

STUDENT SERVICES

Assessment / Testing

Ventura College has an open admissions policy and requires no entrance examination. For enrollment in most English, reading and/or math courses, participation in the assessment process is strongly encouraged if students have not satisfactorily completed a prerequisite college course. Assessment testing is for advisement purposes only, in order to assist students in making appropriate course selections.

Please consult the testing schedules which appear in the semester Schedule of Classes. Students who have earned prior college credit ("C" or higher grade) for an English composition or math course may be exempt from placement tests. Students must provide a transcript of previously completed coursework *prior* to enrollment. See the Schedule of Classes for additional exemption criteria.

For meeting graduation competency requirements in English, reading and/or math, please contact the Counseling Office. Testing for ESL students is available through the Bilingual Services Office and students with disabilities may be tested through the Educational Assistance Center.

CalWORKs

Students participating in a CalWORKs (California Work Opportunity and Responsibility to Kids Act) may be eligible for subsidized child care, as well as book vouchers, transportation assistance, early enrollment and CalWORKs workstudy jobs. For more information, please contact the Ventura College CalWORKs Office at (805) 477-2021 for more information.

Campus Police Services

Campus police officers, assisted by student police cadets, are available to provide law enforcement and security services to the campus community. Anyone observing or having knowledge of possible criminal activity on or about the campus is asked to promptly report the facts of the situation to the on-duty campus police officer.

The Campus Police Office phone number is (805) 654-6486 (from campus phones dial 6486). You can also request an officer by calling the Student Business Office at (805) 654-6488 (from campus phone dial 6488).

For emergencies, dial 9-911 from College phones or 911 from pay phones. This will put you in touch with the Ventura City Police Department. Detailed guidance on matters concerning student conduct and traffic regulations is provided in the Appendices of this Catalog.

Child Development Center

A Child Development Center is available on the Ventura College campus to enable students who are parents of toddlers and preschool children to continue their education by providing a quality, developmentally appropriate program for their children, ages 18 months through pre-K.

Children thrive in a safe, loving and enriching environment. We believe that children learn by being actively involved in the learning process through exploration, discovery, experimentation and creativity.

Fees are charged for this service. A new waiting list for enrollment at the Center begins as each semester's Schedule of Classes arrives on campus. Please call (805) 648-8930 for further information.

Counseling Services

Open days and evenings for counseling drop-in visits or scheduled appointments, our staff can assist you with academic, career, or personal counseling. Counselors can provide a variety of resources to help you achieve the greatest possible benefit from your college experience.

Each counselor is a specialist in several academic areas, and you may wish to see a counselor according to the major you declare. The Counseling Office can be a valuable resource in exploring the options or defining the requirements in a particular field of study. However, you are free to select any counselor you choose.

All counselors have the expertise to assist you with course selection, educational planning, and questions concerning requirements for majors, general education, graduation, or transfer to a four-year college or university. A counselor can answer your questions about a course or academic requirements, aid you in exploring your career plans or life goals, or help you with problems that are personal. Counseling Offices are located in the Administration Building and in the E Building. For the College's Bilingual Services, please call (805) 654-6484 or visit DP-2.

Educational Assistance Center

This is the Disabled Students Programs and Services office. The EAC offers a variety of services to students with disabilities, including specialized academic, vocational and personal counseling. Please see the Instructional Support Services section for more information.

Extended Opportunity Programs and Services (EOPS)

EOPS provides programs and services over, above, and in addition to the regular educational programs of the College and is designed to assist educationally and economically disadvantaged students to be successful in their educational program at Ventura College.

ELIGIBILITY: Students must be eligible for a Board of Governor's Fee Waiver (BOGW) A or B; be enrolled full time (12 units); have completed less than 70 units of degree-applicable credit; and be determined to be educationally disadvantaged.

SERVICES:

•**OUTREACH, ORIENTATION AND REGISTRATION SERVICES:** Entry services to identify EOPS eligible students and facilitate their enrollment in the College will be provided by special outreach, an active recruitment program, special college orientation, and early registration assistance for priority enrollment.

•**ASSESSMENTS:** EOPS eligible students are assessed in reading, comprehension, vocabulary, writing, computations, study skills, and academic skill deficiencies.

•**COUNSELING AND ADVISEMENT:** Specialized counseling is provided to all EOPS students. Personalized academic/personal counseling and the development of a student educational plan is provided to all EOPS students through the EOPS certificated counselors. EOPS counselors meet regularly with EOPS students.

•**SPECIAL SERVICES:** A multi-ethnic staff is available. They can provide Spanish language assistance.

•**TRANSFER AND CAREER EMPLOYMENT SERVICES:** EOPS provides assistance to EOPS eligible students with the transfer process to four-year institutions and/or to find career employment in their field of training.

•**FINANCIAL ASSISTANCE:** All students who are admitted under the program are considered for financial assistance on the basis of need and completion of the EOPS orientation class. Each application is individually assessed.

•**TUTORING:** EOPS provides additional tutoring hours for EOPS students through the Tutoring Center.

•**COOPERATIVE AGENCIES RESOURCES FOR EDUCATION (CARE) PROGRAM:** Students who are eligible for EOPS (Extended Opportunities Services) and are TANF/AFDC/CalWORKs recipients may be able to receive financial child care assistance, gas, and on-campus meals. Students must be at least 18 years old and the single head of their household. Their child(ren) must be age 13 or under. Students must be enrolled in 12 units, have a 2.0 GPA and complete the FAFSA before applying for child care assistance at the EOPS Office. For more information, call (805) 654-6302.

•**OTHER SERVICES:** Scholarship application assistance, workshops, university field trips, emergency loans, referrals, assistance with the financial aid process, student leadership, and advocacy.

•EOPS is located in the Financial Services, Building FS. The phone number is (805) 654-6302.

Financial Services

Many students would be unable to attend Ventura College without financial assistance. If you need financial assistance to help pay the costs of attending Ventura College, the Financial Aid Office will provide you with financial aid information and services.

Applying for financial aid can be somewhat complicated and time consuming, but it is worthwhile. The role of the Financial Aid Office is to help academically capable students toward their educational goal. The College offers a financial aid package combining grants, loans, and workstudy employment to eligible students with demonstrated financial need. Financial need is determined by comparing student resources (family contribution, student assets, and student earnings) as reflected by a financial needs analysis from the Federal Student Aid Processor, with the appropriate cost of attendance budget for Ventura College. Due to limitations in funding, we are not always able to offer enough financial assistance to fulfill all of your needs. Therefore, you are encouraged to apply early each year.

The financial services philosophy is that education benefits not only the individual, but society as well. Therefore, the responsibility for meeting the costs of college expenses, while primarily borne by the student and/or the family, is shared by educational institutions, private donors, agencies, and the state and federal government for these students who have limited resources. There are three types of financial aid available: grants, loans, and work-study.

Types of Aid

• **Enrollment Fee Waiver:** The Board of Governors Enrollment Fee Waiver (BOGW) provides a waiver of enrollment fees and the health fees to qualifying students who are California residents. See Appendix XII for information regarding the methods of qualifying.

• **Grants** are awarded to recognize exceptional financial need. Students do not have to repay them as long as they fulfill requirements for eligibility.

• **Loans** allow students to defer costs by borrowing money while in school and repaying it with interest, usually after graduating or withdrawing from college. Students must show financial need to qualify for most loans.

• **Work-Study** enables students to earn a portion of their financial aid through part-time employment. Students must demonstrate financial need and be eligible to work to qualify. Earnings from work-study are subject to state and federal withholding taxes, but may not be subject to FICA (Social Security) taxes.

Payback Penalty for Withdrawal

Federal law requires paying back money if you leave school. If you get a GRANT or LOAN and then WITHDRAW from all your classes, you will OWE money to the Federal Student Financial Aid Program.

If you are thinking of withdrawing or just leaving...please, think again. Perhaps you can stay, but take fewer courses. Maybe there are services (like tutoring or personal support) that will enable you to stay. Talk with your teachers or an academic counselor to see what advice and help they can offer. Don't leave unless you must. But if you must leave, take care of business before you go.

If you must withdraw from all classes, contact the Financial Aid Office immediately to learn how much you will owe. You can arrange regular payments with the federal government without losing your student aid eligibility. It is important that you take care of these details prior to withdrawing. Failure to do so will result in a hold on your federal aid eligibility at any institution. NO EXCEPTIONS!

Scholarships

Scholarships are specific gifts of money which are provided to help students continue their studies. Each year, the Ventura College Scholarships Program awards more than \$200,000 to both continuing and transferring Ventura College students.

Applications for Ventura College scholarships may be obtained in the Ventura College Foundation Office from October 1 until the last day of Fall semester. Additional information and applications for community scholarships are available in the Ventura College Foundation Office throughout the year.

The Helping Hands Program through the VC Foundation offers scholarships each semester to assist needy students with child care costs. Scholarships are up to \$400 per semester and can be awarded retroactively to pay for previous child care expenses. The student's child(ren) must be enrolled in a licensed day care facility. The scholarship is awarded on an ongoing basis and students can reapply. Applications are available at the Child Development Center and the VC Foundation Office. Contact the Foundation Office at (805) 654-6461 for more information.

Veterans Educational Benefits

Ventura College is approved to process claims for students who are eligible to receive educational benefits under various Veteran's Administration Educational Assistance Programs. Students interested in filing benefits claims or for information should contact the Veteran's Benefits Representative, located in the Admissions and Records Office.

Enrollment and Rate of Pay

V.A. educational benefits are paid based on the number of units enrolled:

Regular Semester

- 12 units = full-time pay;
- 9 units = three-quarter time pay;
- 6 units = one-half time pay

Summer Session

- 6 units = full-time for 8 week classes;
- 4 units = full-time for 6 week classes;
- (3/4 and half-time pay calculated accordingly)

The majority of V.A. Educational Assistance Programs do not pay a monthly allowance for less than half-time enrollment, although the veteran may be reimbursed for the cost of tuition and fees.

UNSATISFACTORY PROGRESS: For the purpose of certification for educational benefits, academic probation is defined as the failure to complete a minimum of 50% of the total units attempted, and/or to maintain a minimum 2.0 cumulative grade point average. Unsatisfactory progress occurs when a veteran has been placed on academic probation for two consecutive semesters. Unsatisfactory progress must be reported to the Veteran's Administration, and the veteran may not be certified for future educational benefits. Any veteran placed on unsatisfactory progress must consult the campus Veteran's Office and receive academic counseling before educational benefits can be reinstated.

Guidance Workshops

GROUP GUIDANCE workshops or courses are offered during the day and evening. The workshops are scheduled for the full semester and for shorter periods of time and are available for credit from .5 to 3 units. They are designed to provide an atmosphere conducive to personal growth and awareness. Topics offered cover a broad range of human concerns and are intended to help you learn more effective ways of dealing with problems which may be limiting personal or career growth and awareness. Topics offered vary with each term and are announced in the Schedule of Classes. Consult the Catalog or your counselor for more specific information.

Housing Services

The College provides no campus housing, nor does it operate any off-campus housing. Students are responsible for securing any necessary housing. However, listings of accommodations are solicited through the Student Activities Office. The listings include information about rooms, room and board, rooms with kitchen privileges and other types of rentals.

The listings are made available purely as a service, and the College assumes no responsibility as to the condition of the rental or the reputation of the owner.

Selection of housing, financial arrangements, and supervision are the responsibility of the student and their parents or guardian. Housing information is posted on the bulletin board opposite the Campus Police Office in Building E. Students also have the option of posting "House for Rent," "I Need Roommates to Share" or "I Need a Place" cards at this location.

Listings may be given over the phone and listing cards are available at the Student Activities Office or on the bulletin board in Building E. For more information, call (805) 654-6487.

OTHER CURRICULAR AND COMMUNITY ACTIVITIES

Athletics

Playing under the name of the Pirates, the participants in the Men's and Women's Intercollegiate Athletic Program compete in the strong Western State Conference. To be eligible for competition, the student athlete must be continuously and actively enrolled in a minimum of 12 units during the season of competition and maintain a cumulative grade point average of 2.0. "Of the 12 credit units, at least nine shall be attempted in courses counting toward the associate degree, remediation, transfer, and/or certification as defined by the College Catalog, and are consistent with the student athlete's educational plan." (Commission on Athletics code)

The Men's Athletic Program offers competition in baseball, basketball, cross-country, football, golf, swimming, tennis, track, and water polo. The Women's Athletic Program includes competition in basketball, cross-country, soccer, softball, swimming, tennis, track, volleyball and water polo. Each student athlete must enroll in the intercollegiate sport course in which he/she intends to participate.

Cocurricular Activities

Ventura College supports a varied program of departmental, social, cultural and athletic curricular activities, as well as creative activities in dance, dramatics, music and journalism. Every student is encouraged to participate in activities of his or her choice. More information is available from the respective departments listed.

Dance

Under the direction of the dance department staff, the dance curriculum is built around two major dance productions offered each year. These provide opportunities for dance students to gain experience in all aspects of dance production and performance.

Dramatics

Under the direction of the theater arts staff, the theater curriculum is built around four major plays or other dramatic productions offered each year. These provide opportunities for drama students to gain experience in all aspects of theatrical production and performance.

Music Organizations

COLLEGE CHOIR (day), COLLEGE SINGERS (evening), MASTER CHORALE (evening): These groups are designed for people who enjoy singing a wide variety of the finest choral literature. Choir is an open group for singers with little or no previous experience. The Master Chorale is for singers with previous choral experience. College Singers may require auditions. Each group presents several concerts per year.

ORCHESTRA: Students are invited to participate in orchestra rehearsals and concerts through the day and evening program. Classes in orchestra provide opportunity to perform the great symphonic literature.

INSTRUMENTAL ENSEMBLES: Ensembles are organized each year for those students who desire experience in interpretation. String, brass, woodwind and piano ensembles are formed when qualified personnel are available.

VC PRESS

Students can gain practical experience that will enhance their academic training in writing, art, graphics, photography, Web site design, and English grammar by joining the staff of the college newspaper and cyber-newspaper. The *VENTURA COLLEGE PRESS* is an award-winning, weekly newspaper published by and for Ventura College students. It covers campus and local news. Students learn to assign stories and photos, write and edit news, features, sports, reviews and editorials, and design and lay out pages and advertisements. Writing, graphics and page makeup are all done on Microsoft Word and QuarkXPress computer software on an Apple Macintosh desktop publishing system in the *VC PRESS* newsroom. Adobe Photoshop is the software utilized for photo production. The paper is published 10 times each semester.

Office of Bilingual College Services

OFFICE OF BILINGUAL COLLEGE SERVICES offers (in English and Spanish) academic and personal counseling, and career planning. It also provides matriculation services using a "one-stop center" approach to best meet the needs of the ESL, CalWORKs, vocational/job training, and/or re-entry student population enrolling in ESL and short-term training programs. Matriculation services available at the Office of Bilingual College Services include college orientation, ESL assessment, group advisement, registration, and assistance completing the financial aid applications (FAFSA and Fee Waiver). This office also serves to welcome those students who are transferring from Ventura College's Off-campus programs to the main campus in Ventura.

Personal Counseling

PERSONAL COUNSELING is available on an appointment basis. Professional counselors understand that personal concerns sometimes interfere with learning and that problems of a personal nature can affect many dimensions of one's life. This service is designed to help you explore your concerns in a comfortable, supportive, and always confidential setting. Personal counseling can help you sort out your feelings and emotions, discover alternatives, learn skills to resolve your concerns, improve your relationships with others, and generally achieve increased satisfaction with your decisions. The counselors are here to listen, to talk, to be with you. Come in or give us a call. We care. You can make an appointment for personal counseling through the Counseling Office located in the Administration Building or by calling (805) 654-6448.

Re-entry and Women's Center

THE RE-ENTRY AND WOMEN'S CENTER is a student service which provides a variety of resources and services to women and men re-entering school. The Center also offers a network of information and resources unique to women. In an effort to equip students with the best set of tools to accomplish their goals the Center's various services include an orientation each semester, textbook lending library, video library, workshops, support groups, children's clothing exchange and personal counseling, as well as a supportive environment to all students at Ventura College. Check our Web site: www.venturacollege.edu for our calendar of events and scholarship information. The Center is located in Building B, adjoining the cafeteria, facing Telegraph Road. Call (805) 654-6365 for more information.

STUDENT ACTIVITIES

Student Activities Program

The goal of the STUDENT ACTIVITIES PROGRAM is to provide opportunities for students and the College to expand and develop through a wide variety of activities and experiences. Student participation in the Student Activities Program comprises two major areas: governance and college activities. Within each, a wide spectrum of experience is available to students. Program areas include but are not limited to: student activities and programs, leadership and leadership internship classes, ASVC Board and student governance, student organizations, student housing, posting approval, vendor approval, use of facilities and services by student organizations, student photo identification and library cards, scholarships, and student commencement.

Advertising or Posting on Campus

All flyers, posters and advertisements posted on campus must be stamped for approval by the Student Activities Office. Information then may be posted **only on** the College's bulletin boards or kiosks for a maximum of 14 working days. Transparent tape, tacks or staples only can be used. No information may be placed on walls, vehicles, sidewalks, windows, trash cans, benches, etc. Approved College-sponsored event information may be posted on the glass windows of the Campus Center, but only on the east side facing the Quad. Unapproved items, or those placed over approved information, may be removed by staff.

Associated Students

Students are encouraged to participate in campus shared governance. The Associated Students of Ventura College (ASVC) assumes major responsibility for coordinating student activities and expressing student concerns, interests, and viewpoints to the administration. Student governance meetings are held every Tuesday at 12:30 p.m. in the Campus Center Conference Room (cafeteria). Student participation is welcome. Students have the opportunity and are encouraged to be represented on all College-wide and District committees, councils, and boards that influence College policy making. Visit the Student Activities Office, B building, room 155, or call (805) 654-6487 for more information.

ASVC Photo Identification Card

The Associated Students of Ventura College encourage you to purchase an ASVC card. This card entitles students to many benefits that are financed largely by the funds received from membership in the ASVC.

Upon payment of the fee (\$10 yearly or \$6 per semester), students receive an ASVC photo I.D. card which entitles them to a variety of goods and services, including 10% discount on used books and most supplies in the College Bookstore, free admission to V.C. athletic events, discounted student theatre performances and musical performances, and discounted *VC PRESS* classified advertisements. In addition, 10-50% discounts are available from a variety of businesses in the community. Cards are issued through the Student Activities Office.

Student Leadership Course

Students on the ASVC Executive Board have the opportunity to take Student Leadership V02. The course is specifically designed for ASB Executive Officers, members of student organizations, campus clubs, honor societies and other interested students. Students gain conceptual and practical experience in leadership skills, shared governance, and in the overall campus organization. The course provides three units of credit transferable to CSU and is repeatable.

Student Organizations

A variety of special interest and student organizations are active on campus. These organizations provide an opportunity for students to meet, organize and work together to achieve specified goals. Officially registered active clubs or organizations may sit on the ASVC Board, if they have met the minimum number of student members required and have a club representative and/or alternate representative to attend board meetings. Associate club/student organizations (nonvoting) are officially recognized, if they have a minimum of eight members and meet other requirements. Student associations/clubs applications are available in the Student Activities Office. The following groups have been active in the last several years:

- African American Student Union (AASU)
- Alpha Beta Gamma (ABG)
- Alpha Gamma Sigma (AGS)
- American Institute of Architectural Students (AIAS)
- Asian-Pacific Student Union (APSU)
- Auto Technology
- Campus Christian Fellowship
- EAC Challengers
- Engineering Club
- Extended Opportunities Programs and Services Student Association (EOPSSA)
- International Students Association
- Psychology Club
- Model United Nations Club
- Movimiento Estudiantil Chicano de Aztlan (MEChA)
- Native-American Club
- Society for Hispanic Professional Engineers (SHPE)
- Student Nurses Association
- Ventura Anime Club
- Vocational Industrial Clubs of America (VICA)

Student Health Center

Students are required to pay health fees, unless exempted by the Board of Governors Fee Waiver, when they register for classes. These fees entitle them to unlimited consultations with the Student Health Center. There are nominal fees for laboratory tests, procedures, medications, etc. The health fee also provides accident insurance coverage while students are on campus.

Students seeking medical care or information about any health concerns are encouraged to call the Student Health Center. Health services are offered, such as first aid, blood pressure readings, hearing and vision screening, blood tests, tuberculin skin tests, pregnancy tests and immunizations. During medical clinic times, a physician or nurse practitioner provides diagnosis and treatment of acute illness, general medical problems, musculoskeletal problems, skin disorders, and women's health care (Pap smears, family planning, infections).

Personal counseling is also available at the Student Health Center. An appointment can be arranged with counselor-interns for students who have personal concerns which are interfering with achieving academic goals.

The Student Health Center hours may vary each semester. Please call or stop by for office hours, specific medical clinic times, and for a brochure describing the services offered. Appointments are necessary unless you need prompt attention. The Student Health Center phone number is (805) 654-6346.

Transfer and Career Center

The TRANSFER AND CAREER CENTER provides services to students planning to transfer to a four-year college or university. The Center schedules on-campus visits by representatives from various colleges and universities and sponsors an annual Transfer Day event in which over 50 colleges and universities attend. Workshops are held to assist students on various topics, including transfer admissions, financial aid, scholarships, and application process. The Center provides reference materials, college catalogs, applications and other services necessary for planning and achieving a smooth transition between institutions.

Career advisement is also offered to assist students with career exploration and educational choices. The Center offers information on emerging career possibilities locally, statewide, and nationally, as well as salary and job trends. Career assessment instruments are available for a nominal fee. The Center provides a collection of printed and audiovisual materials, as well as software and Internet-based career exploration resources. Various career related workshops are held, including career decision making, resume writing, interviewing and job-search strategies. The Center also sponsors an annual Job Fair each Spring in which over 60 employees attend.

Counselors are available by individual and group appointment to assist students with major, career, job, and college and university planning.

The Transfer and Career Center is located in the E Building, and the phone number is (805) 654-6473 or (805) 654-6411.

Transportation to Campus

Transportation to and from campus is the student's responsibility. The College provides no bus services and makes no payment in lieu of transportation. VISTA bus service (800) 438-1112, provides bus transportation to Ventura and the surrounding communities with daily service to the College. This is the most affordable and hassle-free way to travel to and from the campus. Bus schedules are available in the Student Activities Office or at the phone switchboard in the Administration Building.



The Honor Society at Club Day in the Quad