

# FINANCIAL AID

The Financial Aid Office is located in the Student Services Center, SC 120, (949) 451-5287.

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. Have a high school diploma or pass the "ability-to-benefit" test.
2. 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.
3. Be enrolled in a program leading to a degree or certificate.
4. Maintain satisfactory progress in the course of study according to the standards and practices of Irvine Valley College.
5. Not be in default on any loan made from a student loan fund and not owe a refund on grants previously received.
6. 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
- Plus 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.

## 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.

## 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 Foundation Office at (949) 451-5290.

## 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

The Counseling Center is located in Student Services Center, SC 210, (949) 451-5319.

Irvine Valley College provides counseling services to help students with a variety of educational, career and personal concerns. The counseling faculty help students clarify their needs, make decisions, set goals and deal effectively with personal obstacles. The relationship between student and counselor is confidential.

### 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 includes help with relationship problems, interpersonal communication, self-awareness, stress management, behavior change, and referral to off-campus resources. Students may also receive psychological services in the Health and Wellness Center.

### 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.

### COUNSELING FOR INTERNATIONAL STUDENTS

Specific counselors have been designated to work with international students. These counselors work closely with the International Student Center 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 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. For information or to schedule an appointment, students may call the Counseling Center at (949) 451-5319.

# SUPPORTIVE SERVICES

## DISABLED STUDENTS SERVICES

**Student Services Center, SC 171  
(949) 451-5630**

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. These include Special Services courses in Computer Science, English and Mathematics, and Adapted Physical Education courses.

Supportive services arranged through the Supportive Services Office include handicapped parking on campus; preregistration for classes; notetakers, reading software, 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, SC 171  
(949) 451-5630 or 451-5357**

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, SC 130  
(949) 451-5243**

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 opportunities; subject-area tutoring; study-skills assistance; and bi-monthly workshops. Referrals to other campus resources and community agencies are also available. Students may call for eligibility criteria and additional information.

## CALWORKS

**Student Services Center, SC 130  
(949) 451-5243**

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, SC 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, grants, and counseling. Students interested in the CARE program are encouraged to contact the E.O.P.S. Office to determine their eligibility.

# STUDENT RESOURCE CENTERS

## CAREER/TRANSFER CENTER

**Student Services Center, SC 230**  
**Career: (949) 451-5268**  
**Transfer: (949) 451-5339**

### CAREER ASSISTANCE:

The Career/Transfer Center assists students in making informed career decisions and preparing for a job search. The center's services include career advisement, career-planning workshops, and career research assistance. Center resources include a library of occupational guides, career-planning books, videos and publications; Internet access; and career software, including Bridges and EUREKA.

The Career/Transfer Center maintains full- and part-time job listings to help students find positions related to their academic and vocational goals. Workshops are offered throughout the year to help students with their job-search strategies. The center also sponsors an annual job fair. The center complies with all applicable laws regarding equal opportunity and nondiscrimination.

### CAREER ASSISTANCE:

The Career/Transfer Center provides information, resources and special events to educate and assist Irvine Valley College students who plan to transfer to four-year colleges and universities. Students receive guidance in accessing college catalogs from the California State universities and the University of California and many independent colleges and universities. Information is available regarding the admissions process, including application deadlines and admission requirements.

Students can also receive assistance 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 transfer fairs, students may speak informally with representatives from most UC and CSU campuses and the many independent colleges and universities.

## CHILD DEVELOPMENT CENTER

**Adjacent to Parking Lot 9**  
**(949) 451-5484**  
**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.

## HEALTH AND WELLNESS CENTER

**Student Services Center, SC 150**  
**PH: (949) 451-5221**  
**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 skin testing and some immunizations are also available, as are over-the-counter medications and first aid supplies. A physician is on campus regularly and may be seen by appointment for a variety of medical services, including gynecological examinations.

Psychological services are available from psychology interns who are under the supervision of a licensed psychologist. Appointments must be made in person.

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 and are currently enrolled in and attending classes. Students may call for hours of operation each semester. The center is closed on weekends and school holidays.

**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.

## INTERNATIONAL STUDENT CENTER

Student Services Center, SC 220  
(949) 451-5414

The International Student Center 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 Center by e-mail at [mlopez@ivc.edu](mailto:mlopez@ivc.edu).

The international student program is governed under district and U.S. regulations, and students are required to maintain specific standards. Full-time enrollment, the completion of a tuberculosis test when students arrive at the college, and maintaining district-approved health insurance are examples of the requirements within this program. The program staff is available to guide students through the process of admissions, issuing and maintaining proper immigration documents, and ensuring that their other college needs are met.

Admission as an international student is a long process that includes issuing visas and providing proof of financial solvency. As a result, deadlines for admissions are different for this group of students. If you are considering coming to the college as an international (F-1) student, contact the International Student Center early.

## LEARNING CENTER (TUTORING SERVICES)

Library 100A/B  
(949) 451-5471

The Learning Center in the college library is the central location for the Irvine Valley College peer 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.

## BOOKSTORE

North End of Parking Lot 2  
(949) 451-5258 or (949) 857-8834

The Irvine Valley College bookstore stocks new and used textbooks, class supplies, and a variety of educational materials. 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](http://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.

## ASSOCIATED STUDENTS

Student Services Center, SC 260A  
(949) 451-5260

### ASIVC SPONSORSHIP

ASIVC budget monies are derived principally from college contracts, with the remainder of monies coming from the sale of ASIVC activity stickers and some proceeds from bus stop advertising. The budget supports campus causes and events, such as club activities and programs, awareness campaigns, athletics, forensics, 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 activity sticker, which entitles its holder to a number of benefits, including no-cost entry to IVC athletic events for the semester, reduced prices for fine arts events, discounted Regal Cinema tickets, and an opportunity to apply for Associated Students scholarship awards.

### CLUBS

Associated Students of Irvine Valley College sponsors diverse campus clubs and organizations. These include culturally focused groups such as the Asian Social Connection; academic and special interest organizations such as the Administration of Justice Club (XTE), Cheer Club, Chemistry Club, Chess Club, Geology Club, Political Science Club/Model United Nations, Video Gamers; and the Phi Theta Kappa and Psi Beta honor societies. A list of clubs and their advisors is published in the class schedule. Additional information is available in the Associated Student Office, SC 260.

# INTERCOLLEGIATE ATHLETICS

## IVC ATHLETICS: A TRADITION OF EXCELLENCE

Since 1990, Irvine Valley College has rapidly expanded its intercollegiate sports program while maintaining a strong athletic and scholastic tradition. Irvine Valley is one of only a few California community colleges whose program meets the gender equity standards established by the Office of Civil Rights.

Competing as a member of the nation's toughest college conference, the Orange Empire Conference, Irvine Valley teams have collected nine State Championships and 17 Conference titles from 1990 through the spring of 2006. IVC currently competes in 12 intercollegiate sports: baseball, women's badminton, and men's and women's basketball, golf, soccer, tennis and volleyball.

The baseball team, in just five years, has gone from a start-up program to being competitive in the always tough OEC and even advancing to the State playoff's Super Regional in 2005. The Lasers also had their first-ever All-American selection (pitcher Chris Sadoris in 2005) and an MLB draft pick (Jessie Mier in 2005). A number of players have received scholarships to top Division I and Division II programs over the past few seasons.

The men's basketball team has reached the playoffs in nine of coach Jerry Hernandez's 11 years at the helm, including the 2005-06 season. Hernandez has won a conference championship and sent nearly 50 of his student-athletes on to play at four-year colleges, including many at the Division I level.

The women's basketball team won a conference title in 1999 and made its first ever trip to the state tournament. The team finished with a record of 24-8 in its first season and has an overall record of 221-107. IVC opened the 2005-06 season with the best start in program history, winning 17 of its first 18 games. Sophomore forward Vanessa Dominguez was named a Kodak All-American in Spring 2006.

The men's soccer team tied for a conference title in its first season in 1990. The Lasers finished second in state in 1991 and won the state title in 1993. Irvine Valley won the state title again in 2003 and finished ranked as the No. 1 team in the nation. In 2005, Irvine Valley was ranked third in the final Southern California regional poll.

The women's soccer team has competed in the OEC since the early 1990's. Traditionally competitive, numerous players have successfully graduated to four-year programs.

The men's volleyball team needed just two years to claim a conference and state title, winning the crowns in 1993 under coach Tom Pestolesi. IVC had two of its better seasons in recent years, reaching the semifinals of the state tournament in 2005 and 2006. It also won the conference title for the second time in program history in 2006.

The women's volleyball team reached the state championships in 1999, 2003 and again in 2005. The Lasers reached the final match of the state competition in 2003 before losing to Golden West. The team captured its first ever Orange Empire Conference four years ago, sharing the title with Golden West. Sophomore setter Tiffany Hess received All-American honors in Fall 2005 for the Lasers.

The women's badminton team has established itself as the one of the top programs in the state. The Lasers won four state titles in a row from 2002-05 and have had numerous players win individual conference and state titles. Laser players have captured the state singles title two years in a row and the doubles championship the last five years.

The women's golf team won its first ever Orange Empire Conference in 2004, beating Saddleback by 20 strokes in the conference finals. Golfer Kristen Medlin was named co-player of the year and coach Ben Burnett was honored as co-coach of the year that season.

The men's golf team sent two players to the state tournament for the first time in program history in 2005. Sean Shahi finished eighth overall and Jimmy Willingham was 17th overall at the state event. As a team, the Lasers reached the Southern California Regional Tournament in 2006.

The success of the IVC teams can be attributed largely to an outstanding coaching staff that demands excellence from students, on the courts and fields and inside the classroom. All men's and women's head coaches hold at least a master's degree.

## CONFERENCE PLAY

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.

During the 2006-2007 school year, the Lasers will compete in the following intercollegiate sports:

- Women's Badminton
- 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

## 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 at any college.

## 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) 451-5398.

# LIBRARY

Circulation Desk: (949) 451-5761 • Reference Desk: (949) 451-5266 • Library Information: (949) 451-5261

The Irvine Valley College Library is the information and research hub of the campus. The library collection includes approximately 60,000 books, 270 magazine subscriptions, 3,400 videos, and 4,300 music CDs. 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

One hundred computer workstations in the library provide currently enrolled Irvine Valley College or Saddleback College students access to the Internet, student e-mail, research databases, and Microsoft Office software. 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 ID is required for all library transactions. Students must be currently enrolled in classes. Students should report lost ID cards to the library immediately, as they will be held responsible for materials checked out under their name.

## COMMUNITY LIBRARY USERS

District residents who purchase a community card (\$10 for six months) may access the resources of the IVC Library. They may check out four items at a time and use the library computers.

## MATERIAL/BOOK CHECKOUT

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

**Books, CD-ROMs and Diskettes:**

9 items for 3 weeks

**DVDs, Videos:** Library Use Only

**Music CDs:** Library Use Only

**Magazines, Newspapers:**

Library Use Only

**Reference Books:** Library Use Only

## 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.

## 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 (Board Policy 5407). 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.

# INSTRUCTIONAL CENTERS

## 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 Dell and Macintosh computers; network services; 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 B300 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 B300 computer center as long as they are currently enrolled in an academic class at IVC and have an IVC photo ID card.

## HUMANITIES CENTER

Room A 303  
(949) 451-5249

The Humanities Center offers multiple support services in reading and writing 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, 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. While English instructors do not serve as editors or proofreaders, they work from the class assignment to assist students in the writing process from the initial stages of reading, through conception and composition, to the crucial step of revision.

Many materials are available in the Humanities Center, including reference texts such as the Oxford English Dictionary. Students may work at one of ten computer stations to word process or to browse the Internet. 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.

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 271 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.

## LIFE FITNESS CENTER AND STRENGTH TRAINING CENTER

Room PE 110 and PE 260  
(949) 451-5370

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 PE 192, Life Fitness Center Lab, and attend an orientation session. Orientation dates

*“We have a new generation of fitness machines, the kind of equipment now found in most gyms and physical therapy centers. The Life Fitness Center Lab is just the place for students who want physical conditioning or are in need of rehab.”*

*— Keith Shackelford  
Dean, Health Sciences, Physical Education and Athletics*

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.

The Strength Training Center, across from the Life Fitness Center, features Hammer Strength and Life Fitness 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, and power lifting.

## MATHEMATICS TUTORIAL LEARNING CENTER

Room B 117  
(949) 451-5259

The Math Tutorial Learning Center is designed to assist students enrolled in math classes. The center is staffed by math faculty and tutors, and students get help on a one-to-one basis. Students must sign up for a Math Tutorial Learning Center section to use the center. Students enrolled in math classes numbered between 200 and 399 should sign up for Math 280. Students enrolled in math classes numbered below 200, or in CIS 6A/6B, should sign up for Math 180. Students earn .5 units for Math 180 or Math 280 by completing at least 16.6 hours in the center during the semester.

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

# ONLINE SERVICES

## 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 (excluding summer). Students may change their initial password and forward copies of their student e-mail to another account (e.g., their home e-mail).

Approximately three weeks after the start of a semester, continuing students who have not enrolled in at least one class for the new semester will have their e-mail accounts deleted. Students who drop all of their classes will have their both their e-mail accounts and any unread messages deleted.

For the latest information about how to use the student e-mail accounts, students should go to [www.socccd.org/email](http://www.socccd.org/email) and read "Your E-mail Information."

**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 109 (949) 451-5475  
[www.ivc.edu/academics/de](http://www.ivc.edu/academics/de)

Irvine Valley College offers opportunities for students to earn college credit in nontraditional learning environments. 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. Many online classes require students to attend an orientation to receive the course syllabus, titles of texts, and other important information.

“As part of IVC’s mission to stay at the forefront of technology, we are proud to offer our students wireless connectivity. Students with wireless-enabled laptops can go almost anywhere on campus to do research, homework, even lab assignments. Visit this link: [www.ivc.edu/academics/computers.aspx](http://www.ivc.edu/academics/computers.aspx).”

— Tran Hong  
Director, Technology Services

## ONLINE COURSES

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 on campus in the college library or computer labs. 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 7.1 or higher, or Microsoft Internet Explorer 5.5 or higher recommended on Windows or Macintosh. The Test Drive feature allows users to explore the site. Students may access MySite from the IVC home page: [www.ivc.edu](http://www.ivc.edu).

# AFFILIATED PROGRAMS AND SERVICES

## COMMUNITY EDUCATION AND CORPORATE TRAINING

**Room A 109 (949) 451-5555**

The department offers fee-based, non-credit classes for adults to promote career, professional, technical and personal enrichment. 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.

## EMERITUS INSTITUTE

**Room A 121 (949) 451-5382**

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 degree or 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.

## IRVINE VALLEY COLLEGE TESTING CENTER

**Room B 355 (949) 451-5468**

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

## KAPLAN INTERNATIONAL

**(949) 451-5420 or 651-1165**

Irvine Valley College is one of 13 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. Students who successfully complete 10 weeks of advanced English at Kaplan qualify for waiver of the TOEFL requirement at IVC. The program also offers professionals an opportunity to acquire English language skills for their personal or professional needs. Kaplan is authorized under federal law to issue I-20s for applicants to obtain student visas.

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.

## AIR FORCE RESERVE OFFICER TRAINING PROGRAM (AFROTC)

Air Force Reserve Officer Training Corps (AFROTC) educates and trains highly qualified undergraduate and graduate students for commissioning as officers in the United States Air Force. AFROTC offers a variety of two, three and four-year scholarships, many of which pay the full cost of college tuition, books and administrative fees. Additionally, scholarship recipients and all students who successfully complete a summer training session at the end of their second year receive a \$350 monthly tax free personal payment.

The program consists of a one credit hour academic course for first and second year candidates, and a three credit hour course for third and fourth year students. All students take a weekly two-hour leadership laboratory that facilitates the application of leadership theory.

To enter the program, a student must be a United States citizen prior to entering the last two years of the program, be able to pass the Air Force Officer Qualification Test and medical examination, be of high moral character, be in good academic standing, and have an academic plan (undergraduate or graduate) that results in a bachelor's or master's degree from a four-year institution.

Students attending Irvine Valley College can take AFROTC at any one of the host detachment locations. For more information, contact the Loyola Marymount University Department of Aerospace Studies at (310) 338-2770. Students may also contact other AFROTC detachments located at the University of Southern California (USC) and the University of California Los Angeles (UCLA). Additional information can be found via the Internet at [www.afrotc.com](http://www.afrotc.com).