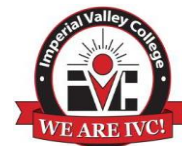




# *student Services Syllabus*



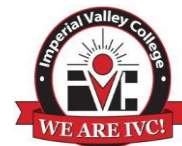
## Welcome to Imperial Valley College!

We are dedicated to supporting your academic and personal success with resources, services, and a committed team to assist you. Below is an overview of the departments and services available to enhance your college experience.

Department / Program	Mission	Services
<b>Admissions and Records</b> <b>Building 10</b> 760-355-6101	At Imperial Valley College, we have made it easy to apply for admission and qualifying for priority registration, so you can get the classes you need to achieve your goals	<ul style="list-style-type: none"><li>✓ Admission Application.</li><li>✓ Graduation or Degree Application Process.</li><li>✓ Student Forms and Petitions.</li><li>✓ Class Registration.</li><li>✓ Student Records.</li><li>✓ Transcript Request.</li></ul>
<b>Book Store</b> <b>Bldg. 500</b> 760-355-4457	Need help getting your textbooks? Skip the lines and have your books delivered straight to your door by shopping at our online bookstore. Get ready for class with ease!	<ul style="list-style-type: none"><li>✓ The IVC bookstore provides college textbooks and other course materials, IVC gifts, apparel, reference books, school supplies and works with special orders upon request.</li></ul>
<b>Business Office</b> <b>Cashier Windows</b> <b>Building 10</b> 760-355-6478	Visit us for in-person payments and answers to your general account questions. Our team is happy to assist you!	<ul style="list-style-type: none"><li>✓ Fees.</li><li>✓ Refunds.</li><li>✓ Non-Resident Tuition.</li><li>✓ Enrollment Fees.</li></ul>
<b>CalWORKs</b> <b>Building 100</b> 760-355-6556	We're here to support your success!  Get access to academic counseling, support services, and childcare assistance to help you thrive in your education and prepare for both immediate and long-term career opportunities. Let us help you reach your goals!	<ul style="list-style-type: none"><li>✓ Individual academic counseling and Student Educational Plan (SEP).</li><li>✓ CalWORKs Work Study (when available).</li><li>✓ Childcare for children ages newborn to 10 years old.</li><li>✓ Referrals to additional college programs (EOPS, CARE, DSPS, tutoring, and counseling).</li><li>✓ Priority registration at IVC (forms available).</li></ul>
<b>CARE (Cooperative Agency Resources for Education)</b> <b>Building 1600</b> 760-355-5721	The CARE program is dedicated to empowering single parents receiving TANF assistance by providing enhanced support services for academic success.  With a focus on personal counseling and community referrals, CARE offers the same benefits as EOPS and requires students to apply to both programs.	<ul style="list-style-type: none"><li>✓ Academic, career and personal counseling.</li><li>✓ Childcare, loans, bus passes, book gift cards, college orientation, workshops, referrals to resources, priority registration, and individual tutoring.</li></ul>



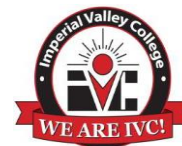
# *student Services Syllabus*



Department / Program	Mission	Services
<b>Career Center Building 1600 760- 355-5721</b>	At IVC, we empower students to explore their passions and discover a path to a fulfilling and rewarding career.  Your journey starts here!	<ul style="list-style-type: none"><li>✓ Resume and cover letter help.</li><li>✓ Job applications.</li><li>✓ Interview Preparation.</li><li>✓ Internship Opportunities.</li><li>✓ Job Placement Support.</li><li>✓ Access to a Professional Clothing Closet.</li></ul>
<b>Counseling Building 100 760-355-6543</b>	The IVC Counseling Department is dedicated to supporting and guiding students on their journey toward academic, career, and personal success. Our counselors are here to help you choose the right classes and create a personalized educational plan that aligns with your goals.	<ul style="list-style-type: none"><li>✓ Academic Advising.</li><li>✓ Course Recommendations.</li><li>✓ Comprehensive Student Educational Plans.</li><li>✓ Abbreviated Educational Plans Petitions (Repeat courses Financial Aid, etc.).</li><li>Transfer School Advising and Referrals.</li></ul>
<b>Disability Support Programs &amp; Services (DSPS) Building 2900 760-355-6434</b>	Committed to empowering students with diverse abilities, we offer a wide range of supportive services designed to meet everyone's unique needs and help them thrive academically and personally.	<ul style="list-style-type: none"><li>✓ Priority registration.</li><li>✓ Counseling.</li><li>✓ Class scheduling.</li><li>✓ Mobility assistance.</li><li>✓ Interpreting services.</li><li>✓ Alternate text production.</li><li>✓ Test proctoring.</li></ul>
<b>English as a Second Language (ESL) Building 400 760-355-1826</b>	Our English as a Second Language program is designed to strengthen students' communication, reading, and writing skills, helping them build confidence in their language abilities. It also equips students with the tools needed to thrive and succeed in a diverse, multicultural world.	<ul style="list-style-type: none"><li>✓ ESL Credit and Non-Credit Language Improvement Courses.</li><li>✓ Academic guidance with ESL Counselor.</li><li>✓ Workshops/Tutoring. ESL Computer Classes and Citizenship Classes.</li></ul>
<b>Extended Opportunities Program &amp; Services (EOPS) Building 100 760-355-6407</b>	Our staff provides compassionate support, fostering equity and inclusion to help students navigate personal, academic, and career challenges with confidence and support of community services.	<ul style="list-style-type: none"><li>✓ Priority Registration.</li><li>✓ Book grants.</li><li>✓ Transportation assistance.</li><li>✓ Individualized counseling.</li><li>✓ Tutoring.</li></ul>



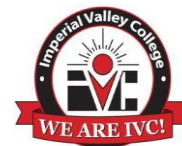
# *student Services Syllabus*



Department / Program	Mission	Services
<b>Financial Aid</b> <b>Building 1700</b> 760-355-6266	We offer a wide range of financial aid programs, including grants, work-study, and fee waivers, to support both full-time and part-time students pursuing a degree or certificate.	<ul style="list-style-type: none"><li>✓ Financial Aid Application and processing.</li><li>✓ Financial aid awards and payments.</li><li>✓ Grants.</li><li>✓ Work Study.</li></ul> Satisfactory Academic Progress (SAP).
<b>Learning Skills Center</b> <b>Building 1500</b> <a href="mailto:studyskillscenter@imperial.edu">studyskillscenter@imperial.edu</a>	We offer the Committed to Success (CTS) workshops, designed to help students develop the skills and strategies needed to thrive academically and personally.	<ul style="list-style-type: none"><li>✓ Writing Workshops: Learn strategies to enhance your writing skills.</li><li>✓ Learning Actively Workshop: Strategies to enhance your writing skills.</li><li>✓ Organize study material workshop: Learn how to organize materials to help you prepare for studying.</li></ul>
<b>Library &amp; Tutoring</b> <b>Building 1500</b> 760-355-1163	Our mission is to support students in reaching their academic goals through personalized, one-on-one tutoring. We focus not only on academic success but also on building study skills and boosting confidence. Our dedicated tutors customize their approach to fit each student's unique learning style.	<ul style="list-style-type: none"><li>✓ Drop-In Tutoring</li><li>✓ One-on-one appointments.</li></ul> <u>Conversation Partners</u> : If you want to practice your English, French, or AMSL skills by having fluent conversations in a 30-min session with a tutor.
<b>Lotus Living-Student Housing</b> <b>Building 400-Rm.401</b> 760-355-6632	Providing a safe and supportive environment that fosters academic and personal success for all students. Committed to personal transformation, we strive to assist housing-insecure students in overcoming challenges and achieving their academic goals.	<ul style="list-style-type: none"><li>✓ Provide temporary housing options and other community-based services that create opportunities to ensure equitable access to academic success.</li></ul>
<b>MESA Program</b> <b>Building 4100</b> 760-355-6499	The MESA Program offers academic support to students from educationally disadvantaged backgrounds, guiding them through their educational journey. Our goal is to increase the number of students successfully transferring to four-year colleges as STEM (Science, Technology, Engineering, and Math) majors.	<ul style="list-style-type: none"><li>✓ Tutoring.</li><li>✓ Study Center and Computer lab.</li><li>✓ Academic &amp; Transfer Assistance.</li><li>✓ Academic Excellence Workshops (AEWs)</li><li>✓ Professional Development.</li></ul> Internship Opportunities and Connection to Industries.



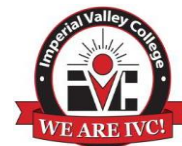
# *student Services Syllabus*



Department / Program	Mission	Services
<b>Military &amp; Veterans Success Center</b> <b>Building 4500</b> 760-355-6141	We take an integrated approach to supporting military and veteran students by focusing on three key areas: Academics Health & Wellness Camaraderie. Our mission is to serve as a central hub, connecting military and veteran students, and their families, to campus and community resources. We reinforce the concept of AT EASE (Academic Transition and Employment Access for Student Excellence), ensuring students feel supported in their journey.	<ul style="list-style-type: none"><li>✓ Academic counseling.</li><li>✓ Education planning.</li><li>✓ Resource referrals.</li><li>✓ Emergency school supplies</li><li>✓ Book assistance.</li><li>✓ VA Work-Study Program.</li><li>✓ Additional support includes peer tutoring, mentoring, computer workstations, study areas, and a lounge for military-affiliated students to connect and unwind.</li></ul>
<b>NextUP (Foster Youth)</b> <b>Building 2600</b> 760-355-6407	This program provides dedicated support and services to emancipated, current, or former foster youth, helping them navigate their educational journey with the resources they need to succeed.	<ul style="list-style-type: none"><li>✓ Priority Registration.</li><li>✓ Book Grants.</li><li>✓ Transportation Assistance.</li><li>✓ Meal Service Assistance.</li><li>✓ Personal and Academic Counseling</li><li>✓ Tutoring Services.</li><li>✓ Graduation Cap &amp; Gown.</li><li>✓ Workshops &amp; Orientation.</li><li>✓ Laptops/Technology.</li><li>✓ Emergency Grants.</li><li>✓ Campus &amp; Community Referrals</li><li>✓ Extracurricular Events.</li><li>✓ College tours.</li><li>✓ Regional conferences.</li></ul>
<b>Parking Control</b> <b>Building 900</b> (760) 355-6308	We ensure a safe, secure, and accessible campus by maintaining efficient parking control and promoting campus safety through fair enforcement, clear guidance, and proactive security measures.	<ul style="list-style-type: none"><li>✓ Campus Safety</li><li>✓ Parking Permits and Day Passes</li><li>✓ Citation Payments</li></ul>
<b>PUENTE Program</b> <b>Building 400-Rm 401</b> 760-355-6258	We offer academic counseling and mentoring to help students build the skills needed for success in both their academic and career goals at IVC. Participants work closely with a counselor, English instructor, and mentor to prepare for a successful transfer to a four-year university.	<ul style="list-style-type: none"><li>✓ Guaranteed Courses: Fall Semester-ENGL 105 &amp; COUN 100. Spring Semester-ENGL 201 &amp; COUN 120.</li><li>✓ Book Loan for those courses.</li></ul>



# *student Services Syllabus*

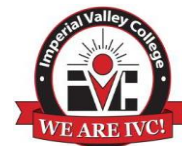


Department / Program	Mission	Services
<b>Restorative Justice Program</b> <b>Building 400-Rm.401</b> 760-355-6258	RJP is dedicated to supporting formerly incarcerated and justice-impacted students by providing services that help overcome barriers to academic and career success, ensuring equitable educational opportunities for all.	<ul style="list-style-type: none"><li>✓ Academic counseling.</li><li>✓ Lending library.</li><li>✓ Expungement workshops &amp; Application Assistance.</li><li>✓ Tutoring referrals.</li><li>✓ Off-campus resources.</li><li>✓ School supplies.</li><li>✓ Resource fairs.</li><li>✓ University tours.</li><li>✓ Re-entry webinars.</li></ul>
<b>Student Affairs</b> <b>Building 1000</b> 760-355-6455	We assist students, staff, and the community by providing information about student activities, campus organizations, and social & recreational opportunities. We also coordinate the use of on-campus facilities to enhance the overall campus experience.	<ul style="list-style-type: none"><li>✓ Student Concerns / Grievances</li><li>✓ Associated Student Government.</li><li>✓ Student clubs.</li><li>✓ Organization of on-campus social, recreational, leadership and educational programs.</li><li>✓ Provide campus posting opportunities.</li><li>✓ Student IDs.</li><li>✓ Support for the Undocumented Students Program and LGBTQIA+ community.</li></ul>
<b>Student Health Center</b> <b>Building 1500</b> 760-355-3610	The Student Health Center provides physical and mental health support to the student population within a safe and culturally sensitive environment to help promote student success.	<ul style="list-style-type: none"><li>✓ Health Clearance Packets.</li><li>✓ Physical vouchers/referrals for IVC approved programs.</li><li>✓ Mental Health Counseling.</li><li>✓ Campus Nurse.</li></ul> <p>*Appointments for Mental Health Counseling are available via in-person, zoom, or phone call.</p>
<b>Student Equity &amp; Achievement (SEA)</b> <b>Building 400-Rm.401</b> 760-355-1826	We are dedicated to supporting all students in making a smooth transition to college, with a special focus on underrepresented groups. Understanding the unique challenges these students face, we are committed to removing barriers to academic success. Our advocacy includes LGBTQIA+ students, Black or African American students, veterans, individuals with disabilities, foster youth, homeless students, formerly incarcerated students, and student-athletes.	<ul style="list-style-type: none"><li>✓ Food, Housing and Books.</li><li>✓ Technology.</li><li>✓ Community programs.</li><li>✓ Admission and Class Reg.</li><li>✓ ESL/Accuplacer testing.</li><li>✓ Completing orientation.</li><li>✓ Academic Counseling.</li><li>✓ Navigating Degree Works.</li><li>✓ Workshops.</li><li>✓ Emergency grants.</li></ul>





# *student Services Syllabus*



Department / Program	Mission	Services
<b>SSS-TRiO Program</b> <b>Building 100</b> 760-355-6379	We are here to support first-generation college students, students with disabilities, and low-income students in achieving their college degree or successfully transferring to a university.	<ul style="list-style-type: none"><li>✓ Priority registration.</li><li>✓ Academic and Personal Counseling/ Orientation.</li><li>✓ Career/Professional Exploration.</li><li>✓ Academic Monitoring.</li><li>✓ Tutoring.</li><li>✓ Computer Lab Access.</li><li>✓ Basic School Supplies.</li><li>✓ Transfer Advising.</li><li>✓ Workshops.</li><li>✓ Annual Recognition Ceremony.</li></ul>
<b>Transfer Center</b> <b>Building 100</b> 760-355-6274	The Transfer Center at Imperial Valley College provides valuable resources and support for students looking to transfer to a four-year university, helping guide them through the transfer process and achieve their academic goals.	<ul style="list-style-type: none"><li>✓ Transfer Application Review.</li><li>✓ Transfer Advising appointments.</li><li>✓ Graduation Applications.</li><li>✓ University Rep Inquiries.</li><li>✓ University Rep Visits.</li><li>✓ Workshops.</li></ul>
<b>Upward Bound Program</b> <b>Building 2400</b> 760-355-6256	The Upward Bound Program provides academic support to help local high school students, especially those from low-income households and first-generation college backgrounds, enhance their educational skills. Students must be in 9th or 10th grade to enroll and begin their path toward college success.	<ul style="list-style-type: none"><li>✓ Academic tutoring.</li><li>✓ University/Educational field trips.</li><li>✓ Career exploration.</li><li>✓ UC San Diego Summer Program.</li><li>✓ College/High school course selection.</li><li>✓ Admission and Financial aid.</li><li>✓ 6-week Summer Academy (HS credit).</li><li>✓ Academic and Personal counseling.</li><li>✓ Summer Bridge at IVC for high school graduates.</li><li>✓ STEMM exploration</li></ul>

We encourage all students to take full advantage of the resources available at Imperial Valley College. If you need assistance, don't hesitate to reach out to the appropriate department. We are here to support you on your academic journey!

**Welcome to IVC, Enjoy the semester!**