



STUDENT SUPPORT SERVICES AND SPECIAL PROGRAMS

FINANCIAL AID

Location: Building 1700, (760) 355-6266

Financial aid programs are intended to help eligible students pay for college expenses including books, fees, transportation, and other necessities. Often students assume that they will not qualify for financial aid; however the IVC Financial Aid Office encourages students to become informed about the variety of aid programs available to community college students.

Financial aid funds are administered in accordance with federal and state regulations governing financial assistance for education. The basis of the policy is that students and their parents have the primary responsibility for meeting educational costs. The amount of the expected contribution from students and their family is determined by careful analysis of family financial strength, taking into consideration information reported on the Free Application for Federal Student Aid (FAFSA), or the California Dream Act Application.

WHO QUALIFIES FOR FINANCIAL AID?

To receive federal aid, you must:

1. Prove financial need based on federal and state guidelines.
2. Have a high school diploma or GED.
3. Be enrolled as a regular student working toward a degree or certificate.
4. Be a U.S. citizen or eligible non-citizen. Others may qualify for state aid, see the California Dream Act section.
5. Be making satisfactory academic progress.

6. Not be in default on any educational loan or owe a refund on an educational grant.
7. Register with the Selective Service System (applies to male students only).

Free Application for Federal Student Aid (FAFSA)

To apply for financial aid, students must complete the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.ed.gov. The FAFSA is used to determine eligibility for all state and federal financial aid.

Satisfactory Academic Progress

Continued eligibility for financial aid at Imperial Valley College is dependent upon academic success. Students must maintain a 2.0 GPA or better and complete at least 67% of all coursework attempted, and complete their program within maximum timeframe standards. Failure to meet these standards will result in the loss of all federal and some state aid.

Return of Title IV Funds

Federal law requires that all students who receive federal Title IV aid and leave school before completing 60% of the term may be required to pay back some or all of the aid received. Detailed information regarding the return of federal aid is available in the IVC Financial Aid Office or on the college website.

California Dream Act

Students who meet AB 540 criteria may apply for State aid by completing the California Dream Act Application. Please contact the Financial Aid Office for more information.



IVC
FOUNDATION

NEED HELP TO PAY FOR COLLEGE?

The Imperial Valley College Foundation offers numerous scholarships to students throughout the school year.

Please contact the Financial Aid or Foundation Offices for a current list of all the scholarships that are available or visit www.imperial.edu/scholarships

Imperial Valley College Foundation • P.O. Box 158 • Imperial, CA 92251 • (760) 355-6113

Financial Aid Programs at IVC

STATE PROGRAMS

- **California College Promise Grant:** A program for California residents attending a community college. The fee waiver pays for enrollment fees for eligible students. It does not cover parking, lab, material, health fees, or the student representation fee.
- **Cal Grant:** A state-funded grant program for California residents. All Cal Grant award offers are subject to the approval of the final state budget. www.csac.ca.gov
- **Community College Completion Grant:** A state-funded grant program that pays additional funds to Cal Grant B and C recipients who enrolled in 12 or more units.

FEDERAL PROGRAMS

- **Federal Pell Grant:** A grant program for students who have not earned a bachelor's or professional degree. Students must file a FAFSA and demonstrate financial need.
- **Federal Supplemental Educational Opportunity Grant (FSEOG):** A program that funds grants based on demonstrated exceptional financial need. Priority is given to Pell Grant recipients. Funding at IVC is limited.
- **Federal Work Study (FWS):** A program that funds part-time job opportunities to students with financial need. Students must be enrolled in at least 6 units. Funding is very limited.

Imperial Valley College does not currently participate in any of the federal student loan programs; however, general information regarding private education loans is available upon request.

Scholarships

Imperial Valley College offers scholarships through the college's Foundation Office. Scholarships, as opposed to Financial Aid which is awarded based on need, are awarded based on academic achievement and community & campus service. Recipients are determined by the Scholarship Selection Committee, which reviews student scholarship applications and, for some scholarships, conducts oral interviews.

Specific information about each scholarship and the online application are available at www.imperial.edu/scholarships. Scholarship recipients are selected each spring, with award monies disbursed the following fall upon verification of the student's enrollment at the college. All applicants are notified in May. Scholarships are also available from sources beyond Imperial Valley College. The following sites may be helpful:

www.imperial.edu/scholarships

www.CollegelsNext.com

www.FastWeb.com

www.College-Scholarships.com

www.FindTuition.com

www.LatinoCollegeDollars.org

www.ScholarshipExperts.com

www.Scholarships.com

COUNSELING SERVICES

Location: Hector L. Lopez Student Services Center, Building 100, (760) 355-6543

Imperial Valley College counseling services help students with a variety of educational, career, vocational, as well as personal issues/concerns. Students clarify their needs, make decisions, set goals and deal effectively with personal obstacles with the help of counseling faculty. Confidentiality is paramount in the relationship between student and counselor. An individual appointment is necessary for students who wish to meet with a counselor for academic planning, transcript evaluation and career counseling. It is advisable for students to make an appointment to allow sufficient time to have their questions answered on a one-to-one basis. Call (760) 355-6543 for information or to schedule an appointment.

Academic Counseling

Counselors review transcripts from other colleges and explore transfer options/requirements based on a declared major. Counselors work in conjunction with students to develop a personalized comprehensive Student Educational Plan (SEP) via the Internet-based DegreeWorks program.

Career Counseling

Imperial Valley College counselors are trained to provide students with career counseling, but if students wish to perform a comprehensive research, they can enroll in Counseling 100, Personal and Career Development (COUN 100). The course will provide students with personal and career guidance, which includes interest inventories and referrals to off-campus websites to supplement their research.

Personal Counseling

Personal counseling is provided to students upon request; students may also receive psychological services in the Health and Wellness Center. In addition, Imperial Valley College offers Counseling 120, College Success Skills (COUN 120), which includes: interpersonal communication, self-awareness, stress management, behavior change, and referral to community resources.

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. The duration of a drop-in counseling session is a maximum of 30 minutes. Drop-in counseling sessions are available daily. The counseling receptionist will inform you what services can be provided during a drop-in session (i.e. forms).

Transfer Center

Location: Hector L. Lopez Student Services Center,
Building 100, (760) 355-6543

The IVC Transfer Center strives to make transferring to the university system as smooth and seamless as possible. The Transfer Center provides information, services and sponsors special events for students who are preparing to transfer to four-year colleges and universities. The center provides information about transfer programs, general education requirements and arranges appointments with representatives from four-year colleges and universities. Assistance with online applications for admission to California State University (CSU), University of California (UC), California's Private/Independent and Out-of-State Colleges and Universities is available in the Transfer Center. The Transfer Center sponsors a Spring Semester mini-fair each semester, a College and University Day in the fall semester with representatives from colleges and universities throughout California and out-of-state universities, and conducts workshops on the transfer process.

The Transfer Center also provides counseling and resources for students that include college catalogs, articulation agreements, online computer resources, and transfer counseling.

Disabled Student Programs and Services (DSPS)

Location: Mel Wendrick Access Center,
Health Sciences Building, Rm. 2107 (760) 355-6434/6313

The function of the Disabled Student Programs and Services (DSPS) unit is to accommodate for students' disabilities regardless of a person's educational limitations, enabling that individual to participate in the educational experience at Imperial Valley College to achieve their academic and vocational goals.

The students are eligible for accommodations related to their disability under Section 504 of the Rehabilitation Act and the American with Disabilities Act. Any student interested in receiving services must contact the DSPS well before classes start to establish eligibility to insure timely provisions of services. Information can be found on our website: <http://www.imperial.edu/students/dsps>. Participation in the program is voluntary.

Eligible students who have a verifiable disability may qualify for support services through DSPS. Services are provided to students with physical, learning, vision, hearing, communication, mental health and other health impairments.

Educational accommodations arranged through the DSPS office include priority registration; counseling, testing accommodations, note takers, interpreters for deaf students, LD assessment, equipment such as print enlargers, recorders and other alternate media, adapted computer lab and instruction. Liaison with community agencies is also an important component of the DSPS program. The Workability III program, in collaboration with the Department of Rehabilitation (DOR), offers pre-employment workshops, as well as direct job placement, and post employment follow-up for clients of DOR. The campus is physically accessible.

Educational Talent Search

Building 2000, (760) 355-6109

Imperial Valley College Educational Talent Search is a federally funded program designed to help low-income and potential first generation college bound students gain entry to and eventually graduate from an institution of higher education. The goal of the program is to provide assistance to these students as a means to facilitate their postsecondary institutional educational objectives. The ETS staff provides many services aimed at preparing participants for college and assisting participants with college related activities. The Educational Talent Search Program staff is available to students until graduation from high school and in the transition process to college. Some of the services provided include, but are not limited to: Academic and Career Counseling, Career and College Prep Workshops, Financial Aid Assistance, College Admission Process Assistance, Tutorial Assistance, Parental involvement, Fieldtrips to Universities, Assistance to Re-enter High School or College. There are eligibility requirements and the application can be downloaded at: www.imperial.edu/students/talent-search/.

Upward Bound

Building 2000, (760) 355-6252

The Imperial Valley College Upward Bound Program provides fundamental support to participants in their preparation of college entrance. Upward Bound is a federally funded program providing opportunities for participants to succeed in their precollege performance and ultimately in their higher education pursuits. Upward Bound serves: high school students from low-income families in which neither parent holds a bachelor's degree. The goal of Upward Bound is to increase the rate at which participants complete secondary education and enroll in and graduate from institutions of postsecondary education. Upward Bound provides academic instruction in mathematics, composition, literature, science and foreign languages. Other services include tutoring, counseling, mentoring, and cultural enrichment services designed to improve the financial and economic literacy of students. These services and activities are provided during the Summer Residential at UCSD – Bridge at IVC – and Academic Year Services at the high school sites. For program offerings and eligibility requirements please visit the website at: www.imperial.edu/students/upward-bound.

Student Support Services (SSS)

Location: Hector L. Lopez Student Services Center,
Building 100, (760) 355-6379

Student Support Services is a federally funded program designed for students who possess the potential and motivation to succeed in college. The primary goal of the program is to provide support and to ensure students the opportunity for the best possible education. Services include, but are not limited to, academic, career and personal counseling; cultural and educational field trips; and workshops.

Cooperative Agencies Resources for Education (CARE)

Location: Hector L. Lopez Student Services Center, Building 100, (760) 355-6407

The primary goal of the CARE program is to provide additional support services that ensure the academic success of single parents who also are CalWORKs participants. There is a heavy emphasis on personal counseling and on referrals to community agencies that provide services beneficial to CARE students. The CARE program also provides academic and career counseling, referral to childcare services, priority registration as well as all of the services provided to EOPS students. Students applying to the CARE program must also apply to the EOPS program. Further information may be obtained at the EOPS office.

Website: www.imperial.edu/students/eops/

Extended Opportunity Program and Services (EOPS)

Location: Hector L. Lopez Student Services Center, Building 100, (760) 355-6407

Extended Opportunity Programs and Services (EOPS) is a state funded program designed to provide academic support services to low income and educationally disadvantaged students. EOPS is composed of a group of professionals ready to assist you with the resolution of both academic and personal issues. Our staff is trained to understand the problems of our culturally diverse population and strives to meet student needs that are as diverse as our student population. EOPS services include academic, personal, and career counseling, priority registration, tutoring, book grants, EOPS work-study positions, assistance with the transfer process, and referrals to campus resources as well as referrals to community agencies that provide resources beneficial to EOPS students. You may submit your application online (located on the college's website under EOPS) or pick up an application at the EOPS office beginning May 1 for the fall semester and November 1 for the spring semester.

CalWORKs Program (CalWORKs)

Location: Hector L. Lopez Student Services Center, Building 100, (760) 355-6556 or (760) 355-6129

Imperial Valley College's California Work Opportunities and Responsibilities to Kids (CalWORKs) program partners with Imperial County Department of Social Services to provide many supportive services to CalWORKs cash aid recipients. Services include college work-study, child care, transportation assistance, help to pay for books and other costs related to the approved Educational Plan along with specialized counseling. Priority registration can also be given to students who are in CalWORKs.

CalWORKs recipient students are encouraged to meet with the IVC CalWORKs counselor as soon as possible when they come to IVC.

Website: www.imperial.edu/students/calworks/counseling-services

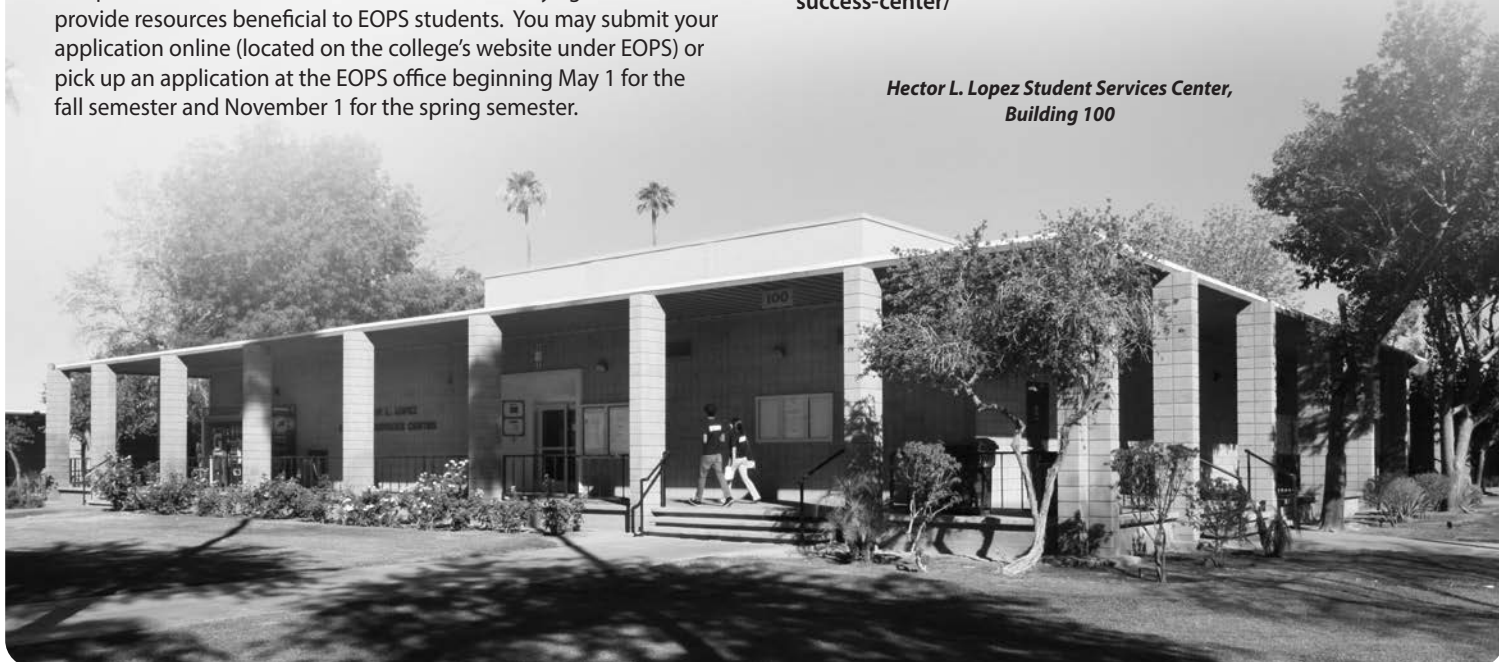
Military and Veteran Success Center (MVSC)

Location: College Center Building 600, Office 624, (760) 355-6141

The mission of Imperial Valley College's Military & Veteran Success Center is to provide a holistic approach to serving military/veteran students through focusing on three key areas: 1) Academics, 2) Health and Wellness, and 3) Camaraderie; to serve as a central hub that connects military/veteran students, as well as their families, to campus and community resources that reinforce the concept of AT EASE (Academic Transition and Employment Access for Student Excellence). Our goal is to ensure a seamless transition from military to civilian life.

Website: www.imperial.edu/students/military-and-veterans-success-center/

*Hector L. Lopez Student Services Center,
Building 100*



VETERANS SERVICES

Veterans Services are located within the Military and Veteran Success Center, Building 600, Office 624 (760) 355-6141.

Montgomery G.I. Bill Education Benefits

Imperial Valley College (IVC) is approved by the Veterans' Administration to offer eligible veterans and their dependents military service-connected benefit programs leading to an Associate degree or transfer to a four-year institution. The Department of Veterans Affairs (DVA) administers several educational assistance programs for which basic eligibility may vary. Generally, only the DVA can determine an applicant's eligibility for educational assistance.

All persons receiving educational benefits must personally contact the Veterans Rep after enrollment every semester to continue benefits. In addition, a Student Educational plan (SEP) must be on file by the end of the first semester. This plan must be developed and reviewed by an academic counselor.

Priority Registration

As our way of saying thanks for serving our country, Veterans receive priority registration by completing the Priority Registration Form. This form is available by contacting the Veterans' Rep or on IVC's Veterans' website: <https://www.imperial.edu/veterans-forms>

Military Credit

Veterans can receive credit for HE 100 (2.0 units) and PE 110 (2.0 units) by presentation of the DD214 to the Veterans Rep and obtaining the Add Authorization code to add the courses.

Veterans can also receive up to 16 units for education experience in the Armed Services. For more information please refer to this website: www.acenet.edu/news-room/Pages/Military-Guide-Online.aspx or see a Counselor.

Disabled Veterans

Veterans who qualify for educational benefits as disabled veterans may be entitled to special educational benefits. Veterans should visit the DVA Regional office, 8810 Rio San Diego, CA 92108 to determine their eligibility for disabled status. Veterans with disabilities are encouraged to investigate services offered through IVC's Disabled Students Programs and Services.

Veterans' Dependents – War Orphans

Students who are children or widows of veterans who died as a result of military service or are dependents of veterans who were totally disabled as a result of war service (or peacetime military service since September 16, 1940) may be eligible for assistance from the Veterans Administration (VA) or the State of California. Inquiries regarding these benefits should be made through the DVA Regional Office.

Student Liability

The veteran/dependent student assumes full liability for any overpayment of veteran's education allowance benefits. **The final responsibility for monitoring the process of qualifying for educational benefits rest with the individual applicant.** FAILURE TO TAKE THE PROPER CLASSES CAN RESULT IN THE REDUCTION OR TERMINATION OF BENEFITS.

Veteran/Dependent Student Lack-of-Scholastic Progress

Students will not be certified for enrollment if placed on Scholastic or Lack-of-Progress Dismissal status. If you have previously been placed on Scholastic Probation and have a cumulative grade point average of less than 2.0 in the last two consecutive semesters of enrollment and are eligible for certification of Veteran Benefits, you will be dismissed at the end of each semester as a veteran student (lose veteran certification) as required under Veterans Administration approval criteria regulations.

Students who have previously been placed on Lack-of-Progress Probation and have 50% or more enrollment grades of "W", "I", or "NP" recorded in the last two consecutive semesters of enrollment will be dismissed at the end of each semester as a veteran student (lose veteran certification) as required under Veterans Administration approval criteria regulations.

Certification can be reinstated once the veteran student has achieved a cumulative GPA of at least 2.0 and an overall completion rate above 50 percent.

Mitigating Circumstances

If you have special circumstances that prevented you from being in good academic standing, mitigating circumstances could be awarded for one semester with proper documentation on a case by case basis. Please meet with the certifying official in the Military and Veteran Success Center, Office 624.

Tutorial Services

Tutorial services are available to all veterans who meet established VA criteria. Please contact the VA for more information.

Transcripts

All official transcripts of prior college work and military training, should be on file in the Admissions and Records Office by the end of the first semester of attendance at this college. Certification for benefits for the second semester will be withheld if transcripts are not received.

Units Required for Entitlement of Benefits

The following number of units are required each semester to certify students for educational and training allowances. Short-term courses are computed proportionately for payment purposes. Please see the Veterans Rep for more information.

- 12 units or more full allowance
 - 9 - 11.5 units three-fourths allowance
 - 6 - 8.5 units one-half allowance
 - 2 - 5.5 units one-fourth allowance*
- *Chapters 32 and 1606 only.

Post 9/11 (Chapter 33) entitlements differ. Please see the Veteran's Rep for more information.

Repeated Classes

By district policy, the veteran is eligible to repeat courses in which a "D" grade has been received; however, the course may be certified for benefits only if a grade of "C" or better is earned towards a degree or other necessary prerequisites are met.

Winter/Summer Sessions

Veteran benefits are also available for the winter/summer sessions with different number of units required for entitlement. See veterans rep for more information.

Withdrawal/Change of Classes

Veterans are required to notify the campus Veteran's Rep when they stop attending class, withdraw from the college or add or drop a class. Such changes should be reported immediately.

ONLINE SERVICES AND DISTANCE EDUCATION

Student Email

Students are automatically provided a **username@students.imperial.edu** email account shortly after submitting their CCCApply application to the college. Usernames are assigned automatically (customized names are not provided), and accounts will remain available even after the student has completed their studies at the college. When the account is created, the password will automatically be synced with your current WebSTAR password. Students can change their email password by updating their WebSTAR password (your email password should be updated in 5 minutes or less automatically).

You can login to your account by visiting: **outlook.office365.com**. Once a student has logged into their student email account, they can setup email forwarding so that copies of their student email can also be sent to a personal email address.

For the most current information about how to use your student email account, please log on to: **my.imperial.edu/student-email** (your Student ID and WebSTAR password will be required).

Important Notice: This address will be the primary email address we'll use to contact you while you are studying at Imperial Valley College (this includes all Financial Aid contacts). You will also be required to use this account for a number of new services we will be launching in the near future for students. Students are expected to check their email on a frequent basis in order to stay current with college-related communications. Students have the responsibility to recognize that certain communications may be time-critical. The best strategy is to get accustomed to checking your student email account at least once a day while you are a student at IVC, especially during critical times such as registration.

Distance Education

Distance Education: Online Classes

Imperial Valley College offers courses online to provide more flexibility and accessibility for all students. Online courses can be taken using any Internet-connected computer, and are an alternative for those living at a distance from the campus or those unable to be on campus during regular class hours. Delivered through the Internet via the Canvas course management system, these courses are either fully online or a hybrid mix of online and classroom modalities.

Courses offered via distance learning are subject to the same rigorous evaluation as traditional courses. Students enroll in online courses through the regular registration process. Fees and academic credits for online courses are the same as they are for traditional courses. For additional information, please consult the IVC Schedule of Classes or the Distance Education Webpage at <http://imperial.edu/de>.

Computers are available for students in the campus library and in several computer labs located throughout the campus. In addition, IVC maintains a powerful Wi-Fi network for students who wish to use their own laptops or other mobile devices while on campus. Students new to online learning are encouraged to enroll in the Learning Online Orientation course (CIS 050).

IVC started offering Distance Education courses in 2004, when the online program started with 60 students. Today, we offer numerous online courses in a wide variety of disciplines. The college provides a wide range of online and phone support services to assist all students. For more information, please contact the Distance Education Coordinator.

Distance Education Counseling

Online counseling is available for IVC students who are taking online courses. Services are provided by Paige Lovitt, Distance Education Counselor (office in the Hector L. Lopez Student Center, Building 100); telephone **760-355-6418**; email **paige.lovitt@imperial.edu**.



ADDITIONAL RESOURCES AND CENTERS FOR STUDENTS

Athletics

Intercollegiate competition is held in a variety of sports. IVC competes in the Pacific Coast Athletic Conference. The Pacific Coast Athletic Conference includes College of the Desert, Grossmont, Mira Costa, Palomar, San Diego City, San Diego Mesa, San Diego Miramar, Cuyamaca, San Bernadino Valley, Southwestern Colleges and Mt. San Jacinto.

Bookstore and College Center

The college bookstore is maintained by the district through a lease arrangement with a private company. All college textbooks and necessary supplies are available. The College Center building contains an eating and social venue. It also has a snack and coffee bar that sells refreshments and meals to students, staff and the general public.

Early Education Labs

The Preschool and Infant/Toddler centers are demonstration lab programs that meet the educational, research, and service needs of the institution and community at large. The Preschool program (children 3.5-5 years of age) and the Infant/Toddler program (new-born- three years of age) is located in buildings 2200 and 2300. Service is available to families who meet the California Department of Education qualifications for enrollment. The centers are open Monday-Friday from 7:15-5:30. Breakfast, lunch and snack are provided through the California Adult and Child Food Program. Location: Buildings 2200 and 2300. Phone: (760) 355-6528 or (760) 355-6232.

Community Service Classes

Community service classes are offered as fee-based, not for credit courses in areas of public and community interest including on-line classes. Community service classes include traffic school, motorcycle safety, foreign language, computers and other general areas of interest. Community service classes are open to everyone and are supported entirely by class fees. See the current Imperial Valley College Class Schedule for community service courses or go online at <http://community.imperial.edu>

Exercise Science, Wellness, and Sport Program

IVC strongly believes in the efficacy of health education for all despite age, sex, or physical condition, a class is available and appropriate to the physical performance level of each student.

Exemptions may be granted for:

- Physical condition (medical excuse required).

Upon petitioning for graduation, a student must show a minimum proficiency in the following:

- Successful completion of PE 100 plus one elective PE activity unit (3.0 units required).

Students in physical education activity classes are required to dress appropriately. Appropriate dress for activity classes includes tennis shoes, shorts, sweat pants or jogging apparel, and tee shirts or a similar top for vigorous activity.

Non-Credit Education

Non-credit education is an alternative instructional delivery system for students not desiring college credits. It increases the access for students with diverse backgrounds. Non-credit instruction provides opportunities for students to improve their earning power, literacy skills, and access to higher education. Non-credit courses are designed to provide life-long learning opportunities in three primary instructional areas including:

1. Literacy: includes adult basic education and English as a Second Language.
2. Workforce Preparation: includes short-term career technical education.
3. Family and Community Education: includes instructional offerings in areas that provide family, health, and life skill development.

Non-credit courses are open to California residents over the age of 18 and are free. See the current Imperial Valley College Class Schedule for non-credit courses or go online at www.imperial.edu.

Student Activities

Student affairs are governed by the Associated Student Government of Imperial Valley College. Those students who are socially inclined will find an opportunity for the development of their interests in clubs and the social affairs of the year. Others who are interested in athletics will benefit from a variety of intercollegiate sports and those who are interested in music, publications, or student government will find many opportunities for participation in these activities.

Student Health Services

As an Imperial Valley College student your pre-paid session health fee entitles you to a variety of Student Health Services. Pioneers Memorial Healthcare District was selected as the provider for our basic health services such as first aid and care for minor illnesses. The services also include health screenings, health promotion, vaccinations and mental health counseling. Walk-in and appointment services are available and can be accessed by visiting or contacting the Student Health Center (SHC), (760)355-6310. Services are not available when IVC is not in session.

To access the on-campus or off-campus services offered, every student must: 1) bring a current IVC Identification Card, 2) bring a current copy of WebSTAR classes, and 3) inform the healthcare staff you are a student at IVC.

All students are strongly encouraged to carry outside insurance coverage for situations or issues not covered by Student Health Services. Students needing additional, non-covered services can visit the following locations:

Campus Service Location

Student Health Center (SHC on campus)

380 East Aten Road, Building 1500, Library Room 1536
Imperial, CA 92251
(760) 355-6310

Off-Campus Service Locations

Each enrolled student is also entitled to one minor sick visit per semester/term at any of the following locations subject to a reduced fee of only \$35.00.

Pioneers Memorial Hospital

Emergency Room (ER)
207 West Legion Road
Brawley, CA 92227

Calexico Health Center

450 East Birch St.
Calexico, CA 92231
(760) 768-6262

Pioneers Health Center

751 W. Legion Rd., Ste. 103
Brawley, CA 92227
(760) 351-4400

Women's Health at Pioneers Health Center

751 W. Legion Rd., Ste. 201
Brawley, CA 92227
(760) 351-3700

Please contact each clinic for hours of operation.

IN CASE OF EMERGENCY

If you have a life-threatening illness or injury that requires an ambulance, call 911 immediately.
Emergency costs are not covered by Student Health Services

The **Student Health Fee** allows students to receive health services on campus and at various health centers in the community. The fee is not related to health insurance and is required whether or not students choose to use the Center. The Board of Governors (BOG) fee waiver will not cover this fee. Students receiving a BOG will need to pay the fee. Exemptions from the fee may be granted for the following:

- Students who depend exclusively upon prayer for healing in accordance with the teachings of a bona fide religious sect, denomination, or organization.
- Students who are attending IVC under an approved apprenticeship training program.

Work Experience

Work Experience is a cooperative educational program between Imperial Valley College and community employers. The college provides the organization, the coordination of class facilities, and the personnel for the program. The employers provide places to work (workstations) and on-the-job training which has educational value for the students. The unit of credit earned may be used to meet some of the graduation requirements in selected programs.

Spencer Library and Media Center

Location: Building 1500

Circulation Desk: (760) 355-6409

Reference Desk: (760) 355-6445

The Imperial Valley College Spencer Library provides students, faculty, and staff a wealth of information resources including books, e-books, and Web-based research databases, including many full-text journals, as well as print newspapers and journals.

The Spencer Library offers resources in a variety of formats: print, Web-based, microfilm, videotape, DVD, and CD. Over 50,000 books, 425 periodicals and newspapers, Web-based research databases, historical runs of periodicals on microfilm, and several hundred videotapes, DVDs and musical CDs are available.

Library Computers

Forty-eight computer workstations in the library provide currently enrolled students access to the Spencer Library's online catalog, e-books, research databases, the Internet, student e-mail, and Microsoft software. The computer facilities in the library are for education and research purposes only. Campus-wide Wi-Fi provides students with access to the Internet and library resources on their own devices. Students and faculty can also access the library's electronic resources from off campus.

Library Classroom

The Spencer Library maintains a classroom (room 1502) equipped with twenty-five computer workstations. Reference librarians conduct regular Information Literacy training classes for groups and classes to help students improve their research skills.

The Library is a member of the San Diego and Imperial Counties Community Colleges Learning Resources Consortium (SDICCLRC), and the Online Computer Library Center (OCLC). Information about the Spencer Library and access to its online catalog and research databases are available through the library's link on the IVC home page.

Library Policies

Spencer Library policies, services, and hours are described in detail on the library Web-site at: <http://www.imperial.edu/library>.

Information Literacy/Competency

Imperial Valley College library staff have a special role in assisting faculty and students to develop skills in Information Literacy Competency (ILO4). To become lifelong learners, students need to know not just how to learn but how to teach themselves. Students must acquire the skills necessary to be independent, self-directed learners. The information competencies that the College teaches all students include the ability to

- **Identify** information needs and determine the extent of information needed, clearly and concisely, define the question to be answered, and realize that the question may evolve.
- **Locate** and retrieve appropriate sources of information.
 - o Understand the structure of information: how it is produced, disseminated, organized, cataloged, stored, and retrieved, and how these factors vary by discipline. For example, how do scholars or professionals keep up to date in and contribute to their field?

- o Use indexes and other search tools effectively and efficiently to find specific resources (e.g., select appropriate tools, formulate search strategies, use appropriate search techniques, evaluate results).
- **Evaluate** information and its sources critically.
 - o Understand different types of sources and formats, and how to use them.
 - o Evaluate the relevance and reliability of the information retrieved.
- **Synthesize** the information retrieved, integrate it into one's current knowledge base, and successfully apply it to the original information need.
- **Present** this newly acquired knowledge so that others can use it.
 - o Determine the audience's needs and the best presentation format; know the standards and criteria for presenting information in the relevant subject/field/discipline.
 - o Properly cite sources: direct the audience to sources of further information and acknowledge one's sources.
- **Translate** these abilities and concepts to new projects and disciplines.

Centers for Students

Learning and Tutoring Services Centers

Learning Services includes the Study Skills Center and the Reading/Writing/Language Lab. These are open to Imperial Valley College students and faculty.

The Study Skills Center provides comprehensive learning assistance programs through tutorial programs, workshops, and test proctoring. Services are available during daytime hours. The tutorial program provides free tutoring for a large variety of courses to all students currently enrolled at IVC. The primary goal of the program is to encourage and assist students in the development of their potential as independent learners. The tutorial program provides individual and group tutoring, ESL conversation classes, individual and group study rooms, study skills workshops, and monitors equipped with VCR and DVD. Tutoring is provided by appointment and on a walk-in basis. The tutors are students who have previously excelled in their own coursework and have the recommendation of their instructor. Some IVC faculty members also serve as tutors.

Study Skills Center Tutorial Services

Location: Library Room 1511, (760) 355-6384

Free tutoring is available to all students on a walk-in basis in the Library. There is also one-on-one tutoring available by appointment to EOPS and DSP&S students. Students should go early in the semester to fully benefit from tutoring services. Workshops are also offered in study skills such as test taking, note taking, and using the library effectively.

Pauline Benoit Rice IVC Language Lab

Location: 2600 Building, Room 2608 (760) 355-6292

All students enrolled in foreign languages, English as a Second Language, or speech classes can use multimedia learning experiences as a supplement to formal class instruction. Lab classes provide students with an intensive language exposure. Instructors bring classes into the Lab as a whole, but students may also use the Lab individually.

Jean Raulston Reading/Writing Lab

Location: 2600 Building, Room 2603 (760) 355-6391

Reading instructors schedule time in the Lab during which the whole class works on a lab assignment under the teacher's supervision. Tutors are available to assist if needed. Individual reading students may also use the Lab on their own. Writing students may also come to the Lab with a class or individually to work on specific assignments. Students from any discipline may also make an appointment to receive tutoring for specific writing assignments.

Math Lab

Location: Room 2500, (760) 355-6160

The primary purpose of the Math Lab is to help students in basic math, beginning algebra and intermediate algebra. The lab has 48 workstations equipped with multi-media learning resources: computers, DVD players, and VCRs. In addition, study rooms and reference books are available. Tutors are available to assist students during the time the Math Lab is open.

Business Division Computer Lab

Location: Room 2610

The Business Division maintains a multimedia computer lab for students. Room 2610 is an open lab and has 30 computer workstations. Accounting, computer information systems, programming, office administration, economics, management, and marketing courses are supported, as well as other courses across campus. The lab has current software applications and internet access.