different paths to get to the same career goal. Before you declare a major, we would recommend taking a class or two in the relevant discipline and check out the syllabus or course outline of the course to get more prepared and ready for what to expect.
- Some students will choose a major simply because they love the subject matter. If you enjoy and look forward to what you will study, you are more likely to fully engage with your courses which in turn leads to a better experience, relationships with professors and classmates, and a better sense of which trajectory or special niche you may have in your discipline.
- We know you will need to complete general education requirements no matter what. This gives you the opportunity to be strategic and take required general education courses in areas that interest you which in turn may lead to a major you enjoy. Talk to counselors, your professors, department chairs, students in the major and extract as much information as you can to find the right fit. Exploring your interests may help you find your best fit major and maybe even your ideal career. Find an internship or even volunteer experience in a field that you are considering to get a first-hand taste of what your career may be like.
- There are resources on campus that are here to help you! We highly recommend you visit the Career and Transfer Center, Counseling Center, visit Academic Departments on campus and speak to faculty, be on the lookout for workshops and fairs related to majors/careers, join a club/organization, talk to your peers, and utilize the additional resources we have on our website. We look forward to being in your corner and helping you along your journey so always count on us!

PAYING FOR COLLEGE

Jobs

An on or off-campus part-time job or paid internship is a great idea if you need additional aid or do not qualify for financial aid through the FAFSA. Visit the Career and Transfer Center in SSC-202 for more information.

EOPS and CARE

Extended Opportunity Programs and Services (EOPS) is here to help low-income and educationally disadvantaged students with a variety of support services. If you are also a single parent, you may be eligible for additional services through Cooperative Agencies Resources for Education (CARE). Visit SSC-127 for more information.

CalWorks

If you are a low-income, California resident, with a child under 18, you may qualify for county assistance to help pay for school expenses, childcare, parking, and more. Visit SSC-127 for more information.

Financial aid

Fill out the FAFSA or California Dream Act Application and learn more about the many financial aid options available to students. They can be need and non-need based. Visit SSC-107 for more information.

Scholarships

Many scholarship are available for all students based on academics or other personal achievements or experiences. Visit SSC-127 for more information.

Veterans

If you are a veteran, learn more about how you may be able to utilize your veterans' educational benefits at DVC. Visit SSC-106 for more information.

Foster youth

The START program offers dedicated support services and financial assistance to current and former foster youth students at DVC. Visit SSC-127 for more information.

WHAT IT COSTS (SUBJECT TO CHANGE)

FEES AND TUITION

Enrollment fee

The current enrollment fee for all students is \$46 per unit.

Non-resident tuition

In addition to the \$46 enrollment fee, non-residents of California will pay \$254 per unit.

International tuition

In addition to the \$46 enrollment fee, international students, non-immigrant visa holders, or students without eligible legal status will pay \$254 per unit. *Subject to yearly changes. Check with the International Student Admissions & Services office for the latest updates.*

Student Union fees

All students are subject to a \$1 per unit Student Union Fee. Student Union Fees will not exceed \$10 for the academic year and are not covered by the California College Promise Grant (formerly known as BOG fee waiver). These fees are used to maintain the Student Center and are only applicable to courses based at the Pleasant Hill campus.

Student activity fee

The voluntary \$5 Student Activity Fee allows student government to provide funding for student-related activities and services. The Student Activity Fee is voluntary. Refund forms are available [online](#), at the Cashier's Office, Student Life Office. Refund forms must be submitted in person or by U.S. mail to the DVC Cashier's Office **ONLY**. Requests for refund forms must be received within the first two weeks of instruction for a full semester class, or before 10 percent of the class time for a short-term class. Refund checks will be issued monthly after the first two weeks of instruction each semester.

Student representation fee

This \$2 fee is charged at registration for fall and spring semesters, and allows the student government to provide support for governmental affairs representatives of local or statewide student body organizations. The Student

Representation Fee is voluntary. Refund forms are available online, at the Cashier's Office, or at the Student Life Office. Refund forms must be submitted in person or by U.S. mail to the DVC Cashier's Office

ONLY. Requests for refund forms must be received within the first two weeks of instruction for a full semester class, or before 10 percent of the class time for a short-term class. Refund checks will be issued monthly after the first two weeks of instruction each semester.

Materials fees

Some courses require additional materials fees. See course notes for details.

Parking fees

Parking permits are only available for purchase on InSite. Summer term parking permits are \$25. Fall and spring term parking permits are \$48 or \$25 mid-semester (after the ninth week). *Permits are not available for purchase on campus.* You will find the link on InSite's Academic Services menu.

Machines located in campus parking lots will offer daily parking permits at a cost of \$3.

NOTES

