



## Welcome to Ventura College

*Welcome to our new Schedule of Classes. For the past year, we have been adding information pages in Spanish to our traditional Schedule of Classes. We are now offering a publication that fully integrates the information in both languages we feel that every student, whether new or returning, needs to have to make their educational decisions. We have reorganized the Schedule, making the class listings more accessible; added graphics that we hope will make it more "user-friendly"; and made numerous other changes.*

*Start 2004 on the right note – plan for your future and make those New Year's resolutions reality. We can help you accomplish those academic, personal, and professional goals. Ventura College is one of Ventura County's greatest resources and a true bargain! We are here to help you advance your job skills, learn another language, embark on a whole new career, work on your associate's degree or certificate of completion, or prepare to transfer for your four-year degree.*

*Ventura College can fit into your schedule. We are a community leader in distance learning courses, making classes available to fit your needs, and we offer classes during the day and evenings and in numerous locations, including our East Campus in Santa Paula, the Ventura main campus and several local high schools. Learn more about Ventura College at [www.venturacollege.edu](http://www.venturacollege.edu)!*

*On behalf of the administration, faculty and staff of Ventura College, I invite you to join us this spring and start on the path to your personal and professional success!*

Larry A. Calderón, Ed.D.  
President

## Bienvenidos al Ventura College

*Bienvenido a nuestro nuevo programa de clases. Desde el año pasado, hemos estado añadiendo información en las páginas de español a nuestro programa de clases. Ahora estamos ofreciendo una publicación que completamente integra la información en las dos lenguas que sentimos los estudiantes, ya sean nuevos estudiantes o los que están regresando, necesitan para hacer sus decisiones educacionales. Hemos reorganizado el programa, haciendo el listado de clases más accesible; incluyendo gráficas que esperamos hagan su uso más fácil, así como muchos otros cambios.*

*Comenzando en el 2004-planee para su futuro y haga esas resoluciones de Año Nuevo una realidad. Nosotros le podemos ayudar a lograr sus metas académicas, personales y profesionales. Ventura College es uno de los mejores recursos en el condado de Ventura y ¡son una verdadera ganga! Estamos aquí para ayudarle a avanzar en sus habilidades en el trabajo, aprender otro idioma, embarcarse en una nueva profesión, obtener un título asociado, certificado, o prepararse para transferirse a una universidad para obtener su licenciatura.*

*Ventura College se acomoda a su horario. Somos líderes en los cursos a distancia, haciendo los horarios de clases accesibles a sus necesidades, y ofreciendo clases durante el día y en la noche. Así como en diferentes lugares; incluyendo nuestro East Campus en Santa Paula, Ventura College en Ventura, y en varias escuelas preparatorias del condado. Conozca más sobre Ventura College visitando nuestra Web [www.venturacollege.edu](http://www.venturacollege.edu)!*

*En nombre de la administración, facultad, y personal de Ventura College, lo invito a inscribirse este semestre de primavera, para comenzar e camino a su triunfo profesional y personal.*

Larry A. Calderón, Ed.D.  
Presidente

### Important Notice!

#### Nonpayment Drops for Spring 2004

All fees are due **IMMEDIATELY**. Please note that fees not paid within seven days of registration will result in the classes being dropped. In addition, nonpayment will result in suspension of registration privileges and a hold being placed on grades, transcripts, and other records. It remains the responsibility of the student to officially drop a class. Students who drop after the refund deadline will still be responsible for all fees owed.

### El pago de registración debe de ser cubierto inmediatamente.

Es importante notificar al estudiante que cualquier deuda que no sea cubierta en los próximos días después de la registración, le ocasionará clases siendo dadas de baja. También, falta de pago resultara en el cancelamiento del privilegio de registrarse. Además, se aplicará una detención en sus calificaciones, certificados y cualquier otro tipo de información referente a sus archivos. Las clases que sean canceladas después de la fecha límite, será responsabilidad del estudiante cubrir la deuda de su registración previa.

The schedule is available in alternate formats upon request. Please call the Educational Assistance Center at (805) 654-6300.

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**Enrolling at VC Is As Easy As 1, 2, 3.**

- 1. APPLY:**
  - A. Online:
    - Go to [www.venturacollege.edu](http://www.venturacollege.edu)
    - Click on Student Central
    - Click on Apply for Admission
  - B. Or Complete the Application on page 99.
- 2. GET COUNSELING**  
Sign-up for and attend a one-day New Student Assessment, Orientation & Advisement session. See page 5.
- 3. REGISTER FOR CLASSES**
  - By WebSTAR online or
  - By STAR telephone system or
  - In-person at the Admissions & Records Office. See page 6.

Reasonable accommodation in the assessment process, including alternate formats, is available upon request, for students with disabilities. Prior arrangements must be made with Steve Manriquez. Call (805) 654-6402. See page 5. For additional information, call (805) 654-6448.

**¡NUEVOS ESTUDIANTES!**

**Inscribirse en el Colegio de Ventura es tan fácil como contar uno, dos, tres.**

- 1. SOLICITAR**
  - A. Por el Internet:
    - Vaya a [www.venturacollege.edu](http://www.venturacollege.edu)
    - Oprima: Student Central
    - Oprima: Apply for Admission (solicitud en Inglés)
  - B. O complete la solicitud en la página 101.
- 2. RECIBA ASESORAMIENTO**  
Inscribase y asista a un día de Evaluación, orientación y consejería académica para nuevos estudiantes. Llame al número 654-6484 para asistencia.
- 3. INSCRIBASE EN SUS CLASES**
  - Por WebSTAR o
  - Por el sistema telefónico STAR o
  - En persona en la oficina de admisión. Llame al número 654-6484 para asistencia.

**Cuando usted complete los pasos Uno y Dos, usted será elegible para registrarse con prioridad.** Acomodaciones razonables para el proceso de evaluación incluirea materiales de formatos alternativos que son disponibles para los estudiantes con discapacidades si los solicitan. Hacer una cita con el señor Steve Manriquez.

**Front Cover:** students take a creative break near the Art buildings. **Back Cover:** students enjoy a quiet place to study near the Math/Science building. Cover design by Barbara Harvey.

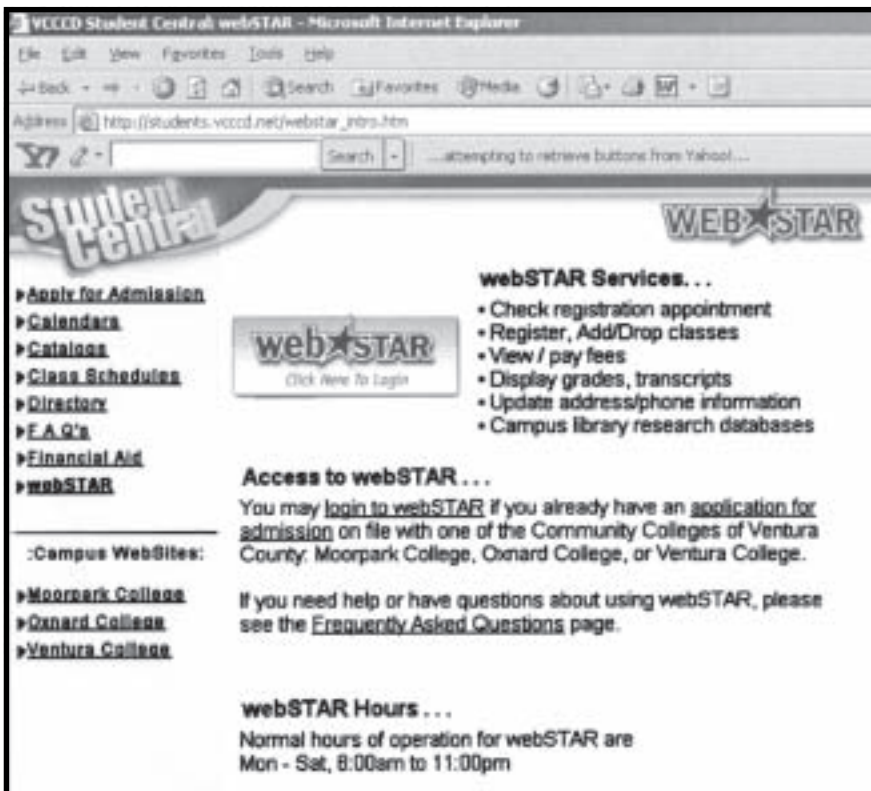
**Portada:** los estudiantes toman un descanso creativo cerca de los edificios del arte. **Cubierta trasera:** los estudiantes gozan de un lugar reservado para estudiar cerca del edificio de la matemáticas y de la ciencia. Fotos y diseño: Barbara Harvey, maestra del arte.

## ONLINE INFORMATION

### Visit Ventura College Online [www.venturacollege.edu](http://www.venturacollege.edu)

#### Use Quick Links to:

- ◆ Apply Online
- ◆ Register Online
- ◆ Search for Classes Online (Click on Schedule of Classes)
- ◆ Check and Pay Your Fees Online (Click on Fees)



#### Use WebSTAR to:

- ◆ Apply Online
- ◆ Register Online
- ◆ View or Pay Fees with Visa or Mastercard
- ◆ Check Grades
- ◆ Update Contact Information

# MATRICULATION FOR NEW STUDENTS

## - New Students - Orientation, Assessment and Advisement

New Students!

### English Placement Guide

Enrollment in many English courses requires meeting prerequisites. Prerequisites (proof of readiness) can be satisfied in one of the following ways:

- 1) Placement as measured by the Ventura College assessment process;
- 2) Satisfactory completion of the required prerequisites course at Moorpark, Oxnard, or Ventura College;
- 3) Satisfactory completion of the prerequisite course at another college, transcripts required.

For information about prerequisites, see the Ventura College Schedule of Classes and/or Catalog.

Reasonable accommodation in the assessment process, including testing materials in alternate formats, is available upon request for students with disabilities. Prior arrangements must be made with the alternate media specialist at (805) 654-6300. Additional test dates may be available. Call (805) 654-6402 for information.



### Instructions

Please arrive at all assessment sessions 15 minutes early. You must be on time for all assessment sessions. No one will be seated late. You must bring a completed application or have one on file in the Admissions & Records Office. Know your social security number or student ID number. You must purchase a parking permit for a dollar (\$1) at the machine near the flag pole, near the Administration Office (facing Telegraph Road). This permit will allow you to park in any student lot for the entire day. Please allow ample time to park and arrive at the testing site. See map on page 111 for location. There will be a lunch break for Saturday sessions following assessment, so you may choose to bring a sack lunch. You may also choose to attend the assessment, orientation or advisement sessions individually on any scheduled day as they fit your schedule.

**Receive .5 unit credit for a nominal fee by completing matriculation.  
If you want .5 unit of credit, you will be charged for the course plus the health fee.**



### Online

#### GW V01A - DISCOVERING THE RIGHT CAREER - 1 unit

This course focuses on becoming aware of one's interests, skills, and abilities through testing and other means of self-analysis. The student will study the job market and employment trends. Various research resources will be explored. The course will teach decision-making skills to assist the student in making appropriate career choices.

**Orientation time:** 5:00 p.m. to 6:00 p.m., in the Transfer and Career Center (E Bldg.). Additional class meetings will be announced at the orientation.

CRN: 38335 Instructor: Aseneth Cota  
Note: 8-week class from 1/12/04 to 3/5/04.

**Orientation meeting:** Thursday, January 15.

CRN: 38336 Instructor: Aseneth Cota  
Note: 8-week class from 3/8/04 to 5/12/04.

**Orientation meeting:** Tuesday, March 9.

#### GW V02A COLLEGE ORIENTATION - 1 unit

This course is designed to provide new students with an overall orientation to facilities, programs and services at Ventura College. Students will explore occupational, certificate and degree programs, transfer opportunities, and complete the college assessment and student educational plan.

CRN: 38337 Instructor: Aseneth Cota  
Note: 8-week class from 3/8/04 to 5/12/04.

**Orientation Meeting:** Thursday, March 11, 6:00 p.m. to 7:00 p.m., in the Transfer and Career Center (E Bldg.). On-campus meetings will be required. Additional meetings will be announced at the orientation.

### Please Read

Sign-up at least two days before the orientation session you plan to attend. To do this, call our Counseling Department at (805) 654-6448. Check with VC's Web site or the Counseling Office for other on-going orientation, testing, and advisement sessions. Consider taking our Web orientation class (GW V02A) that starts March 8.

#### Saturdays: Room U-1

Nov. 15, 22, Dec. 6, Jan. 3, 10, May 8, 15

<b>English Assessment</b> 8:30 a.m.	<b>Math Assessment</b> 10:00 a.m.
<b>Orientation</b> 12:00 noon	<b>Advisement</b> 1:00 p.m.

#### East Campus at Santa Paula

A one-day matriculation session is scheduled at the VC East Campus, 105 Dean Drive, Santa Paula. For more information, call (805) 525-7136.

#### Saturday: Room 20

December 6, May 8

<b>English Assessment</b> 8:30 a.m.	<b>Math Assessment</b> 10:00 a.m.
<b>Orientation</b> 12:00 noon	<b>Advisement</b> 1:00 p.m.


## REGISTRATION GUIDELINES

New Students	Continuing Students	Returning Students	Special Admissions Students
<p>If you have never attended Ventura College:</p> <ul style="list-style-type: none"> <li>● Apply by mail, in-person or <b>Apply ONLINE!</b> See below.</li> <li>● Complete Matriculation and get an early registration date! See page 5.</li> <li>● Register <b>ONLINE</b> by phone or in-person. See below or Calendar on page 7.</li> <li>● Pay your fees within 7 days or you will be dropped.</li> </ul> <p style="text-align: center;"><b>Registration for Matriculated New Students Starts December 3</b></p>	<p>If you have attended Moorpark, Oxnard or Ventura College within the past two semesters:</p> <ul style="list-style-type: none"> <li>● Look up your priority registration appointment online at: <a href="http://www.venturacollege.edu">www.venturacollege.edu</a></li> <li>● Register <b>ONLINE</b>, by phone, or in-person. See below.</li> <li>● Pay your fees within 7 days or you will be dropped.</li> </ul> <p style="text-align: center;"><b>Registration for Continuing Students Starts November 17</b></p>	<p>If you last attended Moorpark, Oxnard, or Ventura College more than two semesters ago:</p> <ul style="list-style-type: none"> <li>● Call the Admissions Office at (805) 654-6457 to update your student information and get your registration appointment.</li> <li>● Register <b>ONLINE</b>, by phone, or in-person. See below.</li> <li>● Pay your fees within 7 days or you will be dropped.</li> </ul> <p style="text-align: center;"><b>Registration for Returning Students is December 3</b></p>	<p>You must apply and register in-person if:</p> <ul style="list-style-type: none"> <li>● You are a K-12 student. Call the Admissions Office (805) 654-6457. Requires "Special Admission" form from your school.</li> </ul> <p style="text-align: center;"><b>Registration for K-12 Students begins December 3</b></p> <p>All paperwork must be completed prior to registration.</p> <ul style="list-style-type: none"> <li>● You are an International Student attending on an F-1 or other Visa. Call for information: (805) 654-6313.</li> </ul>

**ONCE YOU ARE REGISTERED, YOU ARE RESPONSIBLE FOR ALL FEES!**

Online Registration 24 Hours a Day!	Telephone Registration	In-Person Registration
<p><a href="http://www.venturacollege.edu">www.venturacollege.edu</a></p> <p><b>Student Central</b> </p> <p><b>November 17 - January 23</b></p> <p>Apply and register online at the VC Internet Café</p>	<p>(805) 384-8200</p> <p><b>Telephone</b> </p> <p><b>November 17 - January 23</b></p> <p>M-Th: 9:00 a.m. to 8:00 p.m. Fri.: 9:00 a.m. to 4:00 p.m.</p> <p><b>STAR will not be available during winter break, Dec. 20 - Jan. 4, 2004</b></p>	<p>(805) 654-6457</p> <p><b>Admissions Office</b> </p> <p><b>January 5 - January 23</b></p> <p>M-Th: 9:00 a.m. to 7:00 p.m. Fri.: 9:00 a.m. to 1:00 p.m.</p>

### HOT TIPS FOR REGISTRATION!

<ul style="list-style-type: none"> <li>● <b>To access VC online registration services:</b> <ul style="list-style-type: none"> <li>* Go to <a href="http://www.venturacollege.edu">www.venturacollege.edu</a> </li> <li>* Click on Student Central.</li> <li>* Select "Apply for Admission" to apply or WebSTAR to register, add, drop, or pay fees.</li> <li>* Expect a response to your application in three working days.</li> <li>* Expect a confirmation of your registration in two weeks.</li> </ul> </li> <li>● <b>To access VC "STAR" telephone registration:</b> <ul style="list-style-type: none"> <li>* Call (805) 384-8200.</li> <li>* Line may be busy, please call back.</li> <li>* Have your CRN's ready to enter.</li> </ul> </li> <li>● <b>Your ID number is an assigned ID number that has replaced the social security number for I.D. purposes.</b></li> <li>● <b>Your pin is your date of birth</b> until you change it by going online to <a href="http://www.venturacollege.edu">www.venturacollege.edu</a>, click on Student Central, sign-in and select "Personal Services."</li> <li>● <b>Pay your fees within 7 days or you will be dropped.</b> <ul style="list-style-type: none"> <li>* Online or by phone with Mastercard or Visa.</li> <li>* Mail checks to: VC Student Business Office, 4667 Telegraph Rd., Ventura, CA 93003.</li> <li>* Pay in-person at Student Business Office (Include ID # on check).</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● <b>You may not be able to register online or by phone if you:</b> <ul style="list-style-type: none"> <li>*Have outstanding fees or obligations.</li> <li>*Are a Special Admission (K-12 or International Student).</li> <li>*Are subject to dismissal for academic standing. See your counselor and register at the Admissions Office.</li> <li>*Are registering in a class that needs an instructor's signature.</li> <li>*Are registering for more than 19.5 units for the semester (9.0 for summer). Register in as many classes as you can, and see a counselor for an "Overload Petition" for remaining classes.</li> <li>*Have not completed the prerequisite(s) for that class. See page 11 for more information.</li> </ul> </li> <li>● <b>Add and drop your own classes!</b> <ul style="list-style-type: none"> <li>*It is your responsibility to add and drop your own classes.</li> <li>*Be sure you are registered in all classes before the registration deadline or you may not receive a grade in the class.</li> <li>*Be sure that you drop classes online, by phone or at the Office of Admissions &amp; Records or you may receive an "F" grade in the class. Don't wait for the instructor to drop you.</li> </ul> </li> </ul> <p>You must complete prerequisites! Prerequisites are strictly enforced. See page 11.</p>
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**THE REGISTRATION CALENDAR IS ON PAGE 7.**

## REGISTRATION CALENDAR

**January 12 – May 19, 2004**

Don't have access to a computer? Use the Ventura College Internet Café.

**WebSTAR Internet Address:** ..... **Click on Student Central at [www.venturacollege.edu](http://www.venturacollege.edu)**

**STAR Phone Number** ..... **(805) 384-8200**

Continuing students' appointments available online..... week of Nov. 3  
 EOPS, EAC, CalWORKs student priority registration online or in-person. .... Nov. 11  
 Continuing students register online or by phone. By appointment only. .... Nov. 17  
 Returning students register online or by phone. By appointment only. .... Dec. 3  
 Call the Admissions & Records Office (805) 654-6457 for your registration appointment.  
 New Matriculated students register online or phone. By appointment only. .... Dec. 3  
 Complete orientation, assessment, advisement by Nov. 22. See page 5.  
 Special admission K-12 students register in-person at Admissions & Records Office. See page 6. .... Dec. 3  
 All students may register online or by phone with no appointment necessary. .... Dec. 8  
 Walk-in registration for all students at Admissions & Records Office. .... Jan. 5-9  
 First day of Spring 2004 classes. .... Jan. 12  
 First day of Saturday classes. .... Jan. 17  
 Late registration by online, phone or walk-in. .... Jan. 12-23

**To register in a closed class you must attend the class and get an add authorization code from the instructor. Closed classes may be added in-person or online using WebSTAR. See WebSTAR information above.**

Holiday. No classes in session. .... Jan. 19  
 Holiday. No classes in session. .... Feb. 13-16  
 Spring Break. No classes in session..... April 5-10  
 Final Exams. .... May 13-19  
 Last day of semester..... May 19  
 Graduation ..... May 20

### IMPORTANT SPRING 2004 DEADLINE DATES

The following dates apply to full-semester classes that meet from January 12 – May 19, 2004. If your class is a short-term or extended class with different meeting dates, call the Admissions Office at (805) 654-6457 for deadline dates.


Last Day to Add a Full-Semester Class.	Last Day to Drop with Full Refund or Credit. All Students/Full-Semester Only.	Last Day to Drop Full-Semester Class with No "W"	Last Day to Drop with Partial Refund of Nonresident Fees. Nonresident and International Students Only.	Last Day to File or Revoke a Credit or No Credit Request.	Last Day to Apply for Spring 2004 Graduation or Certificate of Achievement.	Last Day to Drop a Full-Semester Class with a "W." No Drops of Full-Semester after this date.
January 23	January 23	February 6	February 6	February 17	March 12	April 23

**Deadlines will be strictly enforced. Students who petition for extensions to published dates must have documented proof of extenuating circumstances. Deadlines for short-term classes vary depending on the length of the class. Check deadline dates online at WebSTAR under the "Class Search" option or contact the Records Office for dates (805) 654-6457.**

## GENERAL WORK EXPERIENCE AND INTERNSHIP

### Qualifications & Meeting Dates

- **Eligibility:** Must be enrolled in 7 units which may include work experience/internship units.
- **Attend:** one mandatory orientation meeting. New first-time students only.
- **Credit:** 1 unit for 75 hours of paid work.  
1 unit for 60 hours of unpaid/volunteer work
- **Cooperative Work Experience:** Maximum 3 units per semester for a total of 6 units.



**For More Information Call  
(805) 654-6350**

#### Orientation

#### **Mandatory Meeting Times you must attend one session!**

<u>DAY</u>	<u>DATE</u>	<u>TIME</u>
Tues.	Jan. 13	1:00 p.m.
Wed.	Jan. 14	1:00 p.m.

#### Place

College Cafeteria

#### **Work Experience**

##### **WEXP V95 WORK EXPERIENCE I**

**3.00 Units**

COREQ: enrolled in a minimum of seven (7) units to include work experience. Field trips will be required. May be taken for a maximum of 2 times, not to exceed 6 units. Offered on a credit/no credit basis only. TRANSFER CREDIT: CSU; credit limitations - see counselor. Field trips will be required.

36090 DUNLAP J 11.25 HRS/WK ARR TBA 3.00

##### **WEXP V96 WORK EXPERIENCE II**

**3.00 Units**

COREQ: enrolled in a minimum of seven (7) units to include work experience. Field trips will be required. May be taken for a maximum of 2 times, not to exceed 6 units. Offered on a credit/no credit basis only. TRANSFER CREDIT: CSU; credit limitations - see counselor. Field trips will be required.

36093 DUNLAP J 14.25 HRS/WK ARR TBA 3.00

Work experience offers 2 courses that are not related to college majors. The V95 sections are designed for unpaid/volunteer work while the V96 sections are designed for paid work. Students may also participate in Internships. Please see information on page 65 of the Schedule and speak with individual departments regarding specific Internship projects.

## PREREQUISITES REQUIRED FOR MATH, ENGLISH AND MICROBIOLOGY

### **NOTICE! – PLEASE READ**

**Please check page 37 for the English course prerequisites, page 47 for the math prerequisites, and page 50 for the microbiology prerequisites. If you have any questions, please speak with a counselor.**

#### **Prerequisite Requirement**

The course prerequisites specify the preparation required to successfully complete a particular course. For those students taking English and/or math courses and/or microbiology, the completion of the required prerequisites taken at Oxnard, Moorpark or Ventura College will be verified by computer before students are allowed to complete registration. If you enroll prior to receiving the grade in a prerequisite course, enrollment is contingent on the final grade. **For students who have met the prerequisites at other institutions, documentation (such as a high school and/or college transcript) must be reviewed prior to registration. Without this documentation, students will not be allowed to register. Do not delay:** request copies of official transcripts be sent immediately to Assessment Specialist, Guthrie Hall, 4667 Telegraph Road, Ventura, CA 93003, phone (805) 654-6402.

#### **Petition to Challenge**

Students who believe they have met the prerequisite in ways other than by completing an equivalent course (for example, private instruction or on the job training) may file a "Petition to Challenge." The challenge form outlines the specific reasons students may give for challenging a prerequisite or corequisite and is available from the Counseling Office in the Administration Building. **The challenge process must be completed prior to the end of late registration. Students are encouraged to submit a prerequisite challenge seven working days prior to the first day of class.**

#### **New Students**

New students may need to meet with a Ventura College counselor prior to registration to avoid registration delays. Call the Counseling Office at (805) 654-6448 for more information or to schedule an appointment.

## SPRING 2004 SHORT-TERM CLASSES

COURSE	TITLE	CRN	START DATE	COURSE	TITLE	CRN	START DATE
BIS V76A	Microsoft Excel I	38735	1/12/2004	BIS V71A	Internet, Web, and E-mail	33092	3/2/2004
BIS V76B	Microsoft Excel II	38736	1/12/2004	BIS V71B	Using Web for Research	33095	3/2/2004
ESL V07	Reading Skills LEP	38465	1/12/2004	BIS V71C	Create Personal Web Page	38260	3/2/2004
ESL V07	Reading Skills LEP	38466	1/12/2004	BIS V71C	Create Personal Web Page	39471	3/2/2004
GEOG V26	GIS Software	33320	1/12/2004	ENGR V01	Intro to Engineering	33177	3/2/2004
GW V01A	Discover Right Career	38335	1/12/2004	BIS V56A	Microsoft Powerpoint I	33131	3/3/2004
LIB V01	Library of 21st Century	33289	1/12/2004	AUTO V40	Adv Prob In Auto Tech	38010	3/8/2004
PE V43	Aerobic & Strength Training	31820	1/12/2004	BIS V70	Intro to Microcomputers	33138	3/8/2004
PE V68	Dance Perform: Athletics	38145	1/12/2004	BIS V79	Introduction to Windows	33240	3/8/2004
PE V68	Dance Perform: Athletics	39100	1/12/2004	BIS V98	Administrative Assistant	38195	3/8/2004
THA V10	Production & Performance	36597	1/12/2004	EAC V32	Job-Seeking Strategies	33963	3/8/2004
THA V10	Production & Performance	36598	1/12/2004	EAC V33	Career Exploration	33968	3/8/2004
THA V10	Production & Performance	36599	1/12/2004	GW V01A	Discover Right Career	38336	3/8/2004
THA V12	Student One-Act Play	33280	1/12/2004	LS V01L	Assessment/Learn Skl Lab	33941	3/8/2004
BUS V25	Medical Coding	37666	1/13/2004	LS V01L	Assessment/Learn Skl Lab	33944	3/8/2004
CD V11	Lang Art/Litrcy Ex Child	39339	1/13/2004	PM V95	Paramedic Internship	36055	3/8/2004
CD V13	Soc Stds Exp. Young Child	34087	1/13/2004	THA V10	Production & Performance	33282	3/8/2004
CD V15	Science Expr. Yng Chldrn	39390	1/13/2004	THA V10	Production & Performance	33283	3/8/2004
CD V18	Special Needs Children	39371	1/13/2004	THA V10	Production & Performance	33285	3/8/2004
CD V32	Parenting Preschooler	39387	1/13/2004	CD V88U	Curriculum Materials for CD	38646	3/13/2004
CD V14	Crea. Arts Ex. Yng Chldrn	34088	1/14/2004	ESL V01	Low-Beg. Commun. Skills	38422	3/11/2004
CJ V85	PC 832: Arrst/Srch/Siez	30883	1/14/2004	ESL V01	Low-Beg. Commun. Skills	38424	3/11/2004
BIS V76A	Microsoft Excel I	38398	1/16/2004	ESL V01	Low-Beg. Commun. Skills	38426	3/11/2004
BIS V76B	Microsoft Excel II	38399	1/16/2004	ESL V02	Hi-Beg Commun. Skills	38429	3/11/2004
CD V30	Process of Parenting	39338	1/16/2004	ESL V02	Hi-Beg Commun. Skills	38432	3/11/2004
CD V31	Parenting Infnt/Toddler	38246	1/16/2004	ESL V03	Low-Interm. Comm. Skills	38436	3/11/2004
CT V52	Property Inspection	35349	1/16/2004	ESL V03	Low-Interm. Comm. Skills	38440	3/11/2004
GW V02X	Orientation Wrkshp: EOPS	39464	1/16/2004	ESL V04	High-Int. Comm. Skills	38442	3/11/2004
BUS V97	Medical Assisting	32635	1/19/2004	ESL V04	High-Int. Comm. Skills	38447	3/11/2004
ART V21	Mural Paint: Hist & Practice	33703	1/26/2004	ESL V04	High-Int. Comm. Skills	38448	3/11/2004
BIS V70	Intro to Microcomputers	33137	1/26/2004	ESL V05	Adv Comm Skil/Lmt Eng St	38450	3/11/2004
LS V01L	Assessment/Learn Skl Lab	33936	1/26/2004	ESL V05	Adv Comm Skil/Lmt Eng St	38453	3/11/2004
ANTH V01L	Physical Anthropology Lab	39359	2/2/2004	ESL V05	Adv Comm Skil/Lmt Eng St	38454	3/11/2004
ANTH V02	Cultural Anthropology	39404	2/2/2004	ESL V06	High-Advncd/Lmt Engr	38457	3/11/2004
BIS V76A	Microsoft Excel I	38190	2/2/2004	ESL V06	High-Advncd/Lmt Engr	38462	3/11/2004
BIS V76B	Microsoft Excel II	38193	2/2/2004	ESL V06	High-Advncd/Lmt Engr	38464	3/11/2004
BUS V94	Reception Skills	35550	2/2/2004	ESL V08	Writing Skills LEP	38467	3/11/2004
LS V01L	Assessment/Learn Skl Lab	33928	2/2/2004	ESL V08	Writing Skills LEP	38468	3/11/2004
PHIL V04	Introduction to Logic	37061	2/2/2004	GEOG V28	GIS: Project Development	36739	3/15/2004
BIS V71A	Internet, Web, and E-mail	33212	2/3/2004	GW V02X	Orientation Wrkshp: EOPS	39503	3/15/2004
BIS V71B	Using Web for Research	33217	2/3/2004	HED V93	Health and Wellness	33619	3/15/2004
BIS V79	Introduction to Windows	33244	2/3/2004	HIST V01A	Intro To Western Civ I	39363	3/15/2004
BIS V71C	Create Personal Web Page	33110	2/4/2004	HIST V07B	History U.S. Since 1865	38154	3/15/2004
CJ V86	PC 832: Firearms	30864	2/6/2004	AUTO V32	ASE Certification Prep	38063	3/16/2004
CD V88U	Curriculum Materials for CD	38645	2/7/2004	CD V16	Beh/Clasrm Mng. Chld Dev	39340	3/16/2004
ANTH V01	Physical Anthropology	34796	2/9/2004	CD V17	Fam/Parnt Invl. Chld Dev	34089	3/17/2004
BUS V11	Beginning Keyboarding	32021	2/9/2004	BIS V76A	Microsoft Excel I	39313	3/19/2004
BUS V97	Medical Assisting	39381	2/9/2004	BIS V76B	Microsoft Excel II	39314	3/19/2004
MATH V10	Prealgebra	32793	2/9/2004	GEOG V24	Global Positioning (GPS)	39393	3/19/2004
BIS V44A	Microsoft Word I	36992	2/16/2004	BUS V11	Beginning Keyboarding	32042	3/22/2004
HED V93	Health and Wellness	38144	2/16/2004	LIB V01	Library of 21st Century	33291	3/22/2004
BIS V44A	Microsoft Word I	36991	2/17/2004	LS V01L	Assessment/Learn Skl Lab	39442	3/22/2004
BIS V44B	Microsoft Word II	36998	2/17/2004	PE V43	Aerobic & Strength Training	39408	3/22/2004
BIS V44B	Microsoft Word II	37000	2/17/2004	PE V43	Aerobic & Strength Training	33364	3/23/2004
BUS V12	Intermediate Keyboarding	36147	2/23/2004	BUS V12	Intermediate Keyboarding	36146	3/29/2004
GW V02B	COAST	38306	2/23/2004	BIS V79	Introduction to Windows	33478	4/12/2004
BIS V70	Intro to Microcomputers	33139	3/1/2004	LS V01L	Assessment/Learn Skl Lab	33943	4/12/2004
ESL V06	High-Advncd/Lmt Engr	38463	3/1/2004	BIS V56B	Microsoft Powerpoint II	32726	4/14/2004
LS V01L	Assessment/Learn Skl Lab	33938	3/1/2004	BIS V76A	Microsoft Excel I	38191	4/15/2004
LS V01L	Assessment/Learn Skl Lab	33950	3/1/2004	BIS V76B	Microsoft Excel II	38194	4/15/2004



## DISTANCE EDUCATION

Please check [www.online.venturacollege.edu](http://www.online.venturacollege.edu) for updates and mandatory orientation information or see the Schedule of Classes for details. Additional class meetings will be announced at orientation.

### Internet / TV

<b>COURSE</b>	<b>SECTION TITLE</b>	<b>CRN</b>	<b>START DATE</b>
HED V93	Health and Wellness	37481	1/12/2004
CD V61	Child, Family & Community	38287	1/12/2004
GW V01A	Discover Right Career	38335	1/12/2004
AST V01	Elementary Astronomy	38239	1/12/2004
FREN V02	Elementary French II	38471	1/12/2004
FREN V72	Fundamentals French II	38476	1/12/2004
FREN V01	Elementary French I	39574	1/12/2004
FREN V04	Intermediate French II	39370	1/12/2004
MATH V01	Elementary Algebra	32698	1/12/2004
MATH V01	Elementary Algebra	38652	1/12/2004
MATH V03	Intermediate Algebra	38527	1/12/2004
MATH V03	Intermediate Algebra	38654	1/12/2004
MATH V10	Prealgebra	38495	1/12/2004
MATH V44	Elementary Statistics	32859	1/12/2004
BUS V27A	Beg Medical Terminology	38490	1/12/2004
GERM V01	Elementary German I	38479	1/12/2004
FREN V71	Fundamentals French I	38475	1/12/2004
FREN V01	Elementary French I	38366	1/12/2004
ANTH V01	Physical Anthropology	34796	2/2/2004
ANTH V01L	Physical Anthropology Lab	39359	2/2/2004
HED V93	Health and Wellness	38144	2/16/2004
GW V02B	COAST	38306	2/23/2004
GW V01A	Discover Right Career	38336	3/8/2004
GW V02A	College Orientation	38337	3/8/2004

### Video / Television

<b>COURSE</b>	<b>SECTION TITLE</b>	<b>CRN</b>	<b>START DATE</b>
HIST V07B	History U.S. Since 1865	30567	1/12/2004
HEC V23	Child Growth & Development	30753	1/12/2004
PSY V01	Intro to Psychology	32023	1/12/2004
POLS V01	American Government	33405	1/12/2004
PHIL V01	Intro to Philosophy	34357	1/12/2004
SOC V01	Introduction to Sociology	35631	1/12/2004
PSY V05	Developmental Psychology	39361	1/12/2004

### Internet / Classroom Classes

<b>COURSE</b>	<b>SECTION TITLE</b>	<b>CRN</b>	<b>START DATE</b>
ENGL V01A	English Composition	31351	1/12/2004
ENGL V01A	English Composition	31448	1/12/2004

## OFF-CAMPUS CLASSES

Available in Fillmore, Ojai, Santa Paula and Ventura.  
See Off-Campus classes on page 66 for complete information.  
For questions or to register call (805) 525-7136.

## EMERITUS INSTITUTE

Pay no enrollment fees for these non-credit classes! Students previously registered at either Moorpark, Oxnard or Ventura College or first-time registered students can enroll online at [www.venturacollege.edu](http://www.venturacollege.edu) or by telephone using the STAR system at (805) 384-8200. Field trips may be required. See page 70 for complete list of Emeritus courses.

## CURRICULUM, DEGREES AND CERTIFICATES

### Ventura College Offers the Following Curriculum, Degrees and Certificates

Curriculum	courses	associate degree	certificates	Curriculum	courses	associate degree	certificates
Accounting	X	X	X	Health Education	X		
African-American Studies	X			Health Information Technology	X	X	
Agricultural Sciences	X	X	X	Health Science	X		X
Anthropology	X			History	X		
Aquatics	X		X	Home Economics	X	X	X
Architecture	X	X	X	Human Services	X		X
Art	X	X	X	IBM's UNIX	X		
Asian-American Studies	X			Interior Design	X		X
Astronomy	X			International Studies	X	X	X
Automotive	X	X	X	Internship	X		
Bilingual/Cross-Cultural Studies	X	X		Italian	X		
Biological Sciences	X	X	X	Japanese	X		
Biotechnology	X	X	X	Journalism	X	X	X
Bookkeeping	X		X	Liberal Studies	X		
Business Administration	X	X	X	Machine Technology	X	X	X
Business Information Systems	X		X	Manufacturing Technology	X		X
Ceramics	X	X	X	Mathematics	X		
Chemistry	X			Medical Assistant	X	X	X
Chicano Studies	X			Microcomputers	X		X
Child Development	X	X	X	Multimedia	X	X	X
Cisco	X		X	Music	X	X	X
Clerical	X	X	X	Native-American Studies	X		
Commercial Art	X	X	X	Natural Resources	X	X	X
Communication	X			Nursing	X	X	
Computer Information Systems	X	X	X	Oracle	X		X
Computer Science	X	X	X	Paramedic Studies	X	X	X
Construction Technology	X	X	X	Philosophy	X		
Criminal Justice	X	X	X	Photography	X	X	X
Dance	X			Physical Education	X		
Drafting	X	X	X	Physics	X		
Drama	X	X	X	Political Science	X		
Economics	X			Pre-Law	X		
Education	X			Pre-Medicine	X		
Emergency Medical Services	X	X	X	Pre-Veterinary Medicine	X		
Engineering	X	X	X	Psychology	X		
English	X			Recreation	X	X	X
English as a Second Language	X			Secretarial	X	X	X
Environmental Horticulture	X	X	X	Sign Language/American Sign Language	X		
Environmental Studies	X		X	Sociology	X		
Ethnic Studies	X			Spanish	X		
Fashion Design & Merchandising	X	X	X	Special Education	X		
Fine Art	X	X	X	Speech Communications	X		
Floristry	X		X	Supervision	X	X	X
French	X			Technology	X		
Geographic Information Services (GIS)	X		X	Theatre Arts	X	X	X
Geography	X			Water Science	X	X	X
Geological Sciences	X			Welding Technology	X	X	X
German	X			Women's Studies	X		
Guidance	X			Work Experience	X		

# VENTURA COLLEGE FINAL EXAMINATION SCHEDULE

## Finals for Spring 2004

PLEASE NOTE: Final exams for PE activity classes, applicable short-term classes, and labs that are scheduled separately from the lecture corequisite will be given on the last meeting of class prior to May 13, 2004.

### DAY CLASSES

**Regular Meeting Time ..... Exam Hours**

#### **THURSDAY, May 13**

9:00 am or 9:30 am TTh ..... 7:30am-9:30am  
 11:00 am or 11:30 am TTh ..... 10:00am-12:00n  
 12:00 n or 12:30 pm TTh ..... 12:30pm-2:30pm  
 2:00 pm or 2:30 pm TTh ..... 3:00pm-5:00pm

#### **FRIDAY, May 14**

8:00 am or 8:30 am MWF, MW, WF, MF or Daily .. 7:30am-9:30am  
 11:00 am MWF, MW, WF, MF or Daily ..... 10:00am-12:00n

#### **SATURDAY, May 15**

**Saturday or Sunday classes ..... Regular meeting time**

#### **MONDAY, May 17**

7:30 am MWF, MW, WF, MF or Daily ..... 7:30am -9:30am  
 10:30 am MWF, MW, WF, MF or Daily ..... 10:00am-12:00n  
 1:30 pm MWF, MW, WF, MF or Daily ..... 1:30pm-3:30pm  
 4:00, 4:30, 5:00 or 5:30 pm MWF, MW, WF, MF or Daily.. 5:00pm-7:00pm

#### **TUESDAY, May 18**

7:30, 8:00 or 8:30 am TTh ..... 7:30am-9:30am  
 10:00 or 10:30 am TTh ..... 10:00am-12:00n  
 1:00 or 1:30 pm TTh ..... 12:30pm-2:30pm  
 3:00 or 3:30 pm TTh ..... 3:00pm-5:00pm  
 4:00, 4:30, 5:00 or 5:30 pm T, Th or TTh ..... 5:15pm-7:15pm

#### **WEDNESDAY, May 19**

9:30 am MWF, MW, WF, MF or Daily ..... 10:00am-12:00n  
 12:30 pm MWF, MW, WF, MF or Daily ..... 12:30pm-2:30pm  
 2:30 pm MWF, MW, WF, MF or Daily ..... 3:00pm-5:00pm

### EVENING CLASSES

**Classes beginning 6:00 p.m. or later will give final exams at 7:30pm - 9:30pm on the following evenings:**

Monday and Monday/Wednesday classes ..... May 17  
 Wednesday classes ..... May 19  
 Tuesday and Tuesday/Thursday classes ..... May 18  
 Thursday classes ..... May 13  
 Friday classes ..... May 14

**STUDENT REQUESTS FOR EARLY OR LATE EXAMINATION.** No examinations are to be administered prior to the final exam schedule. Students requesting early or late exams may obtain a petition from the Admissions and Records Office. Approved petitions are to be on file in the office of the Division Dean prior to the exam date.

**NO DEVIATIONS ARE TO BE MADE FROM THIS SCHEDULE**

## Primavera Finales 2004

AVISO: Los exámenes finales para las clases de educación física, para algunas de término corto, y para los laboratorios que tienen diferente horario que las clases asociadas de conferencia tomarán lugar el último día del semestre antes del 13 de Mayo 2004.

### CLASES DE DÍA

**Hora de las clases ..... Hora del examen**

#### **JUEVES, 13 de Mayo**

9:00 am or 9:30 am TTh ..... 7:30am-9:30am  
 11:00 am or 11:30 am TTh ..... 10:00am-12:00n  
 12:00 n or 12:30 pm TTh ..... 12:30pm-2:30pm  
 2:00 pm or 2:30 pm TTh ..... 3:00pm-5:00pm

#### **VIERNES, 14 de Mayo**

8:00 am or 8:30 am MWF, MW, WF, MF or Daily .. 7:30am-9:30am  
 11:00 am MWF, MW, WF, MF or Daily ..... 10:00am-12:00n

#### **SÁBADO, 15 de Mayo**

**Clases de Sábado o Domingo ..... la hora de la clase**

#### **LUNES, 17 de Mayo**

7:30 am MWF, MW, WF, MF or Daily ..... 7:30am -9:30am  
 10:30 am MWF, MW, WF, MF or Daily ..... 10:00am-12:00n  
 1:30 pm MWF, MW, WF, MF or Daily ..... 1:30pm-3:30pm  
 4:00, 4:30, 5:00 or 5:30 pm MWF, MW, WF, MF or Daily.. 5:00pm-7:00pm

#### **MARTES, 18 de Mayo**

7:30, 8:00 or 8:30 am TTh ..... 7:30am-9:30am  
 10:00 or 10:30 am TTh ..... 10:00am-12:00n  
 1:00 or 1:30 pm TTh ..... 12:30pm-2:30pm  
 3:00 or 3:30 pm TTh ..... 3:00pm-5:00pm  
 4:00, 4:30, 5:00 or 5:30 pm T, Th or TTh ..... 5:15pm-7:15pm

#### **MÉRCOLES, 19 de Mayo**

9:30 am MWF, MW, WF, MF or Daily ..... 10:00am-12:00n  
 12:30 pm MWF, MW, WF, MF or Daily ..... 12:30pm-2:30pm  
 2:30 pm MWF, MW, WF, MF or Daily ..... 3:00pm-5:00pm

### CLASES DE LA TARDE

**Para las clases que comienzan a las 6:00 de la tarde o más tarde, los exámenes finales serán de 7:30pm - 9:30pm las siguientes noches:**

Clases de lunes y lunes/miercoles ..... 17 de Mayo  
 Clases de miercoles ..... 19 de Mayo  
 Clases de martes y martes/jueves ..... 18 de Mayo  
 Clases de jueves ..... 13 de Mayo  
 Clases de viernes ..... 14 de Mayo

**AVISO PARA AQUELLOS ESTUDIANTES QUE DESEEN TOMAR EXÁMENES ANTES O DESPUÉS DE LA HORA INDICADA EN EL HORARIO:** no se permite administrar exámenes finales antes de la hora indicada. Los estudiantes que necesitan tomar exámenes finales antes o después de la hora indicada pueden obtener una petición en la oficina de Admission and Records.

**DESVIACIÓN DEL HORARIO PARA LOS EXÁMENES  
 FINALES NO SE PERMITE**

## WHAT'S NEW AT VC!

### GET A CAREER & JOB-READY SKILLS!

#### Machine Technology Program:

★ **Certificate/Manufacturing CNC Option**

Fast-track, ONE semester, day program: M-Th, 8-1 p.m.

**Earn up to \$25,000+ first year on the job!**

★ **A.A. Degree/University Transfer Option**

Two-year, exploratory and general machining, day/evening

★ **Professional Development Option**

Geometric Dimensioning & Tolerancing (ASME Y14.5)

A must course for design engineers, draftsmen, O.C., machinists

Tuesday: 6:00 p.m. - 8:50 p.m.

★ **VENTURA COLLEGE** ★

Enrollment is limited - Enroll Early!

## Oracle 9i Online

### Internet Courses

The goal of everyone in the Information Technology field is to become certified—Now is your chance here at Ventura College—the Central Coast's leading educator in Oracle. There are many opportunities and options, including hybrid classes at home and distance education options. Enroll before it's too late!

#### Computer Information Systems (CIS)

CIS V01 Intro: Oracle & SQL\* Plus

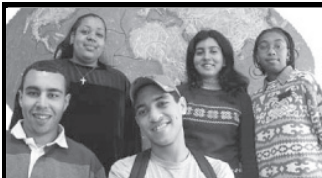
CIS V02 Oracle PL/SQL

CIS V07 Oracle Forms I

CIS V08 Oracle Forms II

CIS V25 Oracle Database Admin

CIS V88 Oracle Backup & Recovery



### International Studies Major

Ventura College offers a new major in International Studies with seven areas of emphasis including international business and international politics.

For more information, contact Dr. Nasri at (805) 654-6400 x1217 or [Intl\\_studies@yahoo.com](mailto:Intl_studies@yahoo.com)



Are you a first-time student with financial need attending Ventura College in Fall, 2004? Stop by the VC Foundation

and pick-up a "Dare to Dream" Scholarship application. You, too, can succeed when you "Dare to Dream"! *Ventura College Foundation thanks Affinity Bank and First California Bank for making these scholarships possible.*



### Calling All Alumni

With the 80th Anniversary of Ventura College fast approaching, the Alumni & Friends Association is searching for all former VC Students. Add your name to the mailing list today by visiting [www.venturacollege.edu](http://www.venturacollege.edu) and clicking on Quick Links, or call the Ventura College Foundation office, (805) 654-6461.

## Travel to Spain

Summer 2004

### Psychology of the Spanish Culture

PSY V90 - 1 to 3 units

Directed Studies in Psychology (Online)

#### TENTATIVE TRAVEL

#### DATES:

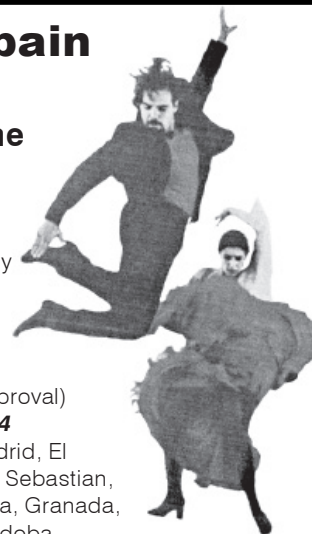
(Subject to VCOCD Board Approval)

**July 5, 2004 to July 21, 2004**

Travel to Spain and visit Madrid, El Escorial, Segovia, Bilbao, San Sebastian, Pamplona, Barcelona, Valencia, Granada, Costa del Sol, Seville and Cordoba.

**CONTACT:** Dr. E. Rivere (805) 654-6400 x1386

E-mail: [spain2004@cox.net](mailto:spain2004@cox.net)



### POLS V03 - Intro to Political Science

- Globalization
- American Democracy
- Human Rights
- Environmental Protection
- Nonviolence
- The Post 9/11 World Order



This class meets the CSU requirement for American Ideals, Institutions, and History; UC and CSU transferable for general education requirements.

### HEC V23

#### Child Growth & Development



"Stepping Stones" is a TV-Cable class companion to Kathleen Stassen Berger's 6th Ed., *The Developing Person: Childhood Through Adolescence*. It explores the interplay of physical, intellectual, and social-emotional developmental processes. It is comprised of 26 thirty-minute TV programs that will air on CAPS TV, Channel 6 (available only to Avenue and Adelphia cable customers in the city of Ventura). Broadcast schedule will be announced at the first class meeting, January 16. Tapes may be purchased in the bookstore. See the Schedule of Classes under Child Development for more information or see Distance Education.

What's New!

## FEES SCHEDULE

**All fees are due at the time you register for class(es). If you drop, or are dropped, after the credit deadline, you will be responsible for all fees owed. See Registration Calendar on page 7.**

**Fees:**

<b>*Enrollment Fee</b> .....	\$ 18.00 per unit 9.00 1/2 unit 4.50 1/4 unit
<b>Nonresident Tuition:</b>	
Non-California residents & International students .....	\$149.00 per unit
<b>International Student Surcharge</b> .....	\$ 14.00 per unit
<b>Health Fee</b> (see details) .....	\$ 12.00 Fall/Spring
.....	\$ 9.00 Summer
<b>Remote Registration fee</b> .....	\$ 3.00 per sem
nonrefundable	
<b>Materials Fees</b> .....	as required; see class schedule
<b>Audit Fee:</b>	
Students enrolled in 10 or more credit units.....	no charge
Students enrolled in fewer than 10 credit units .....	\$ 15.00 per unit
(auditing students also pay the health fee)	
<b>International Student Application</b>	
<b>Processing Fee</b> .....	\$ 50.00
<b>ASB card</b> (optional) .....	\$ 6.00 per sem \$ 10.00 per year
<b>Student Center Fee</b> .....	\$ 1.00 per unit
(maximum of \$10 per fiscal year)	

**Students who owe outstanding fees may not register until the fees are paid and cleared from the computer.**

**California Residents** - Must pay the mandated enrollment fee, health fee, Student Center fee and applicable materials fees. Those meeting certain criteria may be eligible for financial aid. Contact the Financial Aid Office, (805) 654-6369.

**Non-California Residents** - Must pay nonresident tuition, the enrollment fee, health fee, Student Center fee and applicable material fees.

**International Students** - Must pay enrollment fees, the health fee, nonresident tuition, Student Center fee and applicable materials fees, the International student surcharge and an application processing fee of \$50 that covers the cost of federally mandated documentation. The surcharge and the application processing fee may be waived if the student meets one of the following exemptions as listed in the Ed Code §76141 or §76142: ■**Student must demonstrate economic hardship** or ■**Student must be a victim of persecution in the country in which the student is a resident.**

**How Can I Pay My Fees?** - Pay by cash, check or money order, Mastercard or VISA. Include your social security or student ID number and driver's license number on your check or money order. All returned checks and credit card chargebacks will be assessed a \$10 service fee. Fees may be paid:

- By credit card, online at [www.venturacollege.edu](http://www.venturacollege.edu), click on Student Central and log into WebSTAR
- By credit card on the phone at (805) 384-8200.
- In-person at the Student Business Office in E building.

**Refund Policy** - You must drop your classes by the credit deadline stated in the registration calendar to qualify for a credit or refund of tuition and/or fees. **AFTER** your class(es) have been dropped, application for a refund may be made through the Student Business Office. The Refund Request form is located on page 109. Credits will **NOT** be authorized for drops or withdrawals occurring after the deadline date. Enrollment fee refunds are subject, once a semester, to the withholding of a \$10 Administrative Fee. To qualify for a refund of parking fees, you must return the original parking permit to the Student Business Office by the deadline.

**Refund on Nonresident Tuition and Surcharge** - Nonresident tuition and the student surcharge are refunded based on the following: 100% is refunded the first and second weeks of classes; 50% is refunded the third and fourth weeks. For short-term classes, 10% of class meetings is refunded at 100%; 20% of class meetings is refunded at 50%. No refunds are authorized for drops or withdrawals after the fourth week of a full-term class or 20% of short-term classes.

**Health Fees** - This \$12 fee provides you with a variety of health care services. In accordance with Board policy, students are required to pay a health fee, regardless of the units taken, unless they meet one of the exemptions listed below pursuant to Ed Code §76355: ■**BOGW** recipient or identified by the Financial Aid Office as qualifying for exemption under the Ed Code §76355 or ■**Any student who depends exclusively on prayer for healing in accordance with the teachings of a bona fide religious sect, denomination, or organization.** Documentary evidence of such an affiliation is required.

**Parking Permits - Optional**

A parking permit is required to park on campus. Citations are issued to vehicles without a valid permit displayed. A license plate number is required for permit registration. Pick up permits in the Student Business Office. See the Ventura College Catalog for more information. **SINGLE DAY** permits (\$1) can be purchased from the bright yellow machine located at the parking information booth by the flag pole, and at the Student Business Office. To locate the permit machine, follow the signs at the Estates Way entrance to the campus.

<b>Automobile:</b> regular sem. / summer sem. ....	\$40 / \$14
<b>BOGW students:</b> regular sem. / summer sem. ....	\$20 / \$14
<b>Motorcycle:</b> regular sem. / summer sem. ....	\$28 / \$9
<b>Additional Permit:</b> same household, must present car registration	
regular sem. / summer sem. ....	\$8 / \$5
<b>Replacement Permit:</b> requires return of original permit	
regular sem. / summer sem. ....	\$5 / \$4
<b>Single Day</b> .....	\$1

**Ridesharing / Carpooling** - If you can certify that you have two or more passengers regularly commuting to the College in your vehicle, you may qualify for a reduced parking fee of \$25 for Fall/Spring semesters and \$10 for Summer session. Apply for permits at the Campus Police or Student Business Offices.

**\*Enrollment fees are set by the state, are subject to change without notice, and may be retroactive. All other fees are set by the Ventura County Community College District Board of Trustees and are subject to change by Board action.**

## FEE QUESTIONS

**Q. When are my fees due?**

A. All fees are due at the time of registration.

**Q. I can't afford to go to school but I need an education. Is help available?**

A. Before you register for your classes, contact the Financial Aid Office to see if you qualify for a fee waiver or other financial aid.

**Q. What is the "Student Center Fee"?**

A. Students of Ventura College voted to enact a Student Center fee of \$1 per unit, up to a maximum of \$10 per fiscal year, for the purpose of financing, constructing, expanding, remodeling, refurbishing, and operating a Student Center. The fee shall not apply to: Students enrolled in non-credit courses or courses held at East Campus; those who are recipients of CalWORKs; are on SSI/SSP; or on a General Assistance Program.

**Q. Will I be dropped if I don't pay my fees within 7 days?**

A. Yes, if fees are not paid within 7 days, you will be scheduled for drop the following weekend.

**Q. What if I don't have the money to pay right away?**

A. Before you register for your classes, contact the Financial Aid Office to see if you qualify for a fee waiver.

**Q. What if my fees are going to be paid by a scholarship, vocational rehabilitation program or another tuition assistance program?**

A. Contact the Student Business Office immediately after you register to let them know who will be paying your fees. You will be required to present paperwork confirming that the fees will be paid by a third party.

**Q. If I am dropped, can I re-enroll?**

A. You may petition for reinstatement into your classes at the Admissions & Records Office. If there are still seats open in the class, you can be reinstated without instructor approval. If all seats are full, you will need the instructor's signature to confirm that you have been attending the class. Be prepared to pay your fees at the time the reinstatements are processed.

**Q. If I am dropped, will I still owe fees?**

A. You might! If you are dropped after the deadline to receive a credit or refund, you will still be responsible for the outstanding fees. Consult the Calendar in the Schedule of Classes for the refund drop deadlines, and ask the Admissions & Records Office staff for deadlines on short-term classes.

**We're Here To Help!  
Have a Question We Haven't Answered?  
Call Us!**

Financial Aid Office	(805) 654-6369
Student Business Office	(805) 654-6488
Admissions & Records Office	(805) 654-6457

## FINANCIAL ASSISTANCE

### Need Help Paying Your Enrollment Fees or Other Expenses?

**Here Are Two of Your Options:**

**Enrollment Fees:** The Board of Governors Enrollment Fee Waiver (BOGW) provides a waiver of enrollment and health fees to qualifying students who are California residents. For information regarding the methods for qualifying and verification required, please see "Criteria for Fee Waiver." The BOGW application in English is located on page 103 and the BOGW application in Spanish is on page 105. This Fee Waiver (BOGW) is valid for the entire academic year, starting Fall 2003-Spring 2004 and ending Summer 2004.

**Financial Aid:** The Financial Aid Office has the Free Application for Federal Student Aid, "FAFSA," for students who wish to apply for financial assistance for the 2003-2004 academic year. This application covers both federal and state financial aid programs, including the following:

■ **FEDERAL PELL GRANT** ■ **FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT** ■ **FEDERAL WORK-STUDY** ■ **FEDERAL FAMILY EDUCATION LOANS (STAFFORD LOANS)** ■ **CAL GRANTS B, C** ■ **EOPS GRANT**

Interested students should apply now! **A Financial Aid application is available online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) or you may pickup a copy at the Financial Aid Office. Don't delay in applying. The process may take up to 3 months.**

Financial aid will be awarded to eligible students subject to availability of funds.

### Criteria for Fee Waiver

You are eligible to receive a fee waiver if you are a California resident and you meet any one of the following criteria:

1. Are currently receiving benefits from AFDC (CalWORKs), SSI/SSP or General Assistance.
2. Are a dependent student whose parent(s) are currently receiving AFDC (CalWORKs) or SSI/SSP.
3. Have applied for financial aid at Ventura College and have demonstrated eligibility for a Board of Governor's Fee Waiver.

If you do not meet any of the criteria, you may still qualify for a waiver if you:

4. Meet certain income standards (income standards available in the Financial Aid, Educational Assistance Center, East Campus, and EOPS Offices).

*You must complete the BOGW English application on page 102 or the Spanish application on page 105 to apply for a fee waiver. Fee waivers are valid for the entire academic year starting Fall 2003 through Summer school 2004.*

For additional information, contact the Financial Aid Office. Our staff will be happy to assist you! (805) 654-6369.

## SUPPORT SERVICES

Hours of operation for many offices may change.

Please see page 110 for office locations, hours, phone numbers and Web addresses.

### Support Services

#### Admissions & Records

Located in Building A. Apply and register online at our Web site: [www.venturacollege.edu](http://www.venturacollege.edu). Click on the "Student Central" logo.

#### Bookstore

The VC Bookstore Pirates' Cove carries a variety of merchandise in addition to textbooks and supplies. Textbooks and merchandise refunds are restricted. Buy-backs occur during the week of final exams. Picture I.D. is required for all transactions other than cash.

#### Cafeteria

Cafeteria service includes hot food entrees, pizza, sandwiches, salads, snacks, beverages, etc. A satellite cafe is located outside Building UV, next to the Science/Math Building.

#### CalWORKs

CalWORKs is a law that provides temporary cash assistance and other services to low-income families with minor children. CalWORKs may be able to help eligible students with the cost of childcare, books, and transportation, while he/she is attending college. CalWORKs also operates a work-study program to help students find a job on-campus or in the community while they are going to school. For information, call the CalWORKs Office at (805) 477-2021.

#### CARE Program

Cooperative Agencies Resources for Education (CARE) is an EOPS program designed for CalWORKs participants who, in addition to meeting the EOPS eligibility criteria are single, head of household, over 18 years of age and have a child under the age of 14. In addition to all regular EOPS services, EOPS/CARE students may be eligible to participate in a meal voucher program at Ventura College, and receive assistance with child care, gas and car repair.

#### Child Development Center

The Kinko's Child Development Center is located on campus at the corner of Telegraph Road and West Campus Way, across from the Aquatics Center. Developmentally appropriate toddler and preschool programs are provided for children 18 months through pre-K. Fees are charged for services. Program hours:

**Toddlers (18-24 months): 8:15 a.m. – 12:30 p.m., Mon.–Fri.**  
**Preschoolers (2-5 years): 8:15 a.m. – 5:30 p.m., Mon.–Fri.**

Students enrolled in three or more units receive priority enrollment. A new waiting list begins as each semester's Class Schedule comes out. Since spaces fill quickly, you are encouraged to get on the waiting list as soon as possible. Call (805) 648-8930 for more information.

#### Counseling

The Counseling Center is located in the Administration Building. Counseling services are available for all students by appointment or drop-by. Call (805) 654-6448 for an appointment. See page 5 for schedule of orientation and advisement activities for new students. Counseling is also available on a drop-by basis daily on a first-come, first-serve basis for quick questions. Counseling services include academic advisement, career planning, transfer assistance, and college orientation. Students may meet with any counselor or may ask for counselors who specialize in particular academic areas for the next semester after the first two weeks of the previous semester.

#### EOPS

Extended Opportunity Programs and Services (EOPS) encourages the enrollment of low-income and educationally disadvantaged students into institutions of higher learning. The focus of the EOPS Program is to provide the necessary resources for students to successfully complete their educational goals. EOPS also serves eligible CalWORKs students through a special program, \*Care. **Qualifications:** eligible for BOGW A or B: full-time 12 units; less than 70 degree applicable units; educationally disadvantaged. For additional \*CARE services: must be CalWORKs/TANF single parent, head-of-household with at least one child under age of 14. Through the EOPS and CARE (Cooperative Agencies Resources for Educational) programs, students can receive services such as: **Services:** assessment; early registration; emergency loans; grants; job placement assistance; referrals; university field trips; workshops; student leadership; advocacy; tutoring; help through the Financial Aid process; \*childcare allowances; \*gas and on-campus meal. **Counseling:** academic advisement; career counseling; college orientation; personal counseling; transfer advisement; university transfer assistance. **Staffing:** bilingual; diverse; full-time counselors; peer advisement. EOPS is located in the FS Building between the gym and cafeteria. Call (805) 654-6302 for further information.

#### Financial Aid

Need help paying your enrollment fees or other expenses? Financial aid is available to eligible students in the form of grants, loans and work-study. Fee waivers (waives enrollment and health fees) are available to California residents. Fee waiver application is located on page 103.

#### Helping Hands at the VC Foundation

The Helping Hands Program through the VC Foundation offers scholarships each semester to assist needy students with child care costs. Scholarships are for 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 at the VC Child Development Center. Scholarships are awarded on an ongoing basis and students can reapply. Applications are available at the Child Development Center and the VC Foundation office. For more information, call the Foundation office at (805) 654-6461.

#### JCC - Job and Career Center

Jump start your career by attending a free workshop at the Ventura College Job and Career Center. The first step in finding a job is being prepared. Workshops include: resume and application development, job search, interviewing techniques, stress management, personal budgeting, dress for success, networking-motivation and self-directed assessment. All services are free! **Center hours are 8:00 a.m.–5:00 p.m., Monday–Friday. The Center is open until 7:00 p.m. on Tuesdays.** We are located at 4274 Telegraph Road, across from the Kinko's Child Development Center, (805) 477-2000.

## SUPPORT SERVICES

### Learning Center

The Learning Center functions both as an open-access computer lab that students can use on a drop-in basis for their college related work, and as a lab for classroom instruction for English, reading, and ESL classes. PCs and Macintosh computers are available with software for Internet access, word processing, textbook-related materials, and specialized reading and writing programs. The Center is located on the second floor of the F Building.

### Library

Located in the D building, the D.R. Henry Library collection consists of 66,156 volumes, 340 periodical titles, 309 microfilm titles and several online, "full-text," electronic databases. The Library functions as a resource laboratory for classroom assignments and as a study area with three quiet study rooms, a research workroom, and lounge seating in the lobby. The catalog of library materials is available through nine public access stations and Internet access on 12 stations. Students may log on to the Library's online catalog and full-text database through the Internet at [www.venturacollege.edu](http://www.venturacollege.edu). Click on the Library button. Students should first see a Librarian for instruction on how to use the databases. For more information, call (805) 654-6482.

### Student Activities Office

Student Activities provides a variety of services and activities to assist and provide opportunities for students' educational development. Program and service areas cover a wide spectrum and include, but are not limited to, the following:

**Associated Students Ventura College (ASVC):** Students are encouraged to participate on the ASVC executive board, or on a College/District committee so that they have a direct voice in the governance process. The Board sponsors a variety of co-curricular activities during the year including musical performances, lectures, and multi-cultural events.

**ASVC Photo Identification and Library Cards:** Students are encouraged to purchase a ASVC card that entitles them to a variety of goods and services including a 10% discount on used books, most supplies in the College Bookstore, free admission to the College athletic events, student theatre performances, and 10-30% discounts from community businesses. Library cards to access numerous library services including the Internet are available through the funding generosity of the Library.

**Student Leadership (LDR V02) and Leadership Internship (LDR V95) courses:** Student officers and those participating in College/District governance may receive from 2-4 course units of transferable credit while learning leadership principles and having the opportunity to apply them to the governance process.

**Student Organizations:** A variety of student clubs, associations and honor societies provide students the opportunity to organize, socialize and work together to achieve common goals.

**Posting and Vendor Approval:** The Office must approve posting of flyers or community vendors coming on campus to promote or publicize products, services or events.

**Student Housing:** While the College provides no campus

housing, listings of accommodations are solicited through the Office. Listings include room, room and board, and apartments. The accommodations are listed purely as a service to students. The College assumes no responsibility for the condition of the rental, or the credibility of the landlord. These are the responsibility of the student or parent.

### Student Business Office

Services include issuing of parking permit(s), ASB cards, processing refunds and collecting student fees. Keep your receipt(s).

### Student Health Center

Students who received (BOGW) fee waivers or other waivers, or paid the mandatory \$12 health fee are entitled to on-campus accident insurance and free medical care and personal counseling. Medications, lab work, and procedures are also available at a low cost. Health services include diagnosis and treatment of acute illness and general medical problems, personal counseling, women's health and family planning, dermatology, orthopedics, immunizations, and health education pamphlets. If we are unable to provide you with a needed medical service, we will refer you to an outside resource. Please visit our Web site for more information, hours, and specific clinic times. The Health Center is located on Central Campus Way on the east side of the Athletic Event Center. Please call (805) 654-6346 for an appointment or information.

### Tutoring

Located in Guthrie Hall, the Tutoring Center provides free drop-in, group and individual tutoring services to VC students.

### Women's and Re-entry Center

The Women's and Re-entry Center is a student service which provides support for women and men re-entering school, women with unique needs, as well as offering assistance to the entire student body. In an effort to equip students with the best set of tools to accomplish their goals the Women's and Re-entry Center offers a variety of services. Every semester we host a re-entry student orientation and on-going support groups. We have a textbook lending library, children's clothing exchange, workshops, video library and personal counseling. The Center is a comfortable place to study and support one another. It is located outside the back of the cafeteria in Building B.



## SPECIAL PROGRAMS

### Special Programs

#### Customized Services to Agencies and Vocational Programs

Agencies desiring support services for their clients will be charged a fee, if such services are not normally provided to regular students. For additional information, contact the Division of Industry and Technology at (805) 654-6372.

#### East Campus at Santa Paula

The East Campus offers an extensive English-as-a-Second Language (ESL) program as well as a wide variety of general education and vocational classes and programs at the Dean Drive location and at the local high schools. The Vocational Programs include computer office assistant, CNA training, medical assisting, and child development. The general education courses meet graduation and transfer requirements for students who are working towards an associate's or bachelor's degree. The ESL classes help students whose first language is not English to acquire the speaking, reading, and writing skills needed to function at work, in college, and in the community. The East Campus is located at 105 Dean Drive, Santa Paula, (805) 525-7136. Bilingual (Spanish-English) staff are available to help students.

#### Educational Assistance Center

The Educational Assistance Center (EAC) is a state-funded program that provides support services and special instruction for students with disabilities. Depending on the disability needs, the following services are available free of charge to qualified students:

- assessment
- one-step early registration assistance
- tutoring
- interpreters
- mobility assistance
- alternative testing facilitation
- notetaking
- Braille, e-text, large print
- readers
- assistive devices
- specialized counseling
- job development/placement
- special classes: learning skills, assistive computer technology, adapted physical education, job seeking skills and Braille/technology for the visually impaired.

All College materials are available in alternative format. For further information and registration dates, call the Educational Assistance Office (EAC) for accommodations at (805) 654-6300 (voice); or 642-4583 (TTY); or 648-8915 (Fax), or e-mail: [vceac@vcccd.net](mailto:vceac@vcccd.net)

#### Registration Tips for Students with Disabilities

Priority registration for verified EAC students begins a week before registration for regular students.

- Register online during priority registration by calling the EAC office for a special computer code.
- Make an appointment with your EAC counselor before priority registration begins and the EAC office staff will enter your classes for you when registration begins.
- Register by phone through the EAC office at (805) 654-6300. One of our staff will assist you.
- Take care of all your registration needs right in the EAC office: meet with a counselor, register, pay your fees (exact change checks or credit cards), get your parking permit, apply for a BOGW and add or drop classes.

#### International Students Program

The International Student Office assists about 200 International Students attending under an F-1 Visa (Student Visa) from countries around the world: Japan, Germany, Sweden, Hungary, Morocco, Kenya, South Korea, Indonesia, Taiwan, Brazil, Argentina, Ecuador, Sri Lanka and many more. The Office assists students with admission, assessment, orientation, immigration matters, housing, academic advising and counseling for new and continuing students. International Students under F-1 Visa must meet the following application deadlines: Fall semester: June 15; Spring Semester: November 15; Summer session: April 15. If you have any questions, please contact the International Students Office, (805) 654-6313.

#### Learning Skills Program

Students who have a history of delayed academic achievement or have had a great deal of difficulty mastering basic skills may wish to inquire about the special services provided by the Learning Skills Program. The Program emphasizes individualized instruction, teaching to the dominant learning style, and allowing the student to learn at his or her own pace. Special classes in reading, writing, math, study skills, memory power, creative thinking, visualization and perception, learning strategies, vocabulary building, spelling improvement and personal development are offered. Assessment is also available. For information or an appointment, call the Educational Assistance Center (EAC) for the disabled at (805) 654-6300.

#### Assistive Technology Training Center

The ATTC is designed to teach all students with disabilities about the latest in computer access devices and instructional software, including speech synthesizers, adapted keyboards, voice-input systems, Braille printers and adapted word processing programs. Students can register for a variety of classes in assistive Computer Technology listed in the Schedule of Classes. For information, call (805) 654-6415.

#### Middle College Academy

Ventura College, in partnership with specific area high schools, offers a Middle College Academy that allows motivated high school students to attend college classes while still in high school. Middle College High School programs have been adopted by participating high schools and community colleges throughout the country, allowing high school students to earn college credit, explore career options and take advanced courses not offered on the high school campus. Call the Middle College Academy at (805) 654-6321 for more information on participating high schools and enrollment in the program.

## POLICIES & INFORMATION

Please consult the Ventura College Catalog for complete Admission and Academic Policies and Information. The following excerpts are intended as a source of general reference for students.

### Accreditation

Ventura College is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges, 10 Commercial Boulevard, Suite 204, Novato, CA 94949, (415) 506-0234, an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education.

### Adding a Closed Class

Adding a closed class will always require written permission from the instructor. Permission consists of an "Authorization Add" code from the instructor that will enable the student to add a closed class in person or online. All adds must be completed by the "last day to add" deadline posted in the registration calendar. Students may access online services by going to the College Web site:

[www.venturacollege.edu](http://www.venturacollege.edu) and clicking on "Student Central."

### Attendance and Absence

All students are expected to attend the first meeting of class, and to attend classes regularly thereafter. The instructor may drop students who do not attend the first class meeting, and may recommend that students be dropped when absence from the class exceeds 1/9th (one-ninth) of the total class contact hours for the session. Students may also be dropped from having missed necessary safety instruction when such instruction is routinely given. Instructor-initiated drops may result in the assignment of a grade of "W" in accordance with the college withdrawal policy.

### Auditing a Class

Students may petition to audit a maximum of one 3 unit class per semester or Summer session. The petition to audit a class is available at the Admissions & Records Office. It must be approved and signed by the instructor, and returned to the Admissions & Records Office during the last two days of the program adjustment period. Lab classes and activity classes are not generally approved for audit. Priority for seats will be given to students taking the class for credit. Auditors pay fees of \$15.00 per unit and applicable health fee. Nonresident tuition does not apply.

### Campus Emergency Instructions

Emergency procedures in the event of earthquakes or fires affecting students and staff on-campus are available in all classrooms, offices, and the College Catalog. Campus Police phone: (805) 654-6486 or (805) 642-7000.

### Class Repeat Policy

Courses can only be taken one time unless otherwise noted in the Ventura College Catalog and Schedule of Classes. Students may petition only once to repeat courses to improve grades of "D," "F" or "NC." Courses in which a grade of "C," "CR" or better were received may not be repeated unless specifically authorized by the Title V of the California Administrative Code.

### Credit by Exam

To apply for Credit by Exam students must make an appointment with a counselor. Students must be currently enrolled in at least one credit course at the college, must have completed at least 12 units in residence in the district, must be in good academic standing, and must have submitted transcripts from all other colleges attended. They must not have previously received a grade in the course being petitioned, or completed courses in more advanced subject matter, and must not be participating in the same course as an auditor. Students should not enroll in the course they are attempting to challenge. Units earned through Credit by Exam are clearly identified on their transcript with a grade of CRE (NC if not passed), and are subject to the acceptance policies of each individual college or university. There may be limitations on the use of such units for

establishing eligibility for athletics, financial aid, veteran's benefits and other programs. Some courses may not be challenged. Consult the Office of Student Development for a list of excluded courses. Petitions must be on file with the administering instructor by Friday of the tenth week of the semester, and exam must be administered prior to the last day of the semester.

### Credit/No Credit Grading Option

Students may choose the credit/no credit (CR/NC) grading option in courses for which letter grades are assigned. Students may elect by no later than 30% of the length of the class to request, or rescind a request for the credit/no credit option. Students will receive a grade of CR which denotes work equivalent to a letter grade of C or better. A maximum of 20 units of CR may be applied to an AA or AS degree or a Certificate of Achievement. Units earned on a credit/no credit basis shall not be used to calculate grade point averages, but they shall be considered in probation and dismissal policies. Other colleges and universities may restrict the acceptance of courses taken on a CR/NC basis, especially in satisfaction of major or general education requirements. Students should consult a counselor before choosing the credit/no credit option.

### Dropping a Class or Withdrawing

**(Always Confirm Your Drops by Reviewing Your Class Schedule)**

• Drop by **WEB**: Log onto [www.venturacollege.edu](http://www.venturacollege.edu), click on the "Student Central" logo, then on WebSTAR. • Drop by **STAR**: Drop a class using STAR during its hours of availability. It is your responsibility to make sure the class is dropped. • Drop **IN-PERSON**: at the Admissions & Records Office during regular business hours. Fill out the Drop form. Sign it. Turn it in for processing. You will be given a receipt. Keep your receipt. The receipt is your proof that the class was officially dropped. • Drop by **MAIL**: send the Admissions & Records Office a letter indicating which class(es) you want to drop. Include your social security number and signature. The postmark on the envelope will be your official drop date. If you want a receipt, please indicate that in your letter.

### EAC Interim Statement

Class Schedule in Alternate Formats for Students with Disabilities: The Ventura College Educational Assistance Center recognizes the need to provide the class schedule in formats that are usable by individuals with disabilities. Currently, the schedule is available in print format and online at <http://www.vcccd.net/si/scheds.htm>. With assistive technology that is available on campus, and which many individuals also have for use at home, these formats already provide access for individuals with a number of disabilities. In addition, the EAC will prepare a large print copy of the schedule. The primary difficulty is faced by those relying on speech output or Braille for accessing information. This requires that the information be formatted online and in e-text in a manner that makes sense when using those modes of access. There are technical difficulties at the present time which prevent putting the Schedule into a format which could easily be converted to Braille. The same holds true for conversion to e-text for use in text-to-speech. In that case, the issue is having it "make sense" when presented verbally without benefit of seeing the text. The EAC and the DSPS programs at Oxnard and Moorpark Colleges, together with the District Information Technology Office, will be working to find a common solution to this District-wide problem. In the interim, someone requiring the Schedule in formats other than large print, standard print, or the current online version, should contact the EAC. The staff of the EAC will work with these individuals to ensure that their needs for access to schedule information are met in a timely, mutually determined manner that will no doubt vary from person-to-person. This interim policy will be revised when a permanent resolution to this issue is attained.

### Equal Opportunity

The Ventura County Community College District is committed to providing equal opportunity in education and to prohibiting discrimination based on race, gender, color, religion, age, national origin, disability, marital status, sexual orientation, or Vietnam veteran status. This commitment is in accordance with the requirements of state and federal law. All members of the college community--students, faculty, administrators, staff, and visitors-- must be able to study and work in an atmosphere of mutual respect and trust. Indeed, the District is actively committed to creating and maintaining an environment that respects the dignity of everyone. If you feel that you have been subject to unlawful discrimination based on disability or in violation of the American with Disabilities Act, please contact Dr. Lyn MacConnaire, Ventura College, 4667 Telegraph Road, A building, Ventura, CA 93003. Telephone: (805) 654-6455 or e-mail: [Lmacconnaire@vcccd.net](mailto:Lmacconnaire@vcccd.net). The U.S. Department of Labor Title IX, Education Amendments of 1972, prohibits discrimination on the basis of sex in education, programs and activities. If you have any questions about Title IX, please feel free to contact Dr. Karen Gorback at ext. 3143 or e-mail

[Kgorback@vcccd.net](mailto:Kgorback@vcccd.net).

### Full-Time Student

For most purposes a student is defined as full-time if registered in 12 or more units in a regular semester, 4 units or more in a Summer session. This may differ for special programs, financial aid, veteran's benefits, etc.

### Harassment / Discrimination, Complaint Procedure

Members of a college community--students, faculty, administrators, staff and visitors--must be able to study and work in an atmosphere of mutual respect and trust. Ventura County Community College District is actively committed to creating and maintaining an environment which respects the dignity of individuals and groups. The goal of Ventura County Community College District is to be sensitive to the needs of students, staff and those who interact with the college community, while preserving the rights of those against whom allegations have been made. Employees or students of the District who feel that they have been harassed or discriminated against based on race, color, national or ethnic origin, age, gender, religion, sexual orientation, veteran status, marital status or physical or mental disability have the right to file a complaint. The procedures outlined govern the process for all discrimination complaints filed by employees or students, including sexual harassment. Complaints may be filed student against student, student against employee, employee against student, employee against employee, visitor against employee, employee against visitor, etc. Complaints must be filed with the District within one year of the alleged harassment or discrimination or within one year of the date on which the Complainant knew or should have known of the facts of the alleged incident. District employees involved in any aspect of investigating or resolving a complaint of harassment or discrimination will have received training from a qualified source in advance of their service. Non-retaliation for filing--no individual will suffer retaliation as a result of filing a claim or being a witness in regard to harassment/discrimination allegations. Persons engaging in retaliation are subject to disciplinary action.

#### DEFINITIONS:

**Complainant:** An individual who believes that he/she has been the victim of harassment or discrimination. **Respondent:** An individual against whom a claim of harassment or discrimination is made. **Complaint:** A written allegation that a student, staff member, or other individual who interacts with VCCCD has subjected

someone to harassment or discrimination. **Responsible District Officer:** The person at the District who is responsible for coordinating the investigations of all harassment and discrimination complaints. The District has established the following procedures to resolve charges of harassment or discrimination. The Ventura College sexual harassment facilitators are: Sandra Curiel (805) 654-6487, Guadalupe Moriel-Guillen, (805) 654-6585 and Alisa S. Moore, (805) 654-6462.

#### INFORMAL PROCESS

An individual who has reason to believe that he or she has been a victim of harassment or discrimination based on race, color, national or ethnic origin, age, gender, religion, sexual orientation, marital status, veteran status or physical or mental disability may resolve the matter through an informal process under this procedure. Participation in the informal process is optional and not a prerequisite to filing a formal complaint.

1. A person who believes that he or she has personally suffered harassment or discrimination should contact the appropriate Intake Facilitator at their location to directly discuss his or her concerns.
2. The Intake Facilitator may inform the Respondent of the possible complaint and shall meet with the Complainant to:
  - a. understand the nature of the concern;
  - b. give to Complainant a copy of the District's Sexual Harassment Policy brochure and this "Complaint Procedure for Harassment/Discrimination" document;
  - c. inform Complainant of his or her rights under this complaint procedure;
  - d. assist the Complainant in any way advisable.
3. If the Complainant and the Respondent agree to a proposed resolution, the resolution shall be implemented and the informal process shall be concluded. At any time during the informal process, the Complainant may initiate a formal complaint.
4. The Intake Facilitator shall keep a written log of discussions and a record of the resolution. This information shall become part of the official investigation file if the Complainant initiates a formal complaint. If the parties reach a tentative agreement upon resolution of the complaint, a letter summarizing the resolution shall be sent to the Complainant and the Respondent. A copy of this letter shall be sent to Human Resources for approval.
5. Once a complaint is put in writing and signed by the Complainant, the Complaint is considered to be formal and the formal complaint procedures should be followed.

#### INFORMAL PROCESS

1. A person who alleges that he or she has personally suffered harassment or discrimination based on race, color, national or ethnic origin, age, gender, religion, sexual orientation, veteran status, marital status, or physical or mental disability shall complete and sign the District's Harassment/Discrimination Complaint Form within one year of the alleged incident or within one year of the date on which the Complainant knew or should have known of the facts of the harassment or discrimination incident.
2. On the complaint form, the Complainant shall describe in detail such alleged harassment or discrimination and the action the Complainant requests to resolve the matter. All written complaints shall be signed and dated by the Complainant, and shall contain at least the name(s) of the individual(s) involved, the date(s) of the event(s) at issue and detailed description of the actions constituting the alleged harassment or discrimination. Names, addresses and phone numbers of witnesses or potential witnesses should also be included, when possible.

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3. The Intake Facilitator will review the complaint to determine whether it describes the kind of harassment or discrimination which is prohibited under these procedures and whether the complaint sufficiently describes the facts of the alleged misconduct. If the complaint does not describe the kind of prohibited conduct the District investigates under the procedures, the Complainant will be notified and will be referred to the appropriate process. If the complaint does not sufficiently describe the facts giving rise to the complaint so that a determination can be made regarding whether the alleged misconduct is covered under these procedures, the complaint will be returned and the Complainant will be invited to submit an amended complaint providing enough factual detail to allow the above determination to be made.
4. After a proper complaint is received, the Intake Facilitator shall investigate the charges as stated in the complaint. The Intake Facilitator shall send a copy of the complaint to the Responsible District Officer, who, after consultation with the Vice Chancellor of Human Resources and the District Chancellor, shall send a copy to the State Chancellor of the California Community College System. A summary of the complaint and procedures shall also be sent to the Respondent. A copy of the complaint will be maintained in the Office of Human Resources at the District Service Office.
5. The Intake Facilitator shall meet with the Complainant to review the nature of the complaint and identify the scope and the nature of the investigation. If the Complainant fails to meet with the Intake Facilitator within a reasonable time (usually 10 working days), the Intake Facilitator will continue the investigation to the best of his/her abilities based on the written formal complaint. After meeting with the Complainant, the Intake Facilitator shall give the Respondent an opportunity to meet with him/her to receive the Respondent's answer to the complaint and to review with Respondent the scope and nature of the investigation. Complainant and Respondent may inform the Intake Facilitator of witnesses to contact and may present documents in support of their positions.
6. Prior to completing the investigation, the Intake Facilitator shall meet again with the Complainant and the Respondent separately, to give an overview of the steps taken during the investigation, and to ask Complainant and Respondent for the names of any other individuals the Intake Facilitator might speak with to request any additional information.
7. The Responsible District Officer shall determine whether harassment or discrimination did or did not occur with respect to each allegation in the complaint. The findings shall take into consideration the severity of the conduct, the pervasiveness of the conduct, the pertinent background, and other relevant District policies. If disciplinary action is recommended, appropriate contractual due process and statutory processes will be invoked. If the Responsible District Officer finds there is no evidence to sustain the allegation, the record shall be kept confidential, except to the extent that disclosure may be required by law. The records will be destroyed to the extent the law allows. After completion of the investigation, the Intake Facilitator shall meet with the Responsible District Officer who shall be responsible for reviewing the Intake Facilitator's report, making factual determinations, reaching a conclusion regarding the charges, and recommending appropriate action, if any.
8. In the event the complaint is against the Responsible District Officer, the Vice Chancellor of Human Resources shall appoint an investigator to review the complaint. In the event the complaint is against the Vice Chancellor of Human Resources, the District Chancellor or designee shall appoint an investigator to hear the complaint, receive the report, and make a determination on any final action.
9. The District shall complete its investigation and forward to the Complainant and Respondent within 90 calendar days of receiving a complaint, and the Chancellor of the California Community College System within 150 calendar days of receiving a complaint, all the following:
  - a. a summary of the investigative report;
  - b. a written notice setting forth:
    1. the findings of the District Investigator and District Chancellor as to whether harassment or discrimination based on race, color, national or ethnic origin, age, gender, religion, sexual orientation, veteran status, marital status, or physical or mental disability did or did not occur with respect to each allegation in the complaint;
    2. a description of actions to be taken, if any, to remedy any discrimination or harassment that occurred and to prevent similar problems from occurring in the future;
    3. the proposed resolution of the complaint;
    4. the Complainant's right to appeal to the District Chancellor, then the State Chancellor of the California Community College System; and
    5. in the event disciplinary action is recommended for the Respondent, he/she shall be entitled to all due process procedures provided by statute and/or the employee collective bargaining agreement.

### APPEAL RIGHTS

If the Complainant is not satisfied with the results of the formal level administrative determination, the Complainant may appeal the determination by submitting objections to the District Chancellor within fifteen calendar days of the receipt of the determination. Within forty-five calendar days of receiving the Complainant's appeal, a copy of the final District decision rendered by the District Chancellor shall be forwarded to the Complainant, the State Chancellor of the California Community College System, and, if appropriate, the Respondent. If the District Chancellor does not act within forty-five calendar days, the administrative determination shall be deemed approved and shall become the final District decision in the matter. Complainant shall have the right to file a written appeal with the State Chancellor of the California Community College System within thirty calendar days after the District Chancellor has issued the final District decision or permits the administrative determination to become final.

### HOW TO FILE A HARASSMENT/DISCRIMINATION COMPLAINT

1. A copy of these procedures and the Ventura County Community College District's Harassment/Discrimination Complaint forms are available in the Office of Human Resources, the offices of the Intake Facilitators on each campus, and in the Executive Vice President's Office on each campus.
2. Completed complaint forms may either be mailed or delivered to the Ventura County Community College District, Assistant Vice Chancellor of Human Resources, 333 Skyway Drive, Camarillo, CA 93010, or to one of the Intake Facilitators on each campus.
3. Complaints must be filed with the District within one year of the alleged unlawful harassment or discrimination or within one year of the date on which the Complainant knew or should have known of the facts of the alleged incident.
4. A person who alleges that he or she has personally suffered harassment or discrimination based on race, color, national or ethnic origin, age, gender, religion, sexual orientation, veteran

## POLICIES & INFORMATION

status, marital status, physical or mental disability, or one who has learned of such unlawful harassment or discrimination, shall invoke the procedures described above.

- An individual may also file a complaint of unlawful discrimination with the Equal Employment Opportunity Commission, 2014 "T" Street, Suite 210, Sacramento, CA 98514, the United States Department of Education, Office of Civil Rights, 50 United Nations Plaza, room 239, San Francisco, CA 94102, or the Department of Fair Employment and Housing may be called at 1-408-291-7352. These additional procedures may be used at the time of filing a complaint, during, or after use of the District harassment or discrimination complaint process. Filing deadlines for the aforementioned offices may vary. Note that the filing deadlines and procedures for each agency may differ.
- Non-retaliation for filing--no individual will suffer retaliation as a result of filing a claim or being a witness in regard to harassment/discrimination allegations. Persons engaging in retaliation are subject to disciplinary action.

### DISSEMINATION

The District will disseminate the information regarding District policies and appropriate procedures on harassment and discrimination to all employees and students by announcing its existence in prominent places throughout the District including, but not limited to, the College Catalog and Schedule of Classes, appropriate employees and/or student publications, on official District and Union bulletin boards, and by direct communication to District employees.

### High School and K-8 Students

See College Catalog for policies pertaining to special admission status for minors at Ventura College. A Special Admission student is one who is still attending a K-12 school and applies to take college classes at the same time. To become a special admission student, you must first see your school principal or his/her designee to obtain a Special Admission packet. All forms in the packet and a VC application must be completed, signed, and submitted to the College Admissions & Records Office. See page 6.

### Late Registration and Program Adjustment

Students may register for the first time, add and drop classes for the first two weeks of the Fall and Spring semesters, or the first two days of Summer sessions. Students and instructors should make every attempt to ensure that all registration activity is completed by the end of the late registration and program adjustment period. The late registration and program adjustment period applies only to fullterm classes. Students planning to register in short-term classes should do so prior to the first class meeting.

### Matriculation

Matriculation "Plan for Success" activities include orientation, assessment and group advisement. This is a process that results in an agreement between Ventura College and the student for the purpose of defining and realizing the student's educational goal. This agreement includes responsibilities for both the College and the individual student. This agreement results in a student educational plan. The student has the right to postpone or appeal one or more of these activities: assessment (includes testing in Math, English and Reading), orientation and/or advisement. A student who chooses to postpone or appeal one or more of these activities, may not take part in early registration. If any activity is postponed, the student is required to complete it before registration for the following term begins to be able to register during early registration. Please see the Ventura College Catalog, page 13, or

[www.venturacollege.edu/matriculation](http://www.venturacollege.edu/matriculation)

### Privacy Alert!

Ventura College regards the following as "Directory Information" which may be released to the public: student's name, address, telephone number, place of birth, current enrollment status, dates of attendance, major field of study, degrees and awards received from the College, participation in officially recognized activities and sports, weight and height of members of athletic teams, the most recent public or private school attended by the student. **If you desire to withhold "Directory Information," you must provide written notification to the Executive Vice President of Student Learning prior to the first day of each semester that you are attending.** In accordance with the Family Education Rights and Privacy Act of 1974, all other student information, excluding that designated as Directory Information, cannot be released to a third party without written permission submitted to the College by the student. This law applies to all students attending Ventura College regardless of the student's age. Note: Ventura College will respond to requests for information that fall within the scope of the Solomon Amendment, and to subpoenas and court orders' as required by law.

### Requesting VC Transcripts

To request official copies of your transcripts, complete and submit a Transcript Request Form at the Admissions & Records Office.

**Faxes and e-mails are not accepted.** Requests are accepted by mail, providing they include **all** of the following: • full name including priors • date of birth • period of attendance • social security number • clear instructions as to where transcripts are to be sent • and signature of the student. Fee: \$3.00 for regular processing, \$5.00 for "RUSH" processing. The first two transcripts are free of charge. Allow a minimum of two weeks.

### Student Conduct, Grievance, Sexual Assault Policy

The following information is available in detail in the Ventura College Catalog: **Standards of Student Conduct Policy (E.C.S. 66300)** under Appendix I. Students are expected to conduct themselves in accordance with the standards of the College. **Student Grievance Policy** under Appendix II. A grievance is an allegation of unjust action or denial of student rights. **Sexual Assault Policy** under Appendix X.

### Student Registration In Selective Service

Under existing federal law, the Military Selective Service Act (50 U.S.C., App. 451 et seq.) requires certain males residing in the United States to register for the Military Service. If you are required to register for Selective Service and fail to do so, you may not be eligible to receive financial aid from any of the programs administered by the Student Aid Commission. For more information, contact the Financial Aid Office.

### Student Responsibility

Ventura College students are responsible for knowing the information in this Schedule and the Ventura College Catalog. Failure to read and understand these policies, regulations and deadlines does not exempt a student from the consequences of non-compliance.

## POLICIES & INFORMATION

### Student Right-to-Know (SRTK) Disclosure

In compliance with the federal Student-Right-to-Know law (SRTK), it is the policy of the Ventura County Community College District and Ventura College to make available its completion and transfer rates to all current and prospective students. Beginning in Fall 1996, a group of all certificate-, degree-, and transfer-seeking first-time, full-time students were tracked over a three-year period. (As a result, approx. 3% of all community college students statewide were included in the 1996 study.) The completion and transfer rates are listed below, along with a brief description of how these rates are defined. These rates do not represent the success rates of the entire student population at Ventura College, nor do they account for student outcomes occurring after this three-year tracking period. The rates below exclude part-time students, continuing students, students attending Ventura College to obtain or upgrade job skills, improve basic skills, maintain licenses, working toward high school credits, pursuing lifelong learning, etc. The rates below do not include any students who took longer than 2 years to complete their academic goal. The "transfer rate" does not include any students who first completed a degree or certificate or became "transferred prepared" prior to transferring. The "completion rate" results for the SRTK study described above was 39.5% for VC. The completion rate is the percent of students from the group studied who attained a certificate or degree or became "transferred prepared" during a three year period from Fall 1996 to Spring 1999. Transfer-prepared was defined by the study as having completed 56 transferable units with a minimum GPA of 2.0. The transfer rate result for the SRTK study of Ventura College from the 1998 cohort data was 27.2%. Caution: the transfer rate does not count students who attained a certificate or degree prior to transferring to another post-secondary institution such as UC or CSU. General information about SRTK is available to the public through the Chancellor's Office of the California Community College System Web site: <http://srtk.cccco.edu/683/98index.htm>.

### Title IX Prohibits Discrimination

Individuals wishing information concerning Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex in education, programs and activities, should direct their inquiries to Dr. Karen Gorback, Title IX Committee Chair, Ventura College, Community Services Department, 71 Day Road, Ventura, CA 93003. Phone: (805) 654-6400 x3143. Fax: (805) 654-6466. e-mail: [Kgorback@vcccd.net](mailto:Kgorback@vcccd.net).

### Title IV Funds, Return of

There is a federal law about 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. According to the date you withdraw, the Financial Aid Office will calculate the part of the grant that you have "earned." NOTE: If you withdraw after you have earned 60% of your grant, you do not owe any repayment. The Financial Aid Office will calculate the amount for you. If you receive LOAN money and withdraw, you will pay back the money according to the normal rules of the loan program. If you receive WORKSTUDY money and withdraw, you do not owe anything. Begin the withdrawal process at the Counseling Office. Second, go to the Office of Student Financial Aid. It is important that you take care of these details prior to withdrawing. Failure to do so will result in a hold on your student aid eligibility with the federal government at any institution.

### Transcript Requirements

All new, continuing and returning students are required to submit official transcripts from all high schools, colleges and universities they have attended. Students do not need to submit transcripts from Moorpark or Oxnard College. The transcripts should be directed to:

Ventura College  
Admissions & Records Office  
4667 Telegraph Road  
Ventura, CA 93003

### Veterans Educational Benefits

Veterans of military service who participated in the GI Bill and are eligible to claim educational benefits may file the necessary application with the veteran's benefits representative in the Admissions & Records Office.

*Transcripts Requirement:* Veterans are required to submit transcripts from all other colleges and universities they have attended to Ventura College prior to the end of their first semester in attendance.

*Unsatisfactory Progress for Veterans:* 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 of 2.00 cumulative grade point average. Unsatisfactory progress occurs when a veteran has been placed on academic probation for two consecutive semesters. Consult the veteran's benefits representative for information.

## California Residence Status for Community College Students

California residence status determines the amount of fees and tuition a student will pay. The three residence classifications are California resident, California non-resident, and international or undocumented student. There are exceptions to residency regulations that apply under a variety of special circumstances. Please read on:

1. California residents have lived in California for one year or more, and have taken steps that confirm their intent to establish themselves as California residents. FEES: Enrollment fee, health fee, student center fee, materials fees if applicable, and the remote access fee for online or phone registration.
2. California non-residents have either lived in California for less than one year or are unable to show subjective proof that they have taken steps consistent with the establishment of residence. FEES: Nonresident tuition, enrollment fee, health fee, student center fee, materials fees and the remote access fee for online or phone registration if applicable.  
EXCEPTION: persons who lived in California, attended three years of high school and graduated from a California high school prior to moving out of state may be eligible for exemption from nonresident tuition.
3. International students are admitted to the U.S. under a variety of visa types, the most common being F-1 and M-1 student visas. Under some of these visas, such as the F-1 and M-1 visas, holders are precluded from establishing residence and will always be considered international students under the visa.  
FEES: Nonresident tuition, international student surcharge, enrollment fee, health fee, student center fee, materials fee if applicable, and remote access for online or phone registration.
4. Undocumented students are not U.S. citizens and are present in the U.S. without a visa or other recognized documentation. FEES: They may be required to pay nonresident tuition and will have to pay enrollment fee, health fee, student center fee, materials fee if applicable, and remote access fee for online or phone registration.  
EXCEPTION: Some undocumented students may qualify for exemption from nonresident tuition under AB540 if they have attended three years at a California high school and graduated from a California high school and have taken or will take (as soon as possible) steps to apply for a change of status.
5. Resident Aliens may be classified as California resident or nonresident, see items #1 and #2 above. Resident or nonresident fees will apply based on classification.
6. Requirements for California Residence: one year of physical presence in California (living here) and actions that express intent to establish permanent residence.
7. Proof of Residence includes but is not limited to the following: California voter registration, vehicle registration, marriage license, business or professional practice license, filing California taxes as a resident or part-year resident, selective service registration with California address, California drivers license or ID card, purchase of a home, lease or rental agreement, local bank accounts. Multiple proofs are required, and must be dated at least one year and one day before the first day of the semester for which residence classification is sought. See the College Catalog for more information.
8. Military (active duty) and dependents: may be classified as California resident or nonresident according to steps #1 or #2. EXCEPTION: Regardless of residence classification, active-duty military personnel and dependents are exempt from requirement to pay nonresident tuition for the duration of the service member's assignment to California.
9. Marital status: Regardless of marital status, individuals are responsible for establishing their own residence in California.
10. Minors: Minors are attached to their parents for residence determination until the age of 18. Residence will be determined on the parents' proofs of residence.

Consult the Ventura College Catalog and the Admissions Office for more information.

**BASIC REQUIREMENTS**

Completion of **60 semester units** of degree-applicable college work with not less than a **2.00 GPA** and completion of **residency** and **competency** requirements. English/Reading competency met through completion of General Education requirements. See Ventura College Catalog and your counselor for more information.

**SPECIFIC MAJOR AA/AS GENERAL EDUCATION REQUIREMENTS:** The completion of at least 24 units of general education, in addition to those units used to satisfy the requirements for the major.

**A. NATURAL SCIENCES - a minimum of 6 units****1. One course in biological science**

**AG** V03, V04, V54; **ANAT** V01; **ANPH** V01; **ANTH** V01, V01L; **BIOL** V01, V03, V04, V10, V12, V14, V18, V29, V29L; **MICR** V01; **PHSO** V01; **PSY** V03.

**2. One course in physical science**

**AST** V01, V02; **CHEM** V01A, V01AL, V01B, V01BL, V10, V10L, V12A, V12AL, V12B, V12BL, V20, V20L, V21, V21L; **GEOG** V01, V01L, V05; **GEOL** V02, V02L, V03, V07, V11; **PHSC** V01; **PHYS** V01, V02A-V02AL, V02B-V02BL, V03A-V03AL, V03B-V03BL, V04-V04L, V05-V05L, V06-V06L.

**B. SOCIAL AND BEHAVIORAL SCIENCES - a minimum of 6 units****1. One course in American history and institutions**

**AES** V02A, V02B, V22, V40A, V40B, V63; **HIST** V02A, V02B, V03A, V03B, V04B, V05A, V05B, V07A, V07B, V12, V16, V17; **POLS** V01, V03.

**2. One other course in social and behavioral sciences**

**AES** V01, V02A, V02B, V11, V20, V21A, V21B, V22, V23, V24, V40A, V40B, V41, V42A, V42B, V61, V62, V63; **ANTH** V02, V03, V04, V06, V07; **AAS** V01; **BUS** V30; **CHST** V01, V02, V24; **CD** V61; **CJ** V01, V02A, V15; **ECON** V01A, V01B; **GEOG** V02, V06; **HIST** V01A, V01B, V02A, V02B, V03A, V03B, V04A, V04B, V05A, V05B, V06, V07A, V07B, V08, V09, V10A, V10B, V12, V13, V14A, V14B, V15, V16, V17, V18A, V18B, V19, V20; **HEC** V22, V23, V24; **JOUR** V01; **POLS** V01, V02, V03, V04, V05, V09, V10, V11, V14, V15, V16; **PSY** V01, V02, V05, V07-V07L, V15, V25, V29, V30, V31; **SOC** V01, V02, V03, V04, V05, V07, V24, V31.

**C. HUMANITIES - a minimum of 6 units****1. One course in fine or performing arts**

**AES** V10, V12, V65; **ART** V01, V02A, V02B, V03, V04, V05, V06, V07, V08, V11A, V12A, V13A, V19, V51A; **HEC** V05A; **MUS** V01, V03, V06, V07, V08, V09A, V09B; **PHOT** V01, V02, V07; **THA** V01, V02A, V20, V24A, V24B, V29.

**2. One course in humanities**

**AES** V30, V31, V54; **ENGL** V01B, V02B, V07A, V07B, V10, V11A, V15, V16, V21A, V21B, V22A, V22B, V23, V26, V30, V31, V32A, V32B, V33, V34, V132A, V132B, V133, V134; **FREN** V01, V02, V03, V04, V51A, V51B, V51C; **GERM** V01, V02, V03, V04, V51A, V51B, V51C; **HIST** V01A, V01B, V18A, V18B; **IDS** V08; **ITAL** V01, V02, V51A, V51B; **JAPN** V01, V02, V51A, V51B; **PHIL** V01, V02, V03A, V03B, V04, V06A, V06B, V07; **READ** V02B; **SL** V10A, V10B, V10C; **SPAN** V01, V02, V03, V03S, V04, V04S, V10A, V10B, V10C, V10D, V20, V51A, V51B, V71; **SPCH** V05; **THA** V23, V30A.

**D. LANGUAGE AND RATIONALITY - a minimum of 6 units****1. One course in English composition**

**BUS** V44, V45; **ENGL** V01A, V02A; **JOUR** V05A, V105; **SUP** V81.

**2. One course in communication and analytical thinking**

**BUS** V06; **BIS** V40; **CS** V04, V11, V15, V17, V20, V22, V30, V32, V40, V80, V82, V86; **DRFT** V03; **ENGL** V01B; **MATH** V01, V02, V03, V04, V05, V11B, V20, V21A, V21B, V21C, V24, V30, V38, V40, V44, V45, V46A, V46B, V52; **PHIL** V04, V05; **PSY** V04; **READ** V01, V02A; **SPCH** V01, V10, V15.

**E. HEALTH/PHYSICAL EDUCATION - a minimum of 2 courses****1. One course in health education**

**HED** V93, V95.

**2. One course in physical activity**

**AES** V15; **CJ** V10, V11, V12A, V12B; **DANC** V10-V50; **EAC** V21, V25, V26, V27; **HED** V85, V92, V94, V97; **HEC** V10, V97; **PE** V01-V22, V30-V87, V91-V94, V97-V99; **REC** V41; **THA** V14.

**MAJOR REQUIREMENTS**

Completion of all courses required (at least 18 units) in a designated area specified in the Ventura College Catalog.

**GENERAL LIBERAL ARTS AND SCIENCES AA**

- I. Completion of the pattern (A-E) specified above, plus 9 additional units from areas A-D, plus area F (E/WS) below; or
- II. Completion of at least 36 units selected from the GE pattern and/or major preparation courses required by a transfer institution, to include 3 units each from areas A, B, and C above, plus all of areas D and E above and F below.

**F. ETHNIC/WOMEN'S STUDIES - a minimum of one course**

**AES** V01, V02A, V02B, V10, V11, V20, V21A, V21B, V22, V23, V24, V30, V31, V40A, V40B, V41, V42A, V42B, V61, V62, V63, V65; **ANTH** V02, V04, V06; **ART** V03, V07, V08; **AAS** V01; **CHST** V01, V02, V24; **ENGL** V02B, V32A, V32B, V33, V34, V132A, V132B, V133, V134; **HIST** V02A, V02B, V03A, V03B, V04B, V05A, V05B, V10A, V10B, V12, V13, V14A, V14B, V15, V17, V19; **MUS** V03; **POLS** V11, V14; **PSY** V30; **READ** V02B; **SOC** V03, V04, V24; **SPAN** V20, V71.

**NOTE:** The completion of GE and major requirements for an AA/AS does not necessarily make the student eligible to transfer to a university. For transfer requirements, consult the college catalog and your counselor.



# INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (IGETC) 2003-2004

Approved General Education courses: Each must have a grade of C or better.

## 1. ENGLISH COMMUNICATION

**CSU** — Complete groups A, B and C. **UC** — Complete groups A and B.

**A. English Composition:** 1 course, 3 semester units.

**ENGL** V01A.

**B. Critical Thinking — English Composition:** 1 course, 3 semester units.

**ENGL** V01B; **PHIL** V05.

**C. Oral Communication (CSU requirement only):** 1 course, 3 semester units.

**SPCH** V01, V10.

## 2. MATHEMATICAL CONCEPTS and QUANTITATIVE REASONING: 1 course, 3 semester units .

**CS** V17; **MATH** V04\*, V20\*, V21A\*, V21B\*, V21C, V24, V40, V44\*, V45\*, V46A\*, V46B\*, V52; **PSY** V04\*.

## 3. ARTS and HUMANITIES: At least 3 courses, with at least one course from the Arts and one course from the Humanities; 9 semester units.

### A. Arts

**AES** V10, V12, V65; **ART** V01, V02A, V02B, V03, V04, V05, V06, V07, V08; **MUS** V03, V06, 07, V08, V09A, V09B; **PHOT** V07; **THA** V01, V24A, V24B, V29.

### B. Humanities

**AES** V31, V54; **ENGL** V07A\*, V07B\*, V15, V16, V21A, V21B, V22A, V22B, V23, V26, V30, V31, V32A, V32B, V33, V34; **FREN** V02, V03, V04; **GERM** V02, V03, V04; **HIST** V01A, V01B, V18A, V18B; **IDS** V08; **ITAL** V02; **JAPN** V02; **PHIL** V01, V02, V03A, V03B, V04, V06A, V06B, V07; **SL** V10B, V10C; **SPAN** V02\*, V03\*, V03S\*, V04\*, V04S\*, V20, V71; **THA** V23.

## 4. SOCIAL and BEHAVIORAL SCIENCES: At least 3 courses from at least 2 disciplines or an interdisciplinary sequence; 9 semester units.

**AES** V01, V02A\*, V02B\*, V11, V20, V21A, V21B, V22, V23, V40A\*, V40B\*, V41, V42A, V42B, V61, V62, V63\*; **ANTH** V02, V03, V04, V06, V07; **AAS** V01; **CHST** V01, V02; **ECON** V01A, V01B; **GEOG** V02, V06; **HIST** V01A, V01B, V02A\*, V02B\*, V03A\*, V03B\*, V04A, V04B, V05A\*, V05B\*, V06, V07A\*, V07B\*, V08, V09, V10A, V10B, V12, V13, V14A, V14B, V15, V16, V17\*, V18A, V18B, V19, V20; **HEC** V24\*; **JOUR** V01; **POLS** V01, V02, V03, V04, V05, V11, V14, V15, V16; **PSY** V01, V02, V05, V07-V07L, V15, V25, V29, V30, V31\*; **SOC** V01, V02, V03, V04, V05, V07, V31\*.

## 5. PHYSICAL and BIOLOGICAL SCIENCES: At least 2 courses, one physical science course and one biological science course, one of which must include a laboratory corresponding to selected lecture; 7-9 semester units.

### A. Physical Sciences

**AST** V01, V02; **CHEM** V01A, V01AL, V01B, V01BL, V10\*, V10L\*, V12A\*, V12AL\*, V12B, V12BL, V20\*, V20L\*, V21\*, V21L\*; **GEOG** V01, V01L, V05; **GEOL** V02, V02L, V03, V07, V11; **PHYS** V01\*, V02A\*, V02AL, V02B\*, V02BL, V03A\*, V03AL, V03B\*, V03BL, V04\*, V04L, V05\*, V05L, V06\*, V06L.

### B. Biological Sciences

**AG** V03; **ANAT** V01\*; **ANPH** V01\*; **ANTH** V01; **BIOL** V01\*, V03, V04, V10, V12\*, V18, V29, V29L; **MIGR** V01; **PHSO** V01\*; **PSY** V03.

## 6. LANGUAGE OTHER THAN ENGLISH (UC Requirement Only) Proficiency equivalent to two years of high school study in the same language with a C or better or complete one (1) course.

**FREN** V01; **GERM** V01; **ITAL** V01; **JAPN** V01; **SL** V10A; **SPAN** V01\* or both V10A\* & V10B\*.

\*UC course credit may be limited. Please consult counselor for additional information.

**CSU GRADUATION REQUIREMENT IN U.S. HISTORY, CONSTITUTION and AMERICAN IDEALS** (Not part of IGETC; may be completed prior to transfer.) 6 units, one course from Group 1 and one course from Group 2. **Group 1.** **POLS** V01, V03; **Group 2.** **HIST** V02A, V02B, V04B, V07A, V07B. Consult your counselor or [www.assist.org](http://www.assist.org) for other courses which may have been approved for this CSU requirement.

**NOTE: Courses used to meet this requirement may not be used to satisfy requirements for IGETC.**

## General Education Notes

The Intersegmental General Education Transfer Curriculum (IGETC) is a general education program which community college transfer students can use to fulfill lower division general education/breadth requirements for either the California State University (CSU) or the University of California (UC) system without the need, after transfer, to take additional lower division general education courses.

**CAVEAT** — These courses and requirements are subject to change. Students should consult a counselor or appropriate Web sites to receive the most current transfer information.

**ADMISSION** -- Upper division or advanced standing admission criteria (for those students who were ineligible to attend CSU or UC as high school graduates) are based on three components: 1) **Units** -- a minimum number of transferable semester units (56 for most CSUs; 60 for SDSU & 60 for all CSUs by Fall '05; 60 for UC; maximum 70 for both); 2) **Scholarship** -- a minimum cumulative GPA in all transferable coursework (2.0 for CSU; 2.4 for UC; higher for non-California residents); and 3) **Subject area requirements** (i.e. a-g requirements and the ways in which students satisfy these requirements differ between CSU and UC). These admission criteria specify only minimum standards. CSU and/or UC may apply more rigorous standards as enrollment demand changes. **All potential transfer students are expected to read the CSU and UC publications for transfers available in the Ventura College Counseling Office and the Transfer Center.**

**SELECTION CRITERIA FOR UC** -- When the number of applicants for some campuses and some majors exceeds the number of spaces available, campuses use standards which are more demanding than the minimum admissions requirements to select students. These selection criteria identify those students who have demonstrated the capacity for high academic achievement. The selection criteria are subject to change by campus, school or college, major and/or term.

Applicants **must complete** both the necessary lower division **mathematics and English composition requirements** with grades of C or better for most campuses by the end of the spring semester prior to transfer in the fall. Some campuses require the completion of the English and mathematics requirements by the end of the fall semester prior to transfer in the following fall. Also, some campuses require that the 60-unit minimum and the four-course pattern (with grades of C or better) be completed by the end of the spring semester prior to transfer in the fall.

All potential transfers are expected to peruse the UC publications "Answers for Transfers" and "Introducing the University" which are published annually for the forthcoming academic year. These are available in the Ventura College Counseling Office and the Transfer Center.

**General Education / Breadth Requirements**

California law empowers Ventura College to certify to all campuses of CSU that a maximum of 39 units of the 48 units typically required for general education for a baccalaureate degree have been completed. The 39 semester units for the lower division general education/breadth requirements are distributed according to the pattern listed on the CSU-GE Certification Plan. Additionally, students will have major preparation courses to complete. **Courses listed are subject to change.**

**General Education Courses**

**AREA A - COMMUNICATION IN THE ENGLISH LANGUAGE AND CRITICAL THINKING.**

A minimum of nine (9) units, with at least one course selected from each group (1, 2, and 3) and a grade of C or better in each course:

**Group 1 - Oral Communication**

SPCH V01, V10.

**Group 2 - Written Communication**

ENGL V01A.

**Group 3 - Critical Thinking**

ENGL V01B; PHIL V04, V05; SPCH V10.

**AREA B - PHYSICAL UNIVERSE AND ITS LIFE FORMS.**

A minimum of nine (9) units, with at least one course selected from each group (1, 2, 3 and 4) to include one laboratory activity course:

**Group 1 - Physical Science**

AST V01, V02; CHEM V01A, V01AL, V01B, V01BL, V10, V10L, V12A, V12AL, V12B, V12BL, V20, V20L, V21, V21L; GEOG V01, V01L, V05; GEOL V02, V02L, V03, V07, V11; PHSC V01; PHYS V01, V02A-V02AL, V02B-V02BL, V03A-V03AL, V03B-V03BL, V04-V04L, V05-V05L, V06-V06L.

**Group 2 - Life Science**

AG V03, V04, V54; ANAT V01; AHPH V01; ANTH V01, V01L; BIOL V01, V03, V04, V10, V12, V14, V18, V29, V29L; MICR V01; PHSO V01; PSY V03.

**Group 3 - Laboratory Activity**

**Group 4 - Mathematics/Quantitative Reasoning\***

CS V17; MATH V04, V05, V20, V21A, V21B, V21C, V24, V38, V40, V44, V45, V46A, V46B, V52; PSY V04.

\*Requires a grade of C or better.

**AREA C - ARTS, LITERATURE, PHILOSOPHY AND FOREIGN LANGUAGES.**

A minimum of nine (9) units, with at least one course selected from each group (1 and 2):

**Group 1 - Arts**

AES V10, V12, V65; ART V01, V02A, V02B, V03, V04, V05, V06, V07, V08, V12A, V13A, V19, V51A; MUS V01, V03, V06, V07, V08, V09A, V09B; PHOT V01, V07; THA V01, V02A, V24A, V24B, V29.

**Group 2 - Humanities**

AES V31, V54; ENGL V01B, V07A, V07B, V10, V11A, V15, V16, V21A, V21B, V22A, V22B, V23, V26, V30, V31, V32A, V32B, V33, V34; FREN V01, V02, V03, V04; GERM V01, V02, V03, V04; HIST V01A, V01B, V18A, V18B; IDS V08; ITAL V01, V02; JAPN V01, V02; PHIL V01, V02, V03A, V03B, V04, V06A, V06B, V07; SL V10A, V10B, V10C; SPAN V01, V02, V03, V03S, V04, V04S, V10B, V10C, V10D, V20, V71; SPCH V05; THA V23.

**AREA D - SOCIAL, POLITICAL AND ECONOMIC INSTITUTIONS AND BEHAVIOR; HISTORICAL BACKGROUND.**

A minimum of nine (9) units, with courses in at least two (2) separate disciplines selected from at least two (2) groups:

**Group 1 - Anthropology and Archeology**

AES V01; ANTH V02, V03, V04, V06, V07.

**Group 2 - Economics**

ECON V01A, V01B.

**Group 3 - Ethnic Studies**

AES V01, V02A♦, V02B♦, V11, V20, V22, V23, V24, V40A♦, V40B♦, V41, V62, V63; ANTH V04; AAS V01; CHST V01, V02, V24; HIST V03A♦, V03B♦, V05A♦, V05B♦, V12, V13, V17; PSY V30; SOC V03, V24; SPAN V71.

**Group 4 - Gender Studies**

ANTH V06; HIST V02A+, V02B+; SOC V04.

**Group 5 - Geography**

GEOG V02, V06.

**Group 6 - History**

AES V02A♦, V02B♦, V21A, V21B, V22, V40A♦, V40B♦, V41, V42A, V42B, V61, V63; HIST V01A, V01B, V02A+, V02B+, V03A♦, V03B♦, V04A, V04B+, V05A♦, V05B♦, V06, V07A+, V07B+, V08, V09, V10A, V10B, V12, V13, V14A, V14B, V15, V16♦, V17, V18A, V18B, V19, V20.

**Group 7 - Interdisciplinary Social or Behavioral Science**

CD V61; HEC V22, V23, V24; JOUR V01.

**Group 8 - Political Science, Government, and Legal Institutions**

CJ V01, V02A, V15; POLS V01‡, V02, V03‡, V04, V05, V09, V10, V11, V14, V15, V16.

**Group 9 - Psychology**

PSY V01, V02, V05, V07-V07L, V15, V25, V29, V30, V31; SOC V31.

**Group 10 - Sociology and Criminology**

AES V11, V24; CHST V24; CJ V03; PSY V31; SOC V01, V02, V03, V04, V05, V07, V24, V31.

+ Will satisfy U.S. History and American Ideals requirement. ♦ Will satisfy U.S. History and American Ideals requirement through summer 2004.

‡ Will satisfy American, State and Local Government requirement.

**AREA E - LIFELONG UNDERSTANDING AND SELF-DEVELOPMENT.** A minimum of three (3) units, with no more than one (1) unit of physical activity:

AES V11, V15\*; ANTH V02; ART V01; BIOL V10, V12, V18; \*CJ V10, V11, V12A, V12B; \*DANC V10-V50; \*EAC V21, V25-V27; HED V92, V93, V95, V97; HIST V02A+, V02B+; HEC V10, V22, V24, V97; \*PE V01-V22, V30-V54, V56-V67, V69-V87, V91-V94, V97-V99; PSY V01, V02, V25; \*REG V41; SOC V03; SPCH V03; \*THA V14.

\*Physical activity courses limited to one (1) unit in satisfaction of Area E requirements. +Will satisfy U.S. History and American Ideals requirement.

**CSU General Transfer Information**

**CAVEAT**—The courses and requirements described herein are subject to change. Students should consult a counselor and appropriate Web sites (e.g., [www.CSUMentor.edu](http://www.CSUMentor.edu) and [www.assist.org](http://www.assist.org)) to receive the most current transfer information.

**ADMISSION**—A Ventura College student who qualifies for admission to CSU is guaranteed admission to the California State University. However, students are not assured of admission to the campus and/or major of first choice. Consult your counselor for further information.

# ADMISSION CODES FOR APPLICATION

## Question 7 — States

1	Alabama	19	Louisiana	37	Oklahoma
2	Alaska	20	Maine	38	Oregon
3	Arizona	21	Maryland	39	Pennsylvania
4	Arkansas	22	Massachusetts	40	Rhode Island
5	California	23	Michigan	41	South Carolina
6	Colorado	24	Minnesota	42	South Dakota
7	Connecticut	25	Mississippi	43	Tennessee
8	Delaware	26	Missouri	44	Texas
9	District of Columbia	27	Montana	45	Utah
10	Florida	28	Nebraska	46	Vermont
11	Georgia	29	Nevada	47	Virginia
12	Hawaii	30	New Hampshire	48	Washington
13	Idaho	31	New Jersey	49	West Virginia
14	Illinois	32	New Mexico	50	Wisconsin
15	Indiana	33	New York	51	Wyoming
16	Iowa	34	North Carolina		If not U.S. list country
17	Kansas	35	North Dakota		
18	Kentucky	36	Ohio		

## Question 14 -- High Schools

193008	Agoura	563454	Oxnard
563079	Buena	563027	Pacific
563161	Camarillo	563089	Pacifica
563174	Channel Islands	563476	Rio Mesa
563029	El Camino	563500	Royal
563202	Fillmore	564536	Santa Clara
563034	Foothill Technology	563577	Santa Paula
563284	Hueneme	563032	Santa Susana
564310	La Reina	563618	Simi Valley
563325	Moorpark	564486	St. Bonaventure
563374	Newbury Park	563700	Thousand Oaks
563407	Nordhoff	563782	Ventura
563013	Oak Park	564823	Villanova
		563011	Westlake

## Question 16 -- Majors

1234	Accounting	2346	Home Economics
1236	Administration of Justice	2347	Hotel & Restaurant Mgmt.
1237	Administrative Aide	2350	Industrial Safety
1239	Agriculture	2356	Information Processing Systems
1245	Air Conditioning/Refrigeration	4789	Interior Design
1246	Alcohol/Drug Studies	2360	International Studies
1248	Anthropology	2357	Journalism
1249	Architecture	2359	Laser/Electro-opticsTechnology
1256	Art	2368	Legal Assisting
1257	Automotive	2369	Liberal Arts
1259	Behavioral Science	2375	Logistics
1267	Bilingual/Cross Cultural	2379	Machine Shop
1268	Biology	2456	Mathematics
0430	Biotechnology	2458	Music
1278	Business	2468	Nursing
1289	Chemistry	2469	Office Technology/Secretarial
1345	Chicano Studies	2489	Petroleum Technology
1346	Child Development	2567	Philosophy
1358	Construction Technology	2568	Photography
1360	Computer Sciences	2569	Physical Education
1378	Dance	2589	Physics
1389	Drafting Technology	2678	Political Science
1458	Economics	2679	Pre dental
1459	Electronics	2689	Pre medical
1464	Emergency Medical Services	3456	Psychiatric Technology
1467	Engineering	3457	Psychology
1468	English	3459	Radio-Television-Film
1475	Environmental Sciences	3460	Radiologic Technology
1478	Ethnic & Special Studies	3467	Real Estate
1479	Exotic Animal Training & Mgmt.	3468	Recreation
1489	Fashion Design/Merchandising	3469	Religious Studies
1567	Fire Technology	3567	Sociology
1568	Food Management	3578	Speech
1569	Foreign Languages	3678	Teaching/Liberal Studies
1579	General Studies	3679	Telecommunications
1589	Geography	3689	Theatre Arts
1678	Geology	4569	Urban Studies
1689	Graphic Communications/ Design/Production	4579	Water Science
		4589	Welding
1769	Hazardous Materials	4599	Word Processing
1789	Health Sciences	4400	Transfer-Other
2000	High School Special Admissions Program	4500	Undecided/Undeclared
		4600	Vocational - Other
2345	History		

## Question 17

### University of California

017846	UC, Berkeley	337797	UC, Riverside
577750	UC, Davis	377837	UC, San Diego
307781	UC, Irvine	427677	UC, Santa Barbara
197887	UC, Los Angeles	447765	UC, Santa Cruz

### California State University and Colleges

156250	CSU, Bakersfield	196140	Cal Poly, Pomona
046242	CSU, Chico	346760	CSU, Sacramento
196135	CSU, Dominguez Hills	366184	CSU, San Bernardino
106260	CSU, Fresno	376720	CSU, San Diego
306106	CSU, Fullerton	386796	CSU, San Francisco
016178	CSU, Hayward	436727	CSU, San Jose
126450	CSU, Humboldt	376820	CSU, San Marcos
196131	CSU, Long Beach	406145	Cal Poly, San Luis Obispo
196133	CSU, Los Angeles	496710	CSU, Sonoma
196770	CSU, Northridge	506730	CSU, Stanislaus

### Community Colleges

425213	Allan Hancock College	195346	Los Angeles City College
345023	American River College	195365	Los Angeles Harbor College
195020	Antelope Valley Com. College	195953	Los Angeles Mission College
155050	Bakersfield College	195384	Los Angeles Pierce College
365074	Barstow College	195387	Los Angeles Southwest Coll.
045115	Butte College	195390	Los Angeles Trade-Tech Coll.
445076	Cabrillo College	195396	Los Angeles Valley College
415062	Canada College	075269	Los Medanos College
195154	Cerritos College	235001	Mendocino College
155001	Cerro Coso Com. College	245475	Merced College
015235	Chabot College	015570	Merritt College
365210	Chaffey College	375509	Mira Costa College
195177	Citrus College	435861	Mission College
385092	City College of San Francisco	505500	Modesto Junior College
305001	Coastline Community College	275270	Monterey Peninsula College
015257	College of Alameda	565320	Moorpark College
215060	College of Marin	195475	Mt. San Antonio College
415151	College of San Mateo	335403	Mt. San Jacinto College
195175	College of the Canyons	285540	Napa Valley College
335125	College of the Desert	015610	Ohlone College
125140	College of the Redwoods	305525	Orange Coast College
545071	College of the Sequoias	565321	Oxnard College
475200	College of the Siskiyous	335565	Palo Verde College
555055	Columbia College	375542	Palomar College
195196	Compton Com. College	195575	Pasadena City College
075190	Contra Costa College	545364	Porterville College
345124	Cosumnes River College	305609	Rancho Santiago College
365211	Crafton Hills College	195658	Rio Hondo College
405650	Cuesta College	335687	Riverside Com. College
375250	Cuyamaca College	345740	Sacramento City College
305191	Cypress College	305579	Saddleback College
435184	DeAnza College	365594	San Bernardino Valley College
075268	Diablo Valley College	375663	San Diego City College
195217	East Los Angeles College	375693	San Diego Mesa College
195225	El Camino College	375300	San Diego Miramar College
435679	Evergreen Valley College	395670	San Joaquin Delta College
325335	Feather River College	435680	San Jose City College
435227	Foothill College	425560	Santa Barbara City College
105240	Fresno City College	195825	Santa Monica College
305240	Fullerton College	495690	Santa Rosa Junior College
435263	Gavilan College	455695	Shasta College
195257	Glendale Com. College	315730	Sierra College
305282	Golden West College	415711	Skyline College
375249	Grossmont College	485825	Solano Com. College
275129	Hartnell Community College	375807	Southwestern College
135570	Imperial Valley College	155580	Taft College
215001	Indian Valley College	565741	Ventura College
305580	Irvine Valley College	365790	Victor Valley College
105523	Kings River Com. College	015236	Vista College
095001	Lake Tahoe Com. College	105131	West Hills College
015450	Laney College	195952	West Los Angeles College
185420	Lassen College	435860	West Valley College
195337	Long Beach City College	585925	Yuba College

### Independent Colleges and Universities

568120	Cal Lutheran University
198904	University of Southern California
198329	University of LaVerne

# APPLICATION FOR ADMISSION

*Ventura County Community College District  
Application for Admission  
Ventura College • 4667 Telegraph Road • Ventura, CA 93003*

### OFFICE USE ONLY

Res.Code: \_\_\_\_\_

1. **I plan to attend:**  
 Moorpark College    Oxnard College    Ventura College

2. **I am applying for the:** Year 20\_\_\_\_\_  
 Spring Semester    Summer Session    Fall Semester

3. **Social Security Number:** \_\_\_\_\_

4. **Name:** \_\_\_\_\_  
Last Name   First Name   Middle Initial

5. **Previous Last Name** (if you attended under another name):  
 \_\_\_\_\_

6. **Date of Birth:** \_\_\_\_ -- \_\_\_\_ -- \_\_\_\_  
Month   Day   Year

7. **State Birthplace:**  
 California    Other \_\_\_\_\_ (see page 98 for codes)

8. **Sex:**    Male    Female

9. **Address:** \_\_\_\_\_  
(Number and Street)

10. **City/State:** \_\_\_\_\_

11. **Zip Code:** \_\_\_\_\_

12. **Day Phone** (include area code) \_\_\_\_\_

13. **Evening Phone** (include area code) \_\_\_\_\_

14. **Last High School Attended:** \_\_\_\_\_  
(Use codes on page 98)

Name: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

15. **High School Graduation or date last attended:** \_\_\_\_ -- \_\_\_\_  
Month   Year

16. **Proposed Major** (Obtain code from page 98) \_\_\_\_\_

17. **Last College Attended** (Obtain code from page 98) \_\_\_\_\_

Name: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

18. **California Driver's License Number:** \_\_\_\_\_

19. **Ethnic Survey:**

A <input type="checkbox"/> Asian	HR <input type="checkbox"/> Central American	
AC <input type="checkbox"/> Chinese	HS <input type="checkbox"/> South American	
AI <input type="checkbox"/> Asian Indian	HX <input type="checkbox"/> Other Hispanic	
AJ <input type="checkbox"/> Japanese	N <input type="checkbox"/> American Indian/ Alaskan Native	
AK <input type="checkbox"/> Korean	O <input type="checkbox"/> Other Non-White	
AL <input type="checkbox"/> Laotian	P <input type="checkbox"/> Pacific Islander	
AM <input type="checkbox"/> Cambodian	PG <input type="checkbox"/> Guamanian	
AV <input type="checkbox"/> Vietnamese	PH <input type="checkbox"/> Hawaiian	
AX <input type="checkbox"/> Other Asian	PS <input type="checkbox"/> Samoan	
B <input type="checkbox"/> Black, Non-Hispanic	W <input type="checkbox"/> White	
F <input type="checkbox"/> Filipino	X <input type="checkbox"/> Unknown	
H <input type="checkbox"/> Hispanic	XD <input type="checkbox"/> Decline to state	
HM <input type="checkbox"/> Mexican, Mex.-Amer., Chicano		

20. **Primary Language:**    English    Not English

21. **Citizenship Status:**    U.S. Citizen  
**Not a U.S. Citizen**

2  Permanent Resident (Immigrant) Visa

3  Temporary Resident/Amnesty

4  Refugee/Asylee

5  Student Visa (F-1 or M-1)

6  Other Visa or Visa type

X  Unknown

22. **Student Academic Level** (Please indicate your education status at the beginning of the semester for which you are applying. Mark the highest level of education attained.)

**Not a High School Graduate:**

000  Not a graduate of, and no longer enrolled in high school.

100  Special admit student currently enrolled in K-12 school.

200  Currently enrolled in Adult School.

**High school graduate without a college degree:**

300  Received high school diploma

400  Passed the GED, or received a High School Certificate of Equivalency/Completion

500  Received a Certificate of California High School Proficiency Exam

600  Foreign Secondary School Diploma/Certificate of Graduation

**College Degree:**

700  Received an Associate Degree

800  Received a Bachelor Degree or higher

**Unknown:**

xxx  Unknown

**Date of the highest level of education attained or the date last attended:** \_\_\_\_ -- \_\_\_\_

Month   Year

23. **Student Enrollment Status** (Mark one)

1  **First-time student.** A student enrolled in any college for the first time.

2  **First-time transfer student.** A student enrolled at this college for the first time and who has transferred from another college after earning credit.

3  **Returning transfer student.** A student who has previously attended this college, transferred to another college, and has now returned to this college.

4  **Returning student.** A student enrolled at this college after an absence of one or more regular sessions without interim attendance at another college.

5  **Special admissions student.** A student who is currently enrolled in K-10 or a senior high school student currently enrolled in 11-12.

24. **Student Educational Goal** (Select your highest priority)

A  Obtain a bachelor's degree after completing an associate's degree

B  Obtain a bachelor's degree without completing an associate's degree

C  Obtain a two year associate's degree without transfer

D  Obtain a two year vocational degree without transfer

E  Earn a vocational certificate without transfer

F  Discover/formulate career interests, plans, goals

G  Prepare for new career (acquire job skills)

H  Advance in current job/career (update job skills)

I  Maintain certificate or license (e.g. Nursing, Real Estate).

J  Educational development (intellectual, cultural)

K  Improve basic skills in English, reading or math

L  Complete credits for high school diploma or GED

M  Undecided on goal

25. **How did you hear about Ventura College:** (Check all that apply)

Newspaper    Radio    Television

Poster    Direct Mail    Flyer

Friend or Family    High School    Class Schedule

Information Booth    Other \_\_\_\_\_

# LEGAL RESIDENCE FORM

All students classified incorrectly as residents are subject to reclassification and to payment of all nonresident fees not paid.

## ALL APPLICANTS MUST COMPLETE THIS SECTION

SOCIAL SECURITY NUMBER \_\_\_\_\_ TODAY'S DATE \_\_\_\_\_

NAME (Print full legal name. DO NOT use nicknames, initials, or abbreviations).

Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

Age/Birthdate \_\_\_\_\_ Birthplace \_\_\_\_\_ Occupation \_\_\_\_\_

RESIDENCE ADDRESS (Legal/permanent address. DO NOT use P.O. Box Number)

Number & Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

I have lived at this address since \_\_\_\_\_ (if less than 2 years, show previous address below.)

Number & Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Number & Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

When did your present stay in California begin? (State month/day/year) \_\_\_\_\_

**\*NOTICE TO STUDENTS:** If additional information is needed to determine your residence status, you will be required to complete a supplemental residence questionnaire and/or to present evidence in accordance with Education Code Sections 68040 et seq. The burden of proof to clearly demonstrate both physical presence in California and intent to establish California Residence lies with the student. Failure to present such proof will result in a classification of non-resident.

### Yes No

Are you a United States Citizen?

If you are not a United States citizen, have you been admitted to the U.S. as a resident alien?

If yes, give Date Admitted \_\_\_\_\_ and Alien Registration Number \_\_\_\_\_

If no, list visa type (example: B-2, Visitor visa—dependent), duration of status, and country of citizenship:

Visa Type \_\_\_\_\_ Duration of Status \_\_\_\_\_ Country of Citizenship \_\_\_\_\_

**Verification of visa status is required. Students must present proof of status.**

Did you file California State income tax last year?

If not California, in what state did you last file state taxes? \_\_\_\_\_ For what year(s) \_\_\_\_\_

Have you or (if you are under 19 and unmarried) your parents:

Registered to vote in a state other than California? If yes, where and when? \_\_\_\_\_

Petitioned for divorce in a state other than California? If yes, where and when? \_\_\_\_\_

Attended an out-of-state institution as a resident of that other state? If yes, where and when? \_\_\_\_\_

Declared nonresidence for California State Income Tax purposes? If yes, where and when? \_\_\_\_\_

Are you on active military duty?

If yes, what date did your tour begin in California? (month/day/year) \_\_\_\_\_

State of legal residence on military records: \_\_\_\_\_

Are you a dependent of an active duty military person? \_\_\_\_\_

If yes, when did your sponsor's tour begin in California? (month/day/year) \_\_\_\_\_

Have you been discharged from active duty within the last year? If yes, submit copy of DD-214

### TO BE COMPLETED BY ALL UNMARRIED STUDENTS UNDER 19

NAME OF FATHER (if living) \_\_\_\_\_ Occupation \_\_\_\_\_

NAME OF MOTHER (if living) \_\_\_\_\_ Occupation \_\_\_\_\_

NAME OF LEGAL GUARDIAN \_\_\_\_\_ Occupation \_\_\_\_\_

RESIDENCE ADDRESS (Number & Street, City, State, Zip)\*

DATES (month/year)

\*Father \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

\*Mother \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

\*Guardian \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

If less than 2 years, give previous address(es) for past 2 years.

Relationship \_\_\_\_\_ No. & Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Relationship \_\_\_\_\_ No. & Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

I CERTIFY UNDER PENALTY OF PERJURY THAT THE INFORMATION ON THIS APPLICATION IS CORRECT AND I UNDERSTAND THAT FALSIFICATION OR FAILURE TO REPORT CHANGE IN RESIDENCE MAY RESULT IN MY DISMISSAL.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

## FEE WAIVER APPLICATION

### California Community Colleges BOARD OF GOVERNORS FEE WAIVER APPLICATION Revised 2003-2004

This is an application to have your enrollment fees waived. This **FEE WAIVER** is for California residents only. If you need money to help with books, supplies, food, rent, transportation and other costs, please complete a FREE APPLICATION FOR FEDERAL STUDENT AID (**FAFSA**) right away. Contact the Financial Aid Office for more information. It's OK to file both this form (for quick action) and the **FAFSA** (to be considered for more money).

#### GENERAL INFORMATION

Name: \_\_\_\_\_ Social Security No.: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Last First M.I.

E-mail (if available): \_\_\_\_\_ Phone No.: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip

Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Marital Status:  Single  Married  Divorced  Separated  Widowed

Has the Admissions or the Registrar's Office determined that you are a California resident?  Yes  No

**NOTE: Students who are exempted from paying nonresident tuition under Education Code Section 68130.5 are not California residents.** If you are not a California resident, you are not eligible for this fee waiver. Do not complete this application. You can still file the FAFSA to be evaluated for other aid. Please get a FAFSA and complete it.

#### DEPENDENCY STATUS

1. Were you born before January 1, 1980?  Yes  No

2. As of today, are you married? (Answer "YES" if you are separated, but not divorced).  Yes  No

3. Do you have children who receive more than half of their support from you or other dependents who live with you (other than your children and spouse) who receive more than half of their support from you?  Yes  No

4. Are you an orphan or a ward of the court, or **were** you a ward of the court until your 18th birthday?  Yes  No

5. Are you a veteran of the U.S. Armed Forces?  Yes  No

• If you answered "Yes" to any of the questions 1- 5, you are considered an **INDEPENDENT** student and must provide income and household information about yourself (and your spouse, if you are married). Skip to **METHOD A** below.

• If you answered "No" to all questions 1-5, complete the following questions:

6. If your parent(s) filed or will file a 2002 U.S. Income Tax Return, were you, or will you be claimed on their tax return as an exemption by either or both of your parents?  Yes  No  Parent(s) won't file

7. Do you live with one or both of your parent(s)?  Yes  No

• If you answered "No" to questions 1-5 and "Yes" to either questions 6 or 7, you must provide income household information about your PARENT(s). Please answer questions for a **DEPENDENT** student in the sections that follow.

• If you answered "No" or "Parent(s) won't file" to question 6 and "No" to question 7, you are a **DEPENDENT** student for all student aid except this fee waiver. You may answer questions as an **INDEPENDENT** student on the rest of this application, but please try to get your PARENT information and file a FAFSA so you may be considered for other student aid. You cannot get other student aid without your parent(s) information. Talk to the Financial Aid staff if you think you have special circumstances.

#### METHOD A

8. Are you currently receiving monthly cash assistance from: (To be answered by all students, dependent and independent.)  
TANF/CalWORKs?  Yes  No SSI/SSP?  Yes  No General Assistance?  Yes  No

9. If you are a dependent student, are your parent(s) receiving TANF/CalWORKs or SSI/SSP as their sole source of income?  Yes  No

10. Do you have certification from the California Department of Veterans Affairs or the National Guard Adjutant General that you are eligible for a dependent's fee waiver?  Yes  No

11. Are you eligible as a recipient of the Congressional Medal of Honor or as a child of a recipient, or a dependent of a victim of the September 11, 2001 terrorist attack?  Yes  No

12. Are you eligible as a dependent of a deceased law enforcement/fire suppression personnel killed in the line of duty?  Yes  No

• If you answered "Yes" to question 8, 9, 10, 11 or 12 you are eligible for a **FEE WAIVER**. Sign the certification at the end of this form. You are required to show proof of benefits. Ask the Financial Aid Office for instructions.

• If you answered "No" to all questions (8, 9, 10, 11 and 12) continue to Method B.

## FEE WAIVER APPLICATION

### METHOD B

12. **DEPENDENT STUDENT:** How many persons are in your parent(s) household? (Include yourself, your parent(s) and anyone who lives with your parent(s) and receives more than 50% of their support from your parents.) \_\_\_\_\_
13. **INDEPENDENT STUDENT:** How many persons are in your household? (Include yourself, your spouse and anyone who lives with you and receives more than 50% of their support from you.) \_\_\_\_\_

	DEPENDENT STUDENT: PARENT(S) INCOME	INDEPENDENT STUDENT: STUDENT (AND SPOUSE'S) INCOME
14. 2002 Income information:		
a. Adjusted Gross Income (If 2002 U.S. Income Tax Return was filed, enter the amount from Form 1040, Line 35; Form 1040A, Line 21; Form 1040EZ, Line 4 or Telefile, line 1).	\$ _____	\$ _____
b. All Other Income (Include <b>ALL</b> money received in 2002 that is not included in line (a) above.)	\$ _____	\$ _____
15. <b>TOTAL</b> Income for 2002 (Sum of a. + b.)	\$ _____	\$ _____

**The Financial Aid Office will review your income and let you know if you qualify for an automatic FEE WAIVER. Even if you do not qualify using this simple method, you should file a FAFSA. Many, many students do not qualify under Method A or Method B, but still qualify for a FEE WAIVER and MORE FINANCIAL AID by filing the FAFSA. The Financial Aid Office will give you forms and information.**

### CERTIFICATION FOR ALL APPLICANTS: READ THIS STATEMENT AND SIGN BELOW

I hereby swear or affirm, under penalty of perjury, that all information on this form is true and complete to the best of my knowledge. **If asked by an authorized official, I agree to give proof, which may include a copy of my and/or my parent's 2002 U.S. Income Tax Return.** I also realize that any false statement or failure to give proof when asked may be cause for the denial, reduction, withdrawal and/or repayment of my waiver. I authorize release of information regarding this application between the College, the College District, and the Chancellor's Office of the California Community Colleges.

\_\_\_\_\_  
*Applicant's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Parent's Signature*

*(Dependent students only)*

\_\_\_\_\_  
*Date*

**This application will only waive your fees. Please file an application for additional student aid. To see if you qualify for more aid, complete a FAFSA. The FAFSA is available at the Financial Aid Office or at [www.fafsa.ed.gov](http://www.fafsa.ed.gov)**

### FOR OFFICE USE ONLY

Check one of the following:

- BOGFW-A
  - TANF/CalWORKs
  - GA
  - SSI/SSP
- VET/NG DEP
- MEDAL of HONOR or  
9/11 DEPENDENT
- Dependent of deceased law  
enforcement/fire suppres. personnel
- BOGFW-B
- BOGFW-C
- Student is not eligible

NOTES

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

CERTIFIED BY:

DATE:

## FEE PAYMENT / PARKING PERMIT FORMS

**FEE PAYMENT FORM:** Return this form with check / money order payable to Ventura College.

<b>First Name</b>	<b>Last Name</b>	
<b>Social Security/Student ID Number</b>	<b>Date of Birth</b>	
<b>FEE ENCLOSED</b>	<b>AMOUNT</b>	<b>OFFICE USE ONLY</b>
Enrollment: \$18 per unit x _____ number of units =		
Nonresident Tuition: \$149 per unit x _____ number of units =		
International Student Tuition: \$163 per unit x _____ number of units =		
Health Fee: \$12 per semester	\$12	
Parking Fee: \$40 per semester or \$20 for BOGW recipients		
Materials Fee: ( if applicable per schedule)		
ASB Fee: \$6 a semester, \$10 a year / not available for summer		
Student Center Fee: \$1.00 per unit, not to exceed \$10 per academic year.		
OTHER:		
TOTAL		

Date registered with WebSTAR/STAR: (Mo./Day/Yr.): \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Method of Payment: (check one)  Check    Money Order    Credit card

VISA / Mastercard number only: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Do you have a Financial Aid Award?  Yes    No   If yes, indicate type:

BOGW    PELL GRANT    LOAN    OTHER    DON'T KNOW

**Please do not send cash.** Return this form with check, money order or credit card information and signature to:  
Ventura College Student Business Office (VCSBO), 4667 Telegraph Road, Ventura, CA 93003. Allow extra time for mailing.

### PARKING PERMIT REQUEST

Why Wait in Line? Mail request to the Ventura College Student Business Office at least 14 days prior to the start of school. Please enclose a self-addressed, stamped envelope.

DATE: \_\_\_\_\_ SOC SEC # OR STUDENT ID: \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

**#1 PERMIT**

LICENSE PLATE#1: \_\_\_\_\_

MAKE: \_\_\_\_\_ YEAR: \_\_\_\_\_

OFFICE USE ONLY: PERMIT #1: \_\_\_\_\_

**#2 PERMIT - SUBMIT A COPY OF CAR REGISTRATION**

LICENSE PLATE#2: \_\_\_\_\_

MAKE: \_\_\_\_\_ YEAR: \_\_\_\_\_

OFFICE USE ONLY: PERMIT #2: \_\_\_\_\_



**FEE(S) REFUND FORM**

**Fee(s) Refund Request Form**  
**THIS IS NOT A CLASS DROP REQUEST!**

STUDENTS MUST DROP THEIR CLASS(ES) BY THE CREDIT DEADLINE BEFORE A REFUND CAN BE ISSUED.

Date: _____	_____ Enrollment Fee	Amount	\$ _____
		<b>* Deduct: Administrative Fee</b>	\$ <b>-10.00</b>
	_____ ASB Card		\$ _____
	_____ Health Fee		\$ _____
	_____ Material Fee - Subject _____		\$ _____
	_____ Non-Resident Tuition (prorated). See page 74 .		\$ _____
	_____ Parking Fee ( <b>Permit Attached</b> )		\$ _____
	_____ Student Center Fee		\$ _____
	_____ Web Registration Fee - nonrefundable		\$ _____
	_____ Other _____		\$ _____
		<b>TOTAL REFUND</b>	\$ _____

**OFFICE  
WILL  
COMPLETE**

**\* A refund from a dropped class will be charged a \$10.00 administrative fee once per semester.**

Overpaid     
  BOGW     
  3rd Party     
  Cancelled Class     
  Dropped

Comments: \_\_\_\_\_

Name (print): \_\_\_\_\_

Social Security Number/Student I.D. #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_

Signature: \_\_\_\_\_

**NOTE: CHECKS ARE COMPUTER-GENERATED. YOUR ADDRESS MUST BE ACCURATE IN THE ADMISSIONS & RECORDS OFFICE!  
 A refund check will be mailed. Please allow 4-5 weeks for receipt of your refund.**

Options for Refund:

- Bring this request to the Ventura College Student Business Office **or**
- Mail this request to Ventura College Student Business Office (VCSBO),  
 4667 Telegraph Rd., Ventura, CA 93003 **or**
- Fax this request to: (805) 648-8950, Alternate number: (805) 654-6466.

Please credit my credit card: Acct #: \_\_\_\_\_ Exp. date: \_\_\_\_\_

Credit Card Signature: \_\_\_\_\_

**OFFICE USE ONLY**

Verification / Office: \_\_\_\_\_ Date: \_\_\_\_\_

Refund Processed by: \_\_\_\_\_ Date: \_\_\_\_\_

Amount \$ \_\_\_\_\_ Check No. \_\_\_\_\_ Date: \_\_\_\_\_

## FACULTY AND ADMINISTRATION DIRECTORY

To reach any of the extensions from off-campus: first dial 654-6400; on-campus dial extension only; or if an instructor is not listed, dial 654-6400 and use the dial-by-name option.

### A

8985 ..... Adlman, Andrea ..... SCI-356  
 3197 ..... Aiello, Paul ..... Q-19  
 1307 ..... Anderson, Diane ..... P-22  
 1206 ..... Anderson, Lisa ..... SCI-243  
 3213 ..... Anglin, Gary ..... C-33  
 1384 ..... Arce, Robert ..... F-210  
 8963 ..... Archibald, Jan ..... SCI-336  
 2221 ..... Armstrong, Dianne ..... OT-29  
 1215 ..... Arquilevich, Gabriel ..... OT-21

### B

8934 ..... Baratte, Larry ..... POOL  
 1312 ..... Barlow-Palo, Linda ..... P-21  
 1244 ..... Barsch, Jeffrey ..... U-7  
 3125 ..... Beem, Joan ..... O-105  
 3257 ..... Breslin, David ..... D-21C

### C

6460 ..... Calderón, Larry ..... A Bldg.  
 1272 ..... Capuano-Brewer, Lucy ..... U-6  
 3217 ..... Carrasco, Marian ..... E Bldg.  
 1248 ..... Carriger, James ..... K-14  
 6584 ..... Castor, Peggy ..... \*EC  
 6302 ..... Chaparro, Robert ..... FS  
 1306 ..... Coltrin, Carol ..... SCI-245  
 6326 ..... Cosentino, Lydia ..... AA-12  
 6304 ..... Cota, Aseneth ..... E Bldg.  
 6387 ..... Curiel, Sandra ..... B Bldg.

### D

3233 ..... deCierdo, Marcelino ..... A-40  
 1275 ..... deJesus, Marta ..... SCI-319  
 1355 ..... de la Peña, Karen ..... U-5  
 6315 ..... de la Rocha, Mayo ..... OT-1  
 3134 ..... deLa Selva, Aurora ..... A-40  
 1339 ..... Doreo, David ..... SCI-201

### F

3234 ..... Farris, David ..... A-33  
 6368 ..... Faulconer-Boger, Kate ..... Y Bldg.  
 6447 ..... Ferguson, Jeff ..... U-8  
 6398 ..... Fernandez, Ralph ..... SCI-202  
 3235 ..... Fredrickson, Nancy ..... C-31  
 1277 ..... Freixas, Marta ..... SCI-241  
 1309 ..... Frenette, Joyce ..... P-4

### G

1392 ..... Gallaway, Sara Essa ..... U-10  
 3236 ..... Garey, Judith ..... G-132  
 1324 ..... Glover, Mark ..... AA-10  
 3230 ..... Goff, Richard ..... CR-112  
 3143 ..... Gorback, Karen ..... 71 DayRd.  
 6585 ..... Guillen, Guadalupe ..... EC

### H

1265 ..... Hall, Luke ..... SCI-120  
 3223 ..... Hendricks, Bill ..... CR-116  
 1330 ..... Herrera, Bea ..... DP Bldg.  
 3127 ..... Hisayasu, Glenn ..... C-31  
 6349 ..... Hull, Becky ..... E Bldg.

### J

3221 ..... James, Ralph ..... A -43  
 1245 ..... Jeffreys, Iva ..... K-18  
 3222 ..... Johnson, Paulette ..... A-34

### K

1213 ..... Khanjian, Ara ..... K-17  
 3132 ..... Kim, Henny ..... OT-20  
 6354 ..... Kimberling, Tom ..... A Bldg.  
 1251 ..... Kinghorn, Sandra ..... K-22  
 1287 ..... Kobayashi, Joy ..... SCI-344  
 6394 ..... Koerner, Raeann ..... C-13  
 3205 ..... Korn, Harry ..... P-7  
 1259 ..... Kumpf, Dan ..... SCI-242

### L

3149 ..... Latham, Nancy ..... FL  
 8920 ..... Lawson, Robert ..... G-127  
 1314 ..... Leifur, Janet ..... P-23  
 1387 ..... Lew, Warren ..... K-23  
 3261 ..... Lupton, Jeri ..... SCI-317

### M

6455 ..... MacConnaire, Lyn ..... A Bldg.  
 3200 ..... Madsen, Amy ..... OT-24  
 6366 ..... Mansfield, Casey ..... AA-9  
 1389 ..... Manson, Larry ..... OT 05  
 3229 ..... Marquez, Greg ..... DP  
 1282 ..... Matthews-Morales, Lydia ..... SCI-239  
 1368 ..... Millea, Michelle ..... SCI-200  
 1305 ..... Miller, Jude ..... P-20  
 3245 ..... Mircetic, Ned ..... C-11  
 1303 ..... Mitchell, Nancy Rae ..... O-115  
 6468 ..... Moore, Diane ..... D Bldg.  
 8984 ..... Moore, Lauri ..... OT-03  
 3237 ..... Morris, Terry ..... C Bldg.  
 6470 ..... Mortensen, Jerry ..... Q Bldg.  
 1297 ..... Moskowitz, Robert ..... OT-16  
 1354 ..... Mundell, Meredith ..... P-19  
 3144 ..... Munoz, Paula ..... A-31

### N

1217 ..... Nasri, Farzeen ..... P-5

### O

1252 ..... Oliver, David ..... SCI-340  
 1283 ..... O'Neill, Earl ..... SCI-357  
 1394 ..... Orr, Dorothy ..... CR-114

### P

1358 ..... Palafox, John ..... U-9  
 1365 ..... Palladino, Steve ..... SCI-111  
 1357 ..... Pardee, Terry ..... SCI-320  
 1359 ..... Pauley, Mark ..... SCI-238  
 1329 ..... Peinado, Kelly ..... OT-25  
 3105 ..... Penuela, Alan ..... S-13  
 1311 ..... Peter, Claudia ..... O-117  
 2471 ..... Porter, Robert ..... P-6

### Q

2286 ..... Quint, Richard ..... SCI-355  
 1240 ..... Quon, Steve ..... SCI-208

### R

2277 ..... Rabe, Scot ..... SCI-203  
 6339 ..... Renger, Robert ..... SCI-313  
 1386 ..... Rivere, Edelwina ..... Q-18  
 3202 ..... Robinson, J.A. ..... OT-17  
 3246 ..... Rockwood, Charles ..... S-11  
 3215 ..... Rosales, George ..... C-29  
 3147 ..... Rovai, Linda ..... FL  
 6587 ..... Rubenstein, Linda ..... \*EC  
 1241 ..... Rush, Patricia ..... F-207C

### S

1207 ..... Sandford, Arthur ..... F-207A  
 1390 ..... Schoenrock, Kathryn ..... OT-28  
 3195 ..... Scott, Kathleen ..... OT-30  
 3219 ..... Simmons, Zeak ..... E-25  
 1391 ..... Slaton, Alice ..... OT-07  
 1304 ..... Smith, Carol ..... O-113  
 6464 ..... Smith, Joan ..... A Bldg.  
 1356 ..... Stauffer, Jeffery ..... U-11  
 6302 ..... Suel, Tim ..... FS Bldg.

### T

3210 ..... Taft, Burns ..... G-136  
 8954 ..... Thieman, William ..... SCI-315  
 1286 ..... Thomassin, Steven ..... SCI-322  
 6348 ..... Tobias, Steve ..... C Bldg.  
 6491 ..... Toth, Myra ..... CR-113  
 6415 ..... Turner, Steve ..... FL

### V

3194 ..... Varela, Jay ..... G-13  
 1395 ..... Ventura, Deborah ..... OT-26  
 1219 ..... Vrajich, Nick ..... AA-13

### W

6583 ..... Wagner, John ..... \*EC  
 1264 ..... Waltzer, Simon ..... AA-11  
 1228 ..... Weinstock, Carol ..... TR-4  
 3151 ..... Wendt, Patricia ..... FL  
 1322 ..... Winslow, Greg ..... C-29  
 3204 ..... Wymer, George ..... OT-18

### Y

3225 ..... Yoshimoto, Hiroko ..... CR-107

### Z

1313 ..... Zacharias, Mary ..... O-116

\*EC - East Campus  
 115 Dean Dr., Suite A, Santa Paula

Special thanks to the following faculty, staff and students for their help in translating this schedule.

Muchisimas gracias a los colegas por su ayuda traduciendo el Ventura College Schedule of Classes.

Susan Bricker  
 Robin Douglas  
 Kim Fuhrmann  
 Eva Gallardo  
 Guadalupe Guillan  
 Angelica Ramos-Navarro  
 Maiya Rodriguez  
 Rosie Stutts  
 Bea Zizumbo

# DIRECTORY OF CAMPUS SERVICES

## To Contact the Ventura College Campus From:

Ventura, Ojai, Saticoy: 654-6400 / Fax: 654-6466 • Oxnard, Camarillo, Port Hueneme: 986-5855  
Agoura, Moorpark, Simi Valley, Thousand Oaks: 378-1500 • Fillmore, Santa Paula: 656-0546

### Academic Divisions

Arts & Sciences: 654-6339  
Business: 654-6400 x3137  
Crim. Justice, Music & Tech.: 654-6372  
Health & Human Performance: 654-6348  
Health Sciences: 654-6342  
Liberal Arts & Learning Resources: 654-6468  
Reserve Academy: 987-7413  
Social Sciences & Languages: 654-6315

### Admissions and Records

Admin. Bldg.  
Phone: (805) 654-6457  
Hours: M-Th 7:30am-7:30pm  
Friday 7:30am-2:00pm  
[www.venturacollege.edu/admissions/index.htm](http://www.venturacollege.edu/admissions/index.htm)

### Alternate Text Production Center

Y Bldg. (Annex): 648-8927  
Hours: M-F 8:00am-5:00pm  
[www.atpcnet.net](http://www.atpcnet.net)

### Assessment

Guthrie Hall: 654-6402  
Hours: M-Th 8:30am-5:30pm  
Friday 8:00am-2:30pm  
[www.venturacollege.edu/matriculation/activities.htm](http://www.venturacollege.edu/matriculation/activities.htm)

### Associated Students of Ventura College

B Bldg.: 654-6400 x1328  
Hours: M-Th 9:00am-7:00pm

### Athletics

C Bldg.: 654-6400 x3102  
Hours: M-F 8:00am-5:00pm  
<http://athletics.venturacollege.edu>

### Bookstore (Pirates' Cove)

E Bldg.: 654-6485  
Hours: M-Th 7:45am-7:00pm  
Friday 7:45am-1:00pm

### Canon Copy Center

B Bldg.: 642-6911  
Hours: M-Th 7:00am-7:00pm  
Friday 9:30am-1:30pm  
Copies may also be made in the Library

### Career Center

E Bldg.: 654-6411  
Hours: M-F 9:00am-3:00pm

### Child Development Center

CDC Bldg.: 648-8930  
Hours: M-F 8:15am-5:30pm  
[www.venturacollege.edu/childdevcenter/index.htm](http://www.venturacollege.edu/childdevcenter/index.htm)

### Community Education

Y Bldg.: 654-6459  
Hours: M-F 8:00am-5:00pm  
[www.venturacollege.edu/communityed/index.htm](http://www.venturacollege.edu/communityed/index.htm)

### Counseling

Admin. Bldg.: 654-6448  
Hours: M-Th 8:00am-8:00pm  
Friday 8:00am-4:00pm  
[www.venturacollege.edu/counseling/index.htm](http://www.venturacollege.edu/counseling/index.htm)

### East Campus

115 Dean Drive, Suite A: 525-7136  
Hours: M-Th 8:00am-7:00pm  
Friday 8:00am-2:30pm  
[www.venturacollege.edu/offcampus](http://www.venturacollege.edu/offcampus)

### Educational Assistance Center

FL Bldg.: 654-6300  
TDD only: 642-4583  
Hours: M-Th 8:00am-7:00pm  
Friday 8:00am-2:00pm  
<http://www.venturacollege.edu/eacenter/index.htm>

### EOPS

FS Bldg.: 654-6302  
Hours: M-Th 8:00am-7:00pm  
Friday 8:00am-2:30pm  
[www.venturacollege.edu/eops/index.htm](http://www.venturacollege.edu/eops/index.htm)

### Executive Offices

Administration Building  
President: 654-6460  
Executive Vice President: 654-6464  
Vice President: 654-6354

### Financial Aid

FS Bldg.: 654-6369  
Hours: M, W, Th 8:30am-3:30pm  
Tues. 8:30am-7:00pm  
Friday closed  
[www.venturacollege.edu](http://www.venturacollege.edu) and click on  
Financial Aid in the "Quick Links"

### Food Services

B Bldg.: 654-6475  
Hours: M-Th 7:00am-8:45pm  
Friday 7:00am-2:00pm  
Satellite by UV Bldg.:  
Hours: M-F 8:00am-1:00pm  
M-Th 4:00pm-8:15pm

### Internet Café

B Bldg.  
Hours: M-F 7:00am-9:00pm

### International Students

TR-3 Bldg.: 654-6313  
Hours: M-Th 8:00am-5:00pm  
Friday 8:00am-2:30pm  
[www.venturacollege.edu/internationalstudent/index.htm](http://www.venturacollege.edu/internationalstudent/index.htm)

### Institute for Community & Professional Development

Y Bldg.: 648-8904  
Hours: M-F 8:00am-5:00pm  
<http://www.venturacollege.edu/businesscommunity/index.htm>

### Learning Center

F Bldg.: 654-6400 x3232  
Hours: M-Th 7:30am-8:30pm  
Friday 7:30am-1:30pm

### Library

D Bldg.: 654-6482  
Hours: M-Th 7:30am-9:00pm  
Friday 7:30am-2:30pm  
[www.venturacollege.edu/drhenry/index.htm](http://www.venturacollege.edu/drhenry/index.htm)

### Lost and Found

Campus Police

### Orientation (New Students)

Contact the Counseling Office in  
Admin. Bldg.: 654-6448  
[www.venturacollege.edu/matriculation/activities.htm](http://www.venturacollege.edu/matriculation/activities.htm)

### Parking Permits

E Bldg.: 654-6486  
Pick up permits in Student Business Office

### Registration & Grades

Online: [www.venturacollege.edu/webstar](http://www.venturacollege.edu/webstar)  
Phone: 654-6457

### Scholarships

B Bldg.: 654-6461  
Ventura College Foundation  
Hours: M-Th 9:00am-12:00noon  
1:00pm-3:00pm  
[www.venturacollege.edu/foundation/index.htm](http://www.venturacollege.edu/foundation/index.htm)

### Student Activities & Student Services Office

B Bldg.: 654-6487  
Hours: M-Th 9:00am-7:00pm

### Student Business Office

B Bldg.: 654-6488  
Fax: (805) 648-8950  
Hours: Mon., Tues. 7:30am-6:30pm  
Friday 7:30am-2:30pm

### Student Development

Admin. Bldg.: 654-6455  
Hours: M-Th 8:00am-5:00pm  
Friday 8:00am-2:30pm

### Student Health Center

C Bldg.: 654-6346  
Hours: Mon. & Wed. 9:00am-3:00pm;  
Tues. & Thurs 1:00pm-7:00pm  
Friday 9:00am-1:00pm  
[www.venturacollege.edu/studenthealthcenter/index.htm](http://www.venturacollege.edu/studenthealthcenter/index.htm)

### Student Payroll

E Bldg.: 654-6400 x1351  
Hours: M-Th 9:30am-5:30pm  
Friday 9:30am-1:30pm

### Switchboard

A Bldg.: 654-6400  
Fax: (805) 654-6466  
Hours: M-Th 7:00am-8:00pm  
Friday 7:00am-5:00pm

### Transfer Center

E Bldg.: 654-6473  
Hours: M-F 9:00am-3:00pm

### Transcripts & Records

Admin. Bldg.: 654-6457  
Hours: M-Th 7:30am-7:30pm  
Friday 7:30am-2:30pm  
[www.venturacollege.edu/admissions/transcripts.htm](http://www.venturacollege.edu/admissions/transcripts.htm)

### Tutoring Center

Guthrie Hall Bldg.: 648-8926  
Hours: M-Th 9:00am-7:00pm  
Friday 9:00am-1:00pm  
[www.venturacollege.edu/tutoring](http://www.venturacollege.edu/tutoring)

### Ventura College Theatre

G Bldg. (Loma Vista Rd.): 654-6307

### Veteran's Affairs

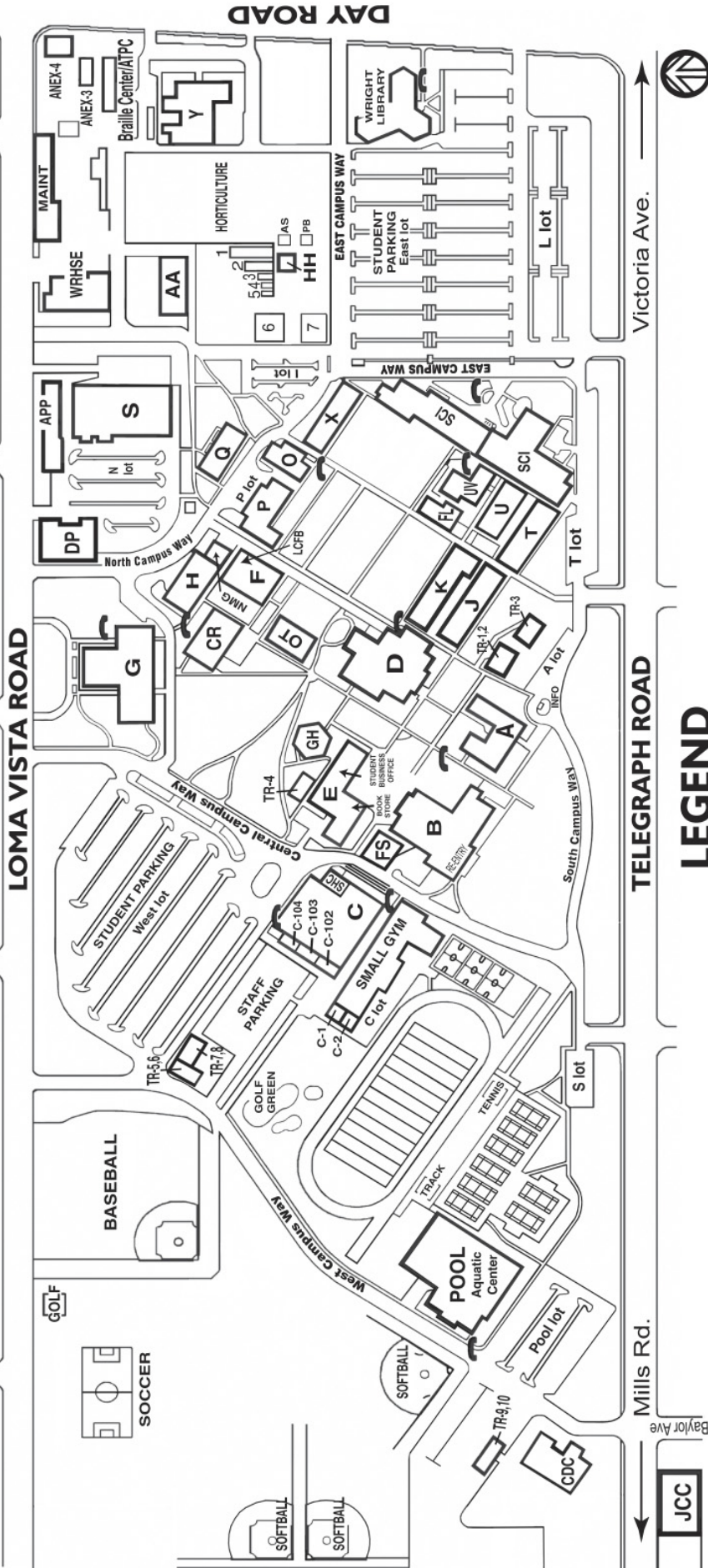
Admin. Bldg.: 654-6457

### Women's & Re-entry Center

B Bldg.: 654-6365  
Hours: M-Th 8:30am-4:30pm  
Friday 8:30am-3:00pm  
[www.venturacollege.edu/womensreentry/index.htm](http://www.venturacollege.edu/womensreentry/index.htm)

All phone numbers use (805) area code

# VENTURA COLLEGE CAMPUS MAP



## LEGEND

BLDG	DEPARTMENT	BLDG	DEPARTMENT	BLDG	DEPARTMENT
A	Administration / Admissions & Records / Counseling	FL	Educational Assistance Center	POOL	Aquatic Center
AA	Agriculture / Classrooms	FS	Financial Aid / EOPS	Q	Classrooms
APP	CISCO / Apprenticeship	G	Theatre / Music	S	Auto / Machine / Welding
ANEX-3	English Labs (Day Road)	GH	Guthrie Hall / Tutoring	SCI	Math / Science
B	ASVC / Cafeteria / Re-entry / Copy Center	H	Arts & Crafts	SHC	Student Health Center located in C Building
C	Physical Education / Student Health Center (SHC)	HH	Head House	T	Business / Computer Labs
CDC	Child Development Center	J	Classrooms / High Tech Center	TR-1-2	Trailer classrooms across from J Bldg.
CR	Art / Criminal Justice / Art Gallery 2	JCC	Job & Career Center (Telegraph Rd)	TR-3	International Student Center
D	Library	K	Classrooms	TR-4	Journalism / School Paper / Publications
DP	Bilingual Education	LCFB	Learning Center located in F Bldg.	TR-5-8	Trailer classrooms across from baseball field
E	Career-Transfer / Campus Police / Bookstore / Student Business	NMG	New Media Art Gallery	U	Business
EC	East Campus at Santa Paula	O	Nursing	UV	Lecture Rooms
F	English / Photography / Foreign Language / Learning Center	OT	Office Trailers for faculty	X	Classrooms
		P	Paramedic	Y (ICPD)	Institute for Community & Prof. Development
				1-7	Ag. Plant Sheds