

Student Services, Centers and Opportunities

including financial aid, counseling services,
supportive services, centers, bookstore,
student government,
intercollegiate athletics,
distance learning, student e-mail,
affiliated programs

Student Services and Centers

Financial Aid

Student Services Center, Room 120
(949) 451-5287 www.ivc.edu/students/financial_aid

Irvine Valley College believes that no student should be denied access to an education for lack of funds. The Financial Aid Office provides information and advisement to students who need help with financing the cost of their education. Eligible students may qualify for a grant, loan, college work-study and/or scholarship.

The awarding of funds for student financial aid is closely regulated by laws designed to direct educational support funds to those who need them most. The student who seeks financial assistance must complete the Free Application for Federal Student Aid (FAFSA), available in the Financial Aid Office. Information from the FAFSA form is used to determine each student's "need level." "Need" is the difference between the total cost of attendance and the available resources from the student and/or the student's family. Once this figure has been established, the college can offer an award package.

To receive financial aid, the student must:

1. Be a citizen or national of the United States, or be in the United States for other than a temporary purpose and intend to become a permanent resident thereof, or be a permanent resident of the Trust Territory of the Pacific Islands. Holders of student visas are not eligible for aid.
2. Be enrolled.
3. Maintain satisfactory progress in the course of study according to the standards and practices of Irvine Valley College.
4. Not be in default on any loan made from a student loan fund and not owe a refund on grants previously received.
5. Be in need of financial assistance to pursue a course of study at Irvine Valley College.

Financial Assistance Programs

Financial Assistance programs currently offered through Irvine Valley College include the following:

- Board of Governors Fee Waivers
- California Grant Program (Cal Grant)
- Federal Pell Grants
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Work Study (FWS)
- Extended Opportunity Program and Services Grant (EOPSG)
- Irvine Valley College Scholarship Program
- Stafford Student Loans
- Unsubsidized Loans

Scholarships, grant programs, and loans can change from year to year. For more information, students should visit the Financial Aid Office (Student Services Center, SC 120) or call (949) 451-5287. For information about EOPS programs, call (949) 451-5243 or visit the EOPS Office (SC 130).

Assistance with Enrollment Fees

The state has set aside funds to help pay fees for special categories of persons who cannot afford these fees. Students should visit the Financial Aid Office in the Student Services Center at Irvine Valley College, Room SC 120, or phone (949) 451-5287 for information.

Return of Title IV Funds

When a recipient of federal student aid (Title IV grant or loan) withdraws completely from the college before completing 60% of the enrollment period, federal law requires repayment of part of the aid received. The amount that must be repaid will depend upon the percentage of the semester completed. The Financial Aid Office will notify the student regarding the amount owed and repayment options.

Any aid recipient who needs to withdraw from all classes should contact the Admissions and Records Office and the Financial Aid Office. Recipients are encouraged to discuss alternatives to complete withdrawal with their instructors or a college counselor before making a final decision.

Scholarships

Scholarship recipients are selected each spring, with award monies disbursed the following fall upon verification of the student's enrollment in a minimum of six units. Scholarship assistance is provided by colleges, educational programs, national associations, businesses, and local organizations. Scholarships may be designed to meet the criteria specified by donors, established as a memorial, or designated on an annual renewal basis. Individuals, organizations, or companies wishing to establish a tax-deductible scholarship are encouraged to contact the IVC Scholarship Office at (949) 451-5586.

Drug Conviction

A student is ineligible to receive federal student aid (Title IV grants and loans) if the student has been convicted of an offense involving the possession or sale of illegal drugs. Students may contact the Financial Aid Office for information on the duration of this restriction.

Veterans Program

Irvine Valley College hopes to provide the kind of assistance that will help veterans attain their educational goals. Students are encouraged to take advantage of the Montgomery G.I. benefits they have earned.

Veterans have ten years after active duty discharge to use their entitlement. Certain disabled veterans under rehabilitation can qualify for up to 48 months of benefits. The Department of Veterans Affairs also provides educational assistance to widows, and dependents of deceased active duty personnel, and to dependents of veterans with 100% disability status. For more information, or to make an appointment with the Veterans Affairs Coordinator, veterans should call (949) 451-5296. This is a college service office, not a branch of the federal government.

The California Department of Veterans Affairs also offers a college fee waiver program for veterans' dependents. Dependents whose parent or spouse has or had a service-connected disability, or died from a service-related cause, may meet the eligibility criteria for a college fee waiver. The waiver covers the enrollment, tuition and registration fees. This program does not waive nonresident fees, nor does it cover the cost

of books, labs, food, parking, or dorms. California Community Colleges, California State Universities and University of California campuses are the only schools where the program can be utilized. This program does not apply to private schools or out-of-state schools. For more information about the California Department of Veterans Affairs College Fee Waiver program, call (714) 567-7450.

Counseling Services

Student Services Center, Room 210

(949) 451-5319 www.ivc.edu/students/counseling

Counseling services at Irvine Valley College exist to help students deal with a variety of educational, career and personal concerns. The counseling faculty function as information specialists and facilitators of personal growth, helping students to clarify their needs, make decisions, set goals and deal effectively with personal obstacles. The relationship between student and counselor is confidential; its purpose is to help students define their own questions, explore their own ideas and options, and ultimately find their own answers.

ACADEMIC COUNSELING

Counselors work with students to develop a personalized academic plan. They also help students identify a major. Counselors evaluate transcripts from other colleges and explore transfer options and requirements with students. If needed, they help students to develop study and time management skills. Counselors also offer orientations for new students.

CAREER COUNSELING

Career counseling assists students in identifying their career interests. Counselors use a variety of questionnaires to help students examine their values, interests, personality characteristics and skills. Counselors also provide information about the labor market and offer career/life-planning courses.

PERSONAL COUNSELING

Personal counseling develops self-awareness. It helps a student improve his or her communication skills and can foster the development of healthy relationships. Personal counseling helps students manage stress and the demands of various life issues. Counselors also provide personal development courses.

DROP-IN COUNSELING

Drop-in counseling provides students with the opportunity to meet with a counselor on a first-come, first-served basis for answers to quick questions (10 minutes or less). Drop-in hours are posted in the Counseling Center on a daily basis.

ONLINE EDUCATIONAL COUNSELING

Online educational counseling is an extension of the drop-in counseling service. Students may email questions to counseling@ivc.edu and receive an answer from a counselor.

COUNSELING FOR INTERNATIONAL STUDENTS

Specific counselors have been designated to work with international students. These counselors work closely with the International Student Office and can advise international students about the special rules regarding their course selection.

COUNSELING FOR ATHLETES

A specific counselor has also been designated to work with athletes. This counselor works closely with team coaches and is familiar with NCAA regulations and the special rules regarding eligibility. Athletes must have an academic plan in order to compete, and meeting with a counselor is essential to the completion of this plan.

Students who wish to meet with a counselor for academic planning, transcript evaluation and career or personal counseling should make an individual, 30-minute appointment to see a counselor. In this way, they are assured of enough time to have their questions answered and to get to know a counselor on a one-to-one basis. Every Wednesday morning, the Counseling Center begins scheduling counseling appointments for the following week. For information, students may call (949) 451-5319.

Supportive Services

Disabled Students Services

Student Services Center, Room 171

(949) 451-5630 www.ivc.edu/students/dsps

The primary function of the program for students with disabilities is to accommodate a person's limitation, enabling that individual to participate in the educational experience at Irvine Valley College. For this reason, students identified as disabled are regarded as students first, and students with special needs secondarily. Participation in the program is voluntary.

Although the major emphasis of this program is focused on the disabled student's total integration into the life of the college, some special courses have been designed to assist students in making a successful transition. Special Services courses may be found in the catalog at the end of course listings in Computer Information Science, English, Mathematics, and Physical Education.

Supportive services arranged through the Supportive Services Office include handicapped parking on campus; preregistration for classes; notetakers, readers, interpreters for the deaf, and aides in classes and labs; and equipment such as brailers, speech calculators, print enlargers, tape recorders, and adaptive computers to circumvent each student's specific limitation. The program also provides counseling in vocational education, transfer programs, and personal adjustment.

Learning Disabilities Program

Student Services Center, Room 171

(949) 451-5630 or 451-5357 www.ivc.edu/students/ld

The Learning Disabilities Program serves all Irvine Valley College students who are not achieving their educational and/or occupational goals because of difficulties with study and organizational skills or basic skills such as reading, writing, spelling, or math. Students with specific learning disabilities may find it difficult to perform well or to succeed in the classroom without help, and the Learning Disabilities Program offers such students specialized instruction and support. Special classes focus on basic skill development and strategies for overcoming specific learning problems.

Students may be referred to the program by an instructor, counselor, or community agency, or they may refer themselves. Each student will receive an initial interview and then be individually assessed. If a student is considered eligible for the program, an individualized educational plan is implemented through one-to-one tutoring, small group instruction, specialized classes, and individualized learning laboratories. Instruction in the program carries nontransferable community college credit. Students may call for further information and appointments.

Extended Opportunity Program and Services (E.O.P.S.)

Student Services Center, Room 130

(949) 451-5243 www.ivc.edu/students/eops

E.O.P.S. is a state-funded program which provides support services to eligible low-income students to ensure their success. Services include a college-readiness program; financial assistance; academic assessment and planning; academic, occupational, and personal counseling; transfer assistance; peer counseling; child care referrals; work-study; subject-area tutoring; and study-skills assistance. Referrals to other campus resources and community agencies are also available. Students may call for eligibility criteria and additional information.

CalWORKs

Student Services Center, Room 130

(949) 451-5243 www.ivc.edu/students/amicorps_calworks

As a partner in welfare reform legislation, Irvine Valley College offers a number of approved vocational programs and college work-study positions designed to train students in job-readiness skills. In addition, the college provides several supportive programs with services including child care, counseling, and job placement to CalWORKs recipients.

CARE

Student Services Center, Room 130

(949) 451-5243

The Cooperative Agencies Resources for Education (CARE) program supports CalWORKs single parents, offering child care and transportation assistance, books and supplies, special workshops, and counseling. Students interested in the CARE program are encouraged to contact the E.O.P.S. Office or call 451-5243 to determine their eligibility.

Career Center

Student Services Center, Room 230

(949) 451-5431 www.ivc.edu/students/career

Note: Employers and those seeking employment should contact the Job Placement Center: (949) 451-5268.

The Career Center assists students in making informed decisions about their career goals and preparing for a job search. Center resources include a library of occupational guides; career-planning books, videos and publications; Internet access; and career information software programs, including Bridges and EUREKA, that allow students to research the most current occupational and educational information specific to the California labor market. Students can find assistance in deciding on a career path, creating a career action plan, conducting a job search, writing an effective resume, and interviewing.

To facilitate the career development process, the Career Center also offers students career counseling appointments, drop-in counseling, workshops, seminars, speakers, and networking contacts.

Health and Wellness Center

Student Services Center, Room 150

PH: (949) 451-5221 www.ivc.edu/students/health_wellness

FAX: (949) 451-5393

The Health and Wellness Center (HWC), a prevention- and wellness-oriented unit, focuses on educating the student population in the practice of healthy lifestyles. The center sponsors health education programs each semester on a variety of current topics. HWC nurses offer ongoing health counseling on nutrition, exercise, stress reduction, family planning, and personal medical concerns, all on a confidential, one-to-one basis.

The center also treats students with acute injuries and diagnoses and treats short-term illnesses such as colds, sore throats, earaches, skin problems, and other health concerns. TB testing and some immunizations are also available. A physician is on campus regularly and may be seen by appointment for a variety of medical services, including gynecological examinations.

Services at the HWC are free to students who are enrolled and attending classes. There is a nominal charge for any required laboratory work such as blood tests, Pap smears, and pregnancy tests. Several medical insurance policies provided by outside agencies are available at the health center. These policies are specifically designed for college students and vary in both cost and coverage.

The HWC provides services to students who have paid the health fee (or have received a waiver from Financial Aid) and are currently enrolled in and attending classes. Students may call for hours of operation each semester.

IMPORTANT: Students entering a four-year college or university are required to have proof of measles and Rubella immunizations (MMR). This immunization is available to IVC students at the Health and Wellness Center at no cost.

Transfer Center

Student Services Center, Room 220

(949) 451-5339 www.ivc.edu/students/transfer

The Transfer Center provides information and services and sponsors special events to educate and assist Irvine Valley College students who plan to transfer to four-year schools. Students seeking guidance in choosing a transfer institution may browse through the catalogs of dozens of colleges and universities and get the most current information about transfer applications and deadlines and the selection process.

Students can also get help in accessing information about universities and financial aid programs via Internet workstations in the center. *College Source*, a CD-ROM program, enables students to access catalogs for most colleges and universities across the United States.

The center arranges individual appointments on the IVC campus with representatives from the University of California (UC), California State University (CSU), and independent colleges and universities. On Transfer Day (fall semester) and at college mini-fairs, students may speak informally with representatives from most UC and CSU campuses and the many independent colleges and universities who set up tables in the Student Services Center Quad.

International Student Office

Student Services Center, Room 260C/D

(949) 451-5414 www.ivc.edu/students/iso

The International Student Office at Irvine Valley College assists students entering the college on an F-1 Student Visa. For the international student, Irvine Valley College specializes in providing the first two years of the baccalaureate (four-year) degree, and excels at preparing students to transfer to public and private institutions for their final two years. Prospective students are encouraged to visit or call the center. They may also contact the International Student Office by e-mail at mlopez@ivc.edu.

Job Placement Center

Student Services Center, Room 230F

(949) 451-5268 www.ivc.edu/students/jobplacement

The Job Placement Center provides employment information for students, alumni, and the community. The center maintains full- and part-time job listings and assists Irvine Valley College students in finding positions related to their academic and vocational interests while they are in school and after they graduate.

The center prepares a variety of materials, such as handouts on writing resumes and cover letters, to help individuals ready themselves for employment. The center also sponsors special events, including seminars on interview and job-search techniques and job fairs.

IVC students can access the MonsterTrak employment network and find out about full- and part-time job opportunities at major companies and small businesses throughout Southern California. They can also review company profiles and access additional job-search information. The Job Placement Center complies with all applicable laws and regarding equal opportunity and nondiscrimination.

Re-entry and Women's Center

Student Services Center, Room SC 230

(949) 451-5431 www.ivc.edu/students/reentry

The Re-entry and Women's Center is housed within the IVC Career Center. It is a resource center for women or re-entry students seeking educational and vocational direction, information about community agencies, and referral resources. The center provides workshops and support intended to help students with their transition into college.

Child Development Center

Adjacent to Parking Lot 9

(949) 451-5484 www.ivc.edu/students/cdc

License #300614147

Irvine Valley College's on-campus Child Development Center serves children of IVC students, faculty and staff, as well as community members. IVC students enrolled in six or more units are eligible to receive a discount. The center is open Monday through Friday from 7 a.m. to 6 p.m. Two, three or five full-day programs are available. Children must be completely toilet trained for group care.

Openings are limited and the center has a waiting list, so interested parents should register as soon as possible to reserve a space. Center tours are Tuesdays at 10 a.m. or Thursdays at 3 p.m.

Multicultural Center

Location TBA

(949) 451-5501

The Multicultural Center is dedicated to supporting the needs of the college's diverse population. Its mission is to develop a better understanding of diverse backgrounds— including, but not limited to, culture, faith, religion, race and gender—among the college population and community. The goal of the center is to promote cultural awareness through diversity programs. The center hosts many cultural events throughout the year and welcomes everyone.

Associated Students

Student Services Center, Room 260A

(949) 451-5260 www.ivc.edu/students/student_orgs/asivc

Associated Students of Irvine Valley College (ASIVC) is recognized as the official governing body for all areas of student concern. Student representatives sit as members of all standing college committees. The ASIVC constitution establishes an organized student voice at the college, which is facilitated by the Associated Student Government. Student government meetings are held weekly in the ASIVC Office (SC 260), and, unless otherwise posted, are open to the public. Any student duly enrolled at Irvine Valley College is automatically accorded membership in ASIVC and has the right to vote in collegewide elections. Students who are interested in joining the student government should contact their elected representatives or the ASIVC Office for more information.

ASIVC Sponsorship

ASIVC budget monies are derived principally from college contracts, with the remainder of monies coming from the sale of ASIVC cards and some proceeds from college events. Expenditures finance campus causes and events, such as club activities and programs, awareness campaigns, athletics, forensics, journalism, and scholarships. The ASIVC also sponsors special event days to promote cultural awareness and celebrate ethnic diversity. Students are encouraged to purchase the Associated Student Body Card, which entitles its holder to a number of benefits, including an opportunity to join Orange County Teachers Federal Credit Union, no-cost entry to IVC athletic events for the semester, reduced prices for fine arts events, discounted Edwards Cinema tickets, and an opportunity to apply for Associated Students scholarship awards.

Clubs

Irvine Valley College sponsors a diversity of campus clubs and organizations, including the Honor Society (Alpha Gamma Sigma, Phi Theta Kappa and Psi Beta). A number of groups, such as the Asian Social Club, Muslim Student Association and Chinese Cultural Association, offer students an opportunity to become involved with others of similar cultural interests and/or backgrounds. The college also sponsors a broad range of special organizations, such as the Administration of Justice Club, Biology Society, Geology Club, Health Sciences Society, Literature Society and Computer Programmers Association. A list of clubs and their advisors is published in the class schedule each fall and spring. Additional information is available in the Associated Student Office.

Bookstore

North End of Parking Lot 2

(949) 451-5258 or (949) 857-8834

www.ivc.edu/students/bookstore

The Irvine Valley College bookstore stocks new and used textbooks, class supplies, and a variety of educational materials, including computer software. Used textbooks are bought back year round, at up to 50% of the new price. The bookstore accepts cash, credit cards (VISA, MasterCard, Discover, and American Express), and personal checks (with valid driver's license and student ID). Textbooks can also be ordered online at **www.ivc.bkstr.com**. Books ordered online can be picked up at the store or shipped via UPS. Saddleback College students should buy their texts in the Saddleback College Bookstore.

The bookstore is open Monday through Friday. During the rush period each fall and spring (the week before classes begin and the first week of classes) and the first two weeks of summer session, the bookstore extends its normal operating hours. Students should refer to the class schedule for exact hours each semester.

Intercollegiate Athletics

Irvine Valley College is a member of the Orange Empire Conference (OEC) of the Community College League of California's Commission on Athletics (COA). Members of the conference are Cypress, Fullerton, Golden West, Orange Coast, Riverside, Saddleback, Santa Ana, and Santiago Canyon colleges.

In 2002-2003, the men's and women's basketball, men's soccer, and women's volleyball teams advanced to the regional playoffs; and the men's basketball team advanced to the regional finals. The women's badminton team won the state championship both as a team and as individual champions. The women's golf team advanced a player to the state playoffs.

During the 2003-2004 school year, the Lasers will compete in the following intercollegiate sports:

- Men's Baseball
- Men's and Women's Basketball
- Men's and Women's Golf
- Men's and Women's Soccer
- Men's and Women's Tennis
- Men's and Women's Volleyball
- Women's Badminton

ATHLETIC ELIGIBILITY:

General athletic eligibility rules, as established by the Commission on Athletics, are as follows:

1. A student athlete must be continuously and actively enrolled in a minimum of any 12 credit units at his/her community college during the season of sport. Of the 12 units, at least 9 shall be attempted in courses counting toward the associate degree, remediation, or transfer, and/or certification as defined by the college catalog, and are consistent with the student athlete's education plan. Courses less than a semester in length shall be counted if the student **is currently enrolled** in the course or **has completed** the course during the semester of the season of sport. Mini-courses in which the student **expects** to enroll shall not be counted for purposes of athletic eligibility.
2. In order to continue athletic participation in any sport, the student-athlete shall maintain a cumulative 2.0 grade point average in accredited post-secondary coursework computed since the start of the semester/quarter of the first participation in any sport, regardless of the college attended.
3. To be eligible for the **second season** of a sport, the student athlete must complete and pass 24 semester units before the semester of the second season of competition. Of the 24 units, at least 18 shall be in course work counting toward the associate degree, remediation, transfer, and/or certification as defined by the college catalog, and are consistent with the student athlete's education plan.

Note: College units mentioned do not apply until the student has first participated in a collegiate sport.

TRANSFER RULE:

A student who is transferring to a California community college for academic or athletic participation purposes and who has previously participated in intercollegiate athletics and whose most recent participation was at another California community college must complete **12 units in residence prior to the beginning of the semester of competition** for that college. A maximum of 8 units can be applied from summer enrollment.

LATE REGISTRATION:

A student who registers in a community college later than four weeks after the first day of class instruction as listed in that community college calendar shall not represent that community college in athletic competition in that semester.

IMPORTANT:

These requirements are very exacting. Athletes are advised to become thoroughly familiar with them in order to avoid loss of eligibility. All interested students are urged to contact the Athletics Office at the beginning of the school year to learn the requirements: (949) 451-5407.

Instructional Centers and Opportunities

Library

Circulation Desk: (949) 451-5261

Reference Desk: (949) 451-5266 www.ivc.edu/library

The Irvine Valley College Library is the information and research hub of the campus. It houses over 60,000 books, over 2,000 videotapes, over 3,000 music CDs, and hundreds of CD-ROMs. A web-based online public access catalog allows searching all of these materials. Printers and copy machines are available for student use. The library also offers spacious study areas and group-study rooms for students. District students, faculty, and staff can borrow circulating materials by presenting a valid student or staff identification card.

LIBRARY COMPUTERS

The library has 100 computer workstations with connections to the World Wide Web, Microsoft Office 2000, and full-text newspaper and magazine databases. Students currently enrolled at Irvine Valley College or Saddleback College may prepare assignments, write and print papers, access and send e-mail, and navigate the Web at these workstations. Assistive computers are available for students with disabilities. **The computer facilities in the library are for educational and research purposes only.**

LIBRARY CARD

An Irvine Valley College or Saddleback College Student Photo I.D. is required for all library transactions. Students must be currently enrolled in classes. Students should report lost I.D. cards to the library immediately, as they will be held responsible for materials checked out under their name.

MATERIAL/BOOK CHECKOUT

All currently enrolled SOCCCD students, as well as students in Kaplan International, may check out library materials.

Books, CD-ROM's, Diskettes: 9 items for 3 weeks

Magazines, Newspapers: Do not check out

Reference Books: Do not check out

LATE FINES/HOLDS ON STUDENT RECORDS

Seven days after a book or computer software has become overdue, the library places a hold on a student's records. This hold will prevent an individual from registering, adding or dropping classes, and receiving grades, transcripts or diplomas (California Education Code, Section 72237). In order to remove this hold, the student must pay a \$5.00 fee for each late item returned after the hold has been placed. There is a grace period before late items actually accrue a fine (the period varies depending on the type of item). The library staff can provide further information about this regulation.

RENEWALS

Items can be renewed once, by telephone, in person, or via the Self-Check machine. If another person has requested a particular item (by placing a hold), then the item may NOT be renewed.

Learning Center (Tutoring Services)

Library 100A

(949) 451-5702 www.ivc.edu/academics/learning_center

The Learning Center in the college library is the central location for the Irvine Valley College tutoring program. The center's mission is to support academic learning by providing free tutoring and additional resources to reinforce and supplement classroom instruction. The goal of tutoring is to assist students in achieving success in their classes, to prevent students from dropping classes unnecessarily, to promote their self-confidence, and to help them become independent and active learners.

The center also provides instructional support in the form of videotapes and print materials. Both the tutoring and the instructional resources are intended to help students master content as well as improve their study skills.

Computer Center

Room B353/354

(949) 451-5474

The Computer Center serves as a laboratory for classes offered through the School of Business Sciences and the School of Mathematics, Computer Science, and Engineering. Classes supported in the lab include graphics applications, web authoring, and digital publishing; office suite applications; networking technologies; operating systems; accounting; keyboarding; programming; engineering; computer-aided design and drafting; and database design and implementation.

The center is fully equipped with the latest in technology, including Pentium III® and Macintosh G4 computers; NT/2000 servers; network services over a fast ethernet backbone; scanners; and digital video decks, VCRs and video cameras. With its considerable and diverse equipment and its highly trained staff, the center is an outstanding resource for students.

The B 300 computers are intended for students working on assignments for courses in the School of Business Sciences and the School of Mathematics, Computer Science and Engineering. For general computer use—e.g., to access the Internet and e-mail, or to type papers required for college courses in which they are enrolled—students may use the computers in the college library.

Humanities Center

Room A 303

(949) 451-5249 www.ivc.edu/academics/humanities/hc

The Humanities Center offers multiple support services to students throughout the college. A primary function of the center is to assist students with reading and writing assignments from their English and other college classes. By enrolling in Writing 180 or Writing 280, the Writing Conference, students may use the center resources to work individually or to confer with English instructors, who are available to assist with writing assignments and to help students on a one-to-one basis to become more competent, confident writers. In addition, students may undertake projects—from skill upgrading and grammar review to investigations of advanced compositional modes and analytical strategies—working at their own pace.

The English Special Services (ESS) Lab, which adjoins the Humanities Center, houses computers and instructional software related to English Language instruction. By enrolling in Reading 171 or in English Special Services courses, students may use the ESS Lab resources to practice reading comprehension and critical skills, vocabulary, spelling, and study skills. Students in the reading program may enroll in self-paced labs which include courses in spelling and vocabulary improvement, reading comprehension, and speed reading.

Many materials are available in the center: reference books, handbooks, workbooks, handouts for punctuation and grammar review, instructional software, computers, and tape recorders. The center also houses a high-speed cassette recorder which is used by instructors throughout the college—especially language instructors—to prepare recordings for student home use. Students may bring blank tapes to the center and receive recordings of assigned lessons. Those enrolled in English as a Second Language classes may use the center's computerized and cassette learning modules, which may be checked out for individual study in the center.

Math Tutorial Center

Room B 117

(949) 451-5259

www.ivc.edu/academics/math_cis_eng/math/tutor.aspx

The Math Tutorial Center is designed to assist students enrolled in math classes. The center is staffed by the math faculty and tutors, and students get help on a one-to-one basis. Students must sign up for a Math Tutorial lab section to use the center. Students enrolled in math classes numbered between 200 and 300 should sign up for Math 280. Students enrolled in math classes numbered below 200 should sign up for Math 180.

The Math Tutorial Center is open during daytime hours, evenings, and Saturdays. Students enrolled in either Math 180 or Math 280 may use the center any time it is open, regardless of the lab section in which they have enrolled.

Life Fitness Center

Room PE 110

(949) 451-5398 www.ivc.edu/academics/physed/life_fitness.aspx

The Life Fitness Center is an exercise facility designed to improve the health and fitness levels of students of all ages and abilities. The center offers equipment for improving cardiovascular endurance, muscular strength and endurance, flexibility, and body composition. An aerobic super circuit consisting of a series of Cybex weight machine stations alternated with aerobic steps and bicycle ergometers is one of the center's main features. By moving continuously through the Aerobic Super Circuit, an individual can improve his or her cardiovascular endurance, reduce risk of heart disease, decrease body fat, increase muscle mass, and strengthen all of the major muscle groups in the body. Additionally, the center has an assortment of aerobic equipment, including bicycle ergometers, stair climbers, rowers, and treadmills, as well as a wide variety of weight machines and free weights. Physical Education instructors work with students individually or in small groups.

Students interested in using the center must enroll in P.E. 192, Life Fitness Center Lab, and attend an orientation session. Orientation dates are published in the class schedule and are available on campus by calling the center. The orientation covers the general rules and regulations of using the center and introduces the available equipment; it also includes a series of fitness tests that are used to generate a personalized fitness assessment and exercise recommendations for each individual.

The Strength Training Center, across from the Life Fitness Center, features Hammer Strength equipment, Lifefitness equipment, and Ivanko free weights. This center serves as the classroom for students enrolled in strength and/or weight-training classes, who will learn to perform the exercises necessary for body building, power lifting, and Olympic lifting.

Instructional Services and Options

Student E-Mail

Students are automatically provided a student e-mail account when they enroll in at least one course at the college. User names are assigned automatically (customized names are not provided), and accounts are continued with no interruption in services so long as the student remains enrolled in contiguous semesters. Students may change their initial password and forward copies of their student e-mail to another account (e.g., their home e-mail).

E-mail accounts will be deleted approximately three weeks after the start of the semester for students who do not enroll in a least one class the following semester. Accounts are not created for students who are only on a waiting list, and accounts will be deleted along with any unread messages for students who drop all of their classes.

For the latest information about how to use the student e-mail accounts, students should go to www.socccd.cc.ca.us/email and read the "Frequently Asked Questions (FAQ)" page.

Important Notice: Student e-mail privileges are designed solely for educational purposes. District policy forbids personal, recreational or commercial use of college computers, e-mail and Internet services.

Distance Learning

Room Lib 205 (949) 451-5475 www.ivc.edu/academics/de

Irvine Valley College offers opportunities for students to earn college credit in nontraditional learning environments. In each distance education mode, an on-campus instructor serves as a personal contact to answer student questions, provide review opportunities, and administer examinations throughout the semester. Students must meet the specific requirements of the course and participate responsibly. Students are required to attend the orientation to receive the course syllabus, titles of texts, and other important information—unless the class meets entirely online. Questions about the Distance Education Program should be directed to the Dean of Advanced Technology, (949) 451-5475.

Online Courses: Web-Based Instruction

Irvine Valley College faculty use Blackboard™ software to develop and deliver web-based courses. Students participate in the course lessons by accessing the Internet site, either at home or in the college library. Instructors will inform students at the orientation or by e-mail about how to use the Blackboard account. Students officially enrolled in an online course may access the account at <http://socccd.blackboard.com> with a valid user name and password. Students should contact their instructor for assistance in accessing Blackboard.

MySite

MySite is a web portal that provides students access to the information they typically seek—e.g., their class schedules, course web sites, grades, academic history, registration appointments, and closed classes. Students need an ID number and a Personal Identification Number (PIN) to use MySite and a computer with a web browser—Netscape 4.7 or higher, or Microsoft Internet Explorer 5.0 or higher recommended on Windows or Macintosh. The Test Drive feature allows users to explore the site. Access to MySite is from the IVC home page: www.ivc.edu.

Affiliated Programs

Community Education and Corporate Training

Room A 112 (949) 451-5555 www.123getsmart.com

The department offers fee-based, non-credit classes for adults to promote career, professional, technical and personal growth. Community Education classes are short-term, and many are offered online. Traditional, in-person classes are held in the evening or on weekends.

The training needs of local business and industry can be customized by Irvine Valley College's Business and Professional Institute, often at a lower cost than available through private training firms and consultants. Employers determine the place and time for their employees' seminars and training sessions.

Irvine Valley College Testing Center

Room B 355 (949) 451-5468 www.ivc.edu/testing

The Irvine Valley College Testing Center offers candidates from business, industry and information technologies an opportunity to become certified in Microsoft Office, A+, Cisco, MSCE, Novell and other professional areas. The center provides a quiet, state-of-the-art environment. On-site registration and free parking with a Testing Center permit are available.

Emeritus Institute

Room A 118 (949) 451-5382 www.ivc.edu/community/emeritus

The Emeritus program is designed to provide courses of interest and value to older adults at convenient off-campus sites. Emeritus courses may be taken on a credit/no-credit basis only. These courses do not meet certificate requirements, nor are they transferable to colleges or universities. Courses are described in this catalog, and current offerings are listed in the class schedule.

Kaplan International

(949) 451-5420 or 651-1165 www.kaplaninternational.com

Irvine Valley College is one of 12 centers in North America operated by Kaplan International Programs. Kaplan is a private educational institution that offers intensive English as a Second Language instruction. Kaplan programs are specially designed to prepare international students for successful study at American colleges, universities, and technical schools. Advanced students attend classes that enhance skills needed for university studies, as well as classes that prepare them for the TOEFL. The program also offers professionals an opportunity to acquire English language skills for their personal or professional needs.

Kaplan students have the opportunity to live with American host families, attend classes at a Kaplan site on the IVC campus, and access all facilities within the South Orange County Community College District. The year-round program has classes up to 25 hours per week, Monday through Friday. Special summer programs are also available.