

PALO VERDE COLLEGE

SCHEDULE OF CLASSES

Palo Verde College
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Blythe, CA 92225

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www.paloverde.edu



FALL 2013
SEMESTER

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ABOUT THIS SCHEDULE OF CLASSES

This schedule of classes is intended to help you register for classes for the 2013 Fall semester at Palo Verde College. Every reasonable effort has been made to determine that everything stated in this schedule is accurate. Because this publication must be prepared well in advance of the period of time it covers, changes are inevitable. For the most up-to-date schedule of classes please visit us online at www.paloverde.edu. Course descriptions, programs, graduation requirements, and other important information are contained in the college catalog, which can also be found online at www.paloverde.edu.

Unless specifically exempted by statute, every course offered and maintained by Palo Verde College is open to any person who has been formally admitted to the College and who meets the course prerequisites as may be established under Title V of the California Administrative Code.

MESSAGE FROM THE SUPERINTENDENT/PRESIDENT



Welcome to Palo Verde College!

Your decision to pursue a college education is among the most important decisions you will make in your lifetime. It has been said that knowledge is power, and community college is the door through which many people have discovered the power to become more successful in life. According to research, people with a college degree have a much better chance of finding a job as compared to those who do not have a degree, and workers with a college degree will earn over a million dollars more in their career than those who do not have a college degree.

Your decision to make Palo Verde College the next step on your educational journey is an excellent one. Many successful people have made the same choice you are about to make and started their educational journey at a community college

including Walt Disney, Tom Hanks, George Lucas, Nolan Ryan, and former Governor Arnold Schwarzenegger to name a few.

Palo Verde College can help you to achieve your educational goals whether you want to get a good paying job immediately after college, or you want to continue on with your education toward more advanced degrees. As a fully accredited institution, our transfer courses are accepted at CSU and UC system sites and your two year degree or certificate of completion is highly regarded in our community, surrounding areas, and throughout the State.

I congratulate you on your decision to attend Palo Verde College. Please take a few moments to review the college catalog and learn about the programs and services available to you here at Palo Verde College. Our outstanding instructors, counselors, and support staff are all available to help make your college experience successful and rewarding. We look forward to seeing you on campus, and thank you for becoming a member of the Palo Verde Community College family!

Donald G. Wallace, Ph.D.
Superintendent/President

ABOUT PALO VERDE COLLEGE

ACCREDITATION

Palo Verde College is accredited by the Accreditation Commission for Community and Junior Colleges of the Western Association of Schools and Colleges, 10 Commercial Blvd., 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.

OUR MISSION

Palo Verde College is a California community college that supports an exemplary learning environment with high quality educational programs and services. The College promotes student success and lifelong learning for a diverse community of learners.

OUR VISION

Palo Verde College will be known for excellence—educationally, socially, economically and culturally.

OUR PHILOSOPHY OF EDUCATION

Palo Verde College's general education curriculum offers students opportunities for learning the concepts and practices of a diversity of academic disciplines to enhance their intellectual curiosity, broaden their areas of interest and help them succeed in their chosen fields.

OUR VALUES

Excellence

Palo Verde College is committed to excellence. The College expects quality instruction and services, and applauds the achievement of its students, faculty and staff.

Learning

Palo Verde College facilitates lifelong learning and encourages scholastic achievement. The College believes that knowledge, understanding, and their application are keys to a better future.

Integrity and Ethics

Palo Verde College maintains the highest standards of ethics and integrity. The College consistently demands respect, honesty and fairness in its educational programs, professional interactions and community relations.

Diversity

Palo Verde College celebrates diversity in its students, in its faculty and staff, and in its community. Diversity enriches us all and strengthens our community.

Creativity

Palo Verde College supports and encourages creativity and innovation.

Civic Responsibility

Palo Verde College supports the continuous development of civic responsibility.

ABOUT PALO VERDE COLLEGE

INSTITUTIONAL LEARNING OUTCOMES

Critical and Creative Thinking

Students will identify problems and collect data in order to analyze, interpret, explain and evaluate texts, ideas, works of art and scientific, technological, and mathematical problems.

Communication

Students will communicate effectively and interactively in written, electronic, spoken or signed, and artistic forms.

Community and Global Awareness

Students will understand and empathize with diverse cultural, social, religious and linguistic differences within and across societies.

Personal and Professional Growth and Development

Students will develop personal, educational and career goals that promote self-reliance; lifelong learning; and physical, mental, and social well-being.

Information Competency

Students will identify and collect information effectively from a variety of sources and analyze, evaluate and apply information appropriately.

Technological Competency

Students will effectively use contemporary technology relevant to their personal and career choices.

BOARD OF TRUSTEES

The Palo Verde Community College District Board of Trustees is composed of seven members elected to serve four year terms. Five of the trustees are elected at large from the part of the District in Riverside County. Two of the trustees are elected at large from the part of the District in San Bernardino County. The terms of trustees are staggered with elections in even numbered years. In addition, there is a Student Trustee who is elected by the District's students. The Board of Trustees has responsibility for setting policy, overseeing fiscal stability, and establishing an effective educational program for the students and the community. The Board meets on the 2nd and 4th Tuesdays of the month. The first meeting of each month is scheduled as needed for a study session. The Board's business meeting is scheduled for the 4th Tuesday of the month unless some national holiday conflicts with the meeting date or if the Board of Trustees elects to change the date.

Millie Rodriguez	President
George Thomas	Vice President
Ted Arneson.....	Clerk of the Board
Ed Gonzales.....	Trustee
Jerry Lewis.....	Trustee
Ned Hyduke.....	Trustee
Lincoln Edmond.....	Trustee
Alex Munoz.....	Student Trustee

IMPORTANT DATES - FALL 2013

April 22— May 30, 2013	*Assessment Testing, 10:00 a.m.—1:00 p.m., Monday & Wednesday
April 29—May 3, 2013	EOPS, DSPS, Veteran’s and Foster Youth Priority Registration
May 4—August 23, 2013	*Open Registration
August 5 – August 22, 2013	*Assessment Testing, 10:00 a.m.—5:00 p.m., Monday-Thursday
Open	EOPS Orientation - Online
August 7, 2013	*New Student and DSPS Orientation, 9:00 a.m.
August 8, 2013	*Needles New Student Orientation, 1:00 p.m.
August 12, 2013	Classes Begin
August 14, 2013	CARE/CalWORKs Orientation, 10:00 a.m. – 11:00 a.m.
August 14, 2013	*New Student and DSPS Orientation, Make-Up, 5:30 p.m.
August 15, 2013	*Needles Orientation, Make-Up, 5:30 p.m.
August 16, 2013	Last Day to Petition Co/Prerequisite Challenge Form
August 22, 2013	*Needles New Student Orientation, 3:00 p.m.
August 23, 2013	Last Day to Register
August 23, 2013	Last Day to Apply for a Refund
August 30, 2013	Institute Day, no classes
August 30, 2013	Last Day to Withdraw without “W” Showing on Permanent Record
September 2, 2013	Labor Day Holiday – Campus Closed
September 17, 2013	Last Day to Elect P/NP
November 11, 2013	Veteran’s Day – Campus Closed
November 15, 2013	Last Day to Withdraw from any Course Without Penalty (“W” will show on permanent record)
November 25-27, 2013	Flex Days
November 28-29, 2013	Thanksgiving Break – Campus Closed
December 9-13, 2013	Finals Week
December 13, 2013	Last Day of Classes

Assessment Testing and Orientation are **mandatory for New Students*

ADMINISTRATIVE OFFICES

OFFICE OF THE PRESIDENT

Donald G. Wallace

Superintendent/President

760-921-5499

Denise Hunt

Administrative Assistant to Superintendent/President

760-921-5510

Carrie Mullion

Administrative Assistant to Superintendent/President
and Board of Trustees

760-921-5440

OFFICE OF BUSINESS SERVICES

Russi Egan

Chief Business Officer

760-921-5524

Debra Mitchell

Director of Human Resources

760-921-5408

Cecilia Garcia

Payroll/Benefits Coordinator

760-921-5478

OFFICE OF INSTRUCTIONAL & STUDENT SERVICES

Sharon Jones

Interim V.P. of Instructional and Student Services

760-921-5428

Naomi Smith

Instructional Services Manager

760-921-5453

Sarah Frid

Student Success Manager

760-921-5469

Staci Lee

Student Development and Civic Center/Events Manager

760-921-5512

ADMISSIONS AND RECORDS

Shelley Hamilton

Director of Admissions and Records

760-921-5483

FINANCIAL AID

Suzanne Woods

Director of Financial Aid and Scholarships

760-921-5410

NURSING DEPARTMENT

Sharron Burgeson

Nursing and Allied Health Coordinator

760-921-5444

CORRESPONDENCE LEARNING

Lorenzo Lujano

Correspondence Education Counselor/Coordinator

760-921-5533

PALO VERDE COLLEGE CHILD DEVELOPMENT CENTER

Maria Kehl

Site Supervisor/Teacher

557 N. Lovekin Blvd., Blythe, CA 92225

760-922-8714

INFORMATION TECHNOLOGY

Adam Houston

Director of Information Technology

760-921-5463

Eric Egan

Assistant Director of Information Technology

760-921-5520

MAINTENANCE & OPERATIONS

Albert Brambila

Maintenance & Operations, Supervisor

760-921-5431

NEEDLES CENTER

Director TBA

Director— Needles Center

725 W. Broadway., Needles, CA 92363

760-326-5033

ELIGIBILITY AND RESIDENCY

WHO MAY ATTEND/ELIGIBILITY

Admission to Palo Verde College is open to anyone who is a high school graduate, who possesses a GED certificate, or who holds a High School Equivalency Certificate. Those who are not high school graduates or do not have one of the equivalencies but are eighteen (18) years of age and show evidence of being able to benefit from instruction may attend the college. High school students in the 11th and 12th grades, with the recommendation of their high school counselor, may attend. Those students below 11th grade may attend if they have parental consent, approval from the counselor or school principal, the petitions committee, and the college governing board. Enrollment in some courses will be limited (some examples: classes are full, limitations due to available equipment, or safety regulations). See college catalog for college approval process.

NEW VS. RETURNING VS. CONTINUING

New Students

You are a new student if you have never filed an application nor enrolled in courses offered by Palo Verde College.

Returning Students

You are a returning student if you have previously filed an application and attended Palo Verde College but have been away for two (2) regular semesters or more.

Continuing Students

You are a continuing student if you were registered and attended Palo Verde College during the 2013 Spring or Summer Semester.

RESIDENCY

Palo Verde College defines a resident as a person who intends to make California his or her permanent home and has resided within the State for one year prior to the residency determination date, which is one day prior to the first day of classes of each semester or summer session. The requirements necessary to demonstrate Intent to become a California resident are available from the Admissions and Records Office .

Please note: If you hold a non-immigrant visa or a permanent visa, and/or if you have applied for amnesty, you will need to bring your passport visa and/or I-688 form to the Admissions and Records Office at the time you apply.

Undocumented Students

If you are a new or returning student and undocumented, you may be considered a non-resident for tuition purposes. There are, however, no limitations in your enrollment.

Foreign Students

Foreign students (those attending on F-1 visas) are considered non-residents. If you are a foreign student and have completed the equivalent of an American high school education with satisfactory grades, you may be admitted to Palo Verde College, however, certain restrictions apply. Please consult the college catalog or counselors for details concerning applications and registration.

Military Students

Military personnel and their dependents are considered residents during the first year in which active duty began in California, but they must establish residency thereafter.

Reclassification to Resident Status

Students who have been classified as non-residents are not automatically reclassified as residents. Reclassification to resident status must be initiated by the student. Students interested in changing their classification should consult and submit a reclassification petition with the Admissions and Records Office prior to end of the current semester for residency status to become effective the coming semester.

The petition must be accompanied by documentation which verifies the student's interest to become a California resident, evidence of physical presence in California for at least one year prior to the coming semester's start date, and evidence of financial independence. The law clearly states the burden of proof for proving residence rests with the student.



STUDENT SUCCESS AND SUPPORT PROGRAM

MATRICULATION

Admissions

For new students, the first step is applying for admission to Palo Verde College. Students will be asked to provide the college with information about themselves so the staff can provide them with the types of services needed to help them achieve their goals and objectives. Some of this information is required by federal or state law, or college policies. Other information will assist the college in determining whether the student needs to be referred to orientation and assessment programs. It is important to submit copies of high school transcripts and transcripts of any previous college work at the time of admission.

Orientation

The orientation workshop, with a presentation by a member of the college staff, will give the student important information regarding the services, programs and courses available through the college. At this time, a counselor will explain the assessment program and will answer questions regarding assessment. Orientation sessions are scheduled periodically throughout each year. A schedule of orientations is available in Student Services.

Orientation for new students is required prior to registration. Returning students are also encouraged to attend an orientation.

Assessment

To help the students determine their skill levels in many academic areas, including written English expression, reading, and mathematics, the college provides a comprehensive assessment program. Assessment scores assist the students and counselors to determine the appropriate courses for students to enroll in during the first semester. Placement in English or math courses are contingent upon having completed assessments.

MATRICULATION APPEALS PROCEDURE

A matriculating student has the right to challenge or appeal any step in the matriculation service process. A petition for the waiver of a specific matriculation service or requirement may be filed for any of the following reasons:

1. **Review of assessment/placement decisions** - The student shall make an appointment to see a counselor to discuss the results of the placement testing. The student has the opportunity to retest or file a waiver petition.
2. **Waiver of prerequisites** - Students may challenge a course prerequisite, corequisite or limitation on enrollment on the

grounds that the student has the knowledge or skills to successfully complete the course, that the prerequisite course has not been made reasonably available and will cause undue delay in completion of the student's educational goal as detailed in the student educational plan; that the course has not been established in accordance with the district's process for establishing prerequisites and corequisites; or that the prerequisite is unlawfully discriminatory or is being applied in an unlawfully discriminatory manner. To request a prerequisite waiver, the student must complete the Palo Verde College Prerequisite Challenge Petition form and submit the document to the Vice President of Instructional and Student Services. If the petition for a waiver is based upon the student's contention that he/she has the necessary skills to succeed in the class, the student may be asked to submit evidence of the proficiency. The student will be notified of the results. Students may be enrolled in the course pending the outcome of the process. If the challenge is denied, students will be administratively withdrawn from the course, all fees will be refunded, and no drop charges will be made.

3. **Complaint of unlawful discrimination** - If a student feels that assessment, orientation, counseling, or any other matriculation procedure or service, is being applied in a discriminatory manner, a petition may be filed with the Affirmative Action Officer. The student will be notified, within ten (10) working days of the receipt of the petition, regarding the college's proposed response to the complaint and any additional steps which will be taken.
4. **Who is exempt from matriculation?** - Students are exempt from the matriculation process for the following reasons: a) those who have acquired an associate or higher degree; b) will be enrolled in less than six (6) units and do not intend to pursue a degree or certificate; c) have previously attended another college/ university; d) will be enrolled for high school credit only; or e) who have already been served through the matriculation process. However, all matriculation services are available to any student.

NON-DISCRIMINATION POLICY

NON-DISCRIMINATION POLICY

POLITICA NO-DISCRIMINATORIA

Gender

Palo Verde College does not discriminate in the educational programs, or activities on the basis of sex. Title IX of the Educational Amendments of 1972, as amended, and the administrative regulations adopted there under, prohibit discrimination.

Género Femenino o Masculino

El COLEGIO de Palo Verde no discrimina en los programas educativos, ni en las actividades por el Género. Título IX de las enmiendas educativas de 1972, como enmendado, y las regulaciones administrativas adoptadas prohíbe la discriminación.

Disabled

Palo Verde College does not discriminate on the basis of disability and is in compliance with Section 504 of the Rehabilitation Act of 1973, as amended, and the regulations adopted there under. More specifically, Palo Verde College does not discriminate in admission or access to, or treatment, or employment in its programs and activities.

Estudiantes Incapacitados

El Colegio de Palo Verde no discrimina por la incapacidad y está en conformidad con la Sección 504 del Acto de Rehabilitación de 1973, como enmendado, y las regulaciones adoptadas. Más específicamente, el Colegio de Palo Verde no discrimina en la admisión o acceso a, ni al tratamiento, ni el empleo en sus programas y actividades.

Age, Race, Color, or National Origin

Palo Verde College complies with the requirements of Title VI of the Civil Rights Act of 1964 and the regulations adopted there under. No person shall, on the grounds of age, race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any Palo Verde College program.

Edad, Raza, Color o Nacionalidad

El Colegio de Palo Verde cumple con los requisitos del Título VI del Acto Civil de Derechos de 1964 y las regulaciones adoptadas. Ninguna persona será excluida o le será negada la participación, o será sujeta a la discriminación bajo cualquier programa de Colegio de Palo Verde, por motivo de la edad, raza, color, u origen nacional.

Limited English Proficiency

Limited English proficiency is not a barrier to participation in College courses and/or programs. During normal working hours, bilingual staff is available in Student Services.

Any person who feels discriminated against should contact the Director of Human Resources, Debra Mitchell, who serves as the Palo Verde College Affirmative Action Officer. She can be reached in the Business Services office in the College Services Building or by calling (760) 921-5408.

Dominio Limitado del Inglés

El dominio limitado del inglés no es una barrera a la participación en cursos y/o programas colegiales. Durante horas normales de trabajo, el personal bilingüe está disponible en el departamento de servicios para estudiante.

Cualquier persona que se sienta discriminada debe contactar ala Directora de Recursos Humanos, Debra Mitchell, que sirve como Oficial de Acción Afirmativo del Colegio de Palo Verde. Se puede comunicar con ella en la oficina de servicios Administrativos en el edificio de servicios colegiales o llamando al (760) 921-5408.



STUDENT FEES

STUDENT FEES

The Board of Trustees is required to charge each student a state enrollment fee for credit classes. The enrollment fee shall be as specified by the Board of Governors of the California Community Colleges.

Enrollment Fee

The enrollment fee is \$46 per unit for all students with or without a Bachelor's degree. The enrollment fee is payable when the student registers. When requested by a student on the appropriate form, a full refund shall be made for the class(es) he/she drops during the first ten (10) days of classes of each semester. No refunds shall be made after the first ten (10) days of classes of each semester, unless the program change is a result of action by the District to cancel or reschedule a class(es). One day courses and short courses are fully refundable if the student withdraws before the course begins.

Board of Governors Waiver (BOGW)

The BOGW can offer no enrollment fees! In order to prevent the enrollment fee from denying access to students who have limited financial resources, the Board of Governors Waiver (BOGW) is available to waive enrollment fees (not out-of-state tuition). Eligibility criteria is:

- ◆ California resident, and
- ◆ a student or student's family is receiving AFDC, SSI, or General Assistance/General Relief; or
- ◆ a student or student's family is low-income;
- ◆ if you do not qualify by either of the previously mentioned methods and you have received your Student Aid Report (SAR), you may be eligible for an awarded BOGW.

Tuition

California residents are charged an enrollment fee and do not pay tuition.

Non-residents enrolling for credit classes at Palo Verde College will be charged tuition which is due and payable upon registration.

California residents:

All Units.....\$46 per unit

Arizona residents (per Guest Agreement):

All Units.....\$138 per unit
(includes state enrollment fee)

All other non-residents:

Non-resident fee	\$190 per unit
+ state enrollment fee	\$46 per unit

Student Parking

There are no parking fees. However, students who park in unauthorized or handicapped parking areas without permission will be cited.

Associated Student Government Fees

The goal of the Associated Student Government (ASG) is to improve and expand services to students. In addition to other privileges, ASG membership entitles you to free or reduced price admission to various activities and discounts for various food and merchandise with local merchants. For further information see ASG in the Supportive Services section of the Student Handbook.

\$10.00 per semester or \$18.00 annually

Other Fees

Transcripts, returned check fee, etc., are discussed in the college catalog.

Enrollment Fee Refunds

When requested by a student, on appropriate form, a full refund of the enrollment fees shall be made for the class he/she drops during the first ten (10) days of classes in the regular semester. No refunds shall be made after the first ten (10) days of classes in each semester unless the program change is the result of action by the District to cancel or reschedule a course that directly impacts the student's program. Workshops, one-day courses, and courses offered in short sections are fully refundable if the student withdraws before the class begins.

Tuition Refunds

When requested by a non-resident student, refunds for official reduction in courses or a complete official withdrawal shall be made according to the following schedule:

First 3 weeks of semester . . .	75%
4th and 5th weeks	50%

No refunds will be made after the fifth week of each regular semester unless the program change is a result of action by the District to cancel or reschedule a class.

SUPPORTIVE SERVICES

SUPPORTIVE SERVICES

Financial Aid

The College's Financial Aid Program consists of scholarships, grants, and work/study jobs.

Only United States citizens and permanent residents are eligible for financial aid. Applications for financial aid should be completed during the spring or summer preceding the year the student plans to attend Palo Verde College. Application materials are available from the Financial Aid Office located in the College Services Building.



Eligibility for most of the federal and state student aid program is based on financial need and the “ability to benefit” from the instruction. Please refer to the college catalog for additional information.

Extended Opportunity Program and Services (EOPS)

Extended Opportunity Program and Services is a state-funded, special assistance program for students who are socially, economically, and academically or language disadvantaged. EOPS assists students with counseling, book vouchers, priority registration, and support workshops.

What services do EOPS students receive?

- ◆ Priority registration
- ◆ Academic, career, and personal counseling
- ◆ Book service
- ◆ Student Educational Plan (SEP) and Semester-by-Semester Plan for each student
- ◆ Progress reports - to provide information to students as to how they are doing in their classes
- ◆ Academic follow-up of students
- ◆ Transfer/career assistance
- ◆ Leadership development activities
- ◆ Workshops in personal development, study skills, career, and majors
- ◆ Cultural enrichment activities
- ◆ CARE Program – Grant and additional services for EOPS students who are single parents, have a child 13 years or younger and have an open case number with the Department of Health and Human Services

- ◆ Cap and gown for graduation
- ◆ Child care services

Cooperative Agencies Resources for Education (CARE)

The Cooperative Agencies Resources for Education is an educational program designed to assist EOPS students who are single parents and receiving assistance from CalWORKS (California Work Opportunities and Responsibilities to Kids). CARE provides moral support, financial assistance for child care, transportation grants, books, and monthly meetings designed to assist single parents with parenting skills and educationally related sources to reach their goals. Family social activities are offered.

Disabled Students Program & Services (DSP&S)

The Disabled Students Program is a state-funded effort to integrate and mainstream disabled students into general campus programs and activities. The ability of each disabled student to function independently in the educational environment is the ultimate goal. The program offers students a range of equipment and services. Please refer to college catalog for additional information.

CalWORKs

MISSION: We are a California Community College program serving CalWORKs students and their families by providing educational and career opportunities combined with an array of high-quality support services that enable students to complete their educational goals, find meaningful employment, and successfully transition into the workforce. Through collaboration and advocacy with our college and community partners, we prepare a segment of California’s work force by promoting the economic self-sufficiency of CalWORK’s students through the attainment of a higher education.

PURPOSE: The purpose of CalWORKs is to encourage higher education and support students that qualify with services listed below, but not limited to:

- ◆ Orientation
- ◆ Child Care
- ◆ Needed Educational Supplies
- ◆ Assist with Work Study and Job Placement
- ◆ Provide Educational Workshops
- ◆ Community Service Referrals
- ◆ Service Coordination

SUPPORTIVE SERVICES

Associated Student Government (ASG)

Student Affairs are governed by the Associated Student Government of Palo Verde College. Students may work with ASG officers and the advisor to form clubs and organizations to serve their interests. A copy of the Student Activities and Organizations Policy and Procedure is available in the Student Services Office. For students interested in forming new clubs call the ASG Advisor at 921-5512 for additional information.

The ASG has a body of officers who are elected by the students to serve for one academic year. Each officer must be enrolled in at least 6 units and have a minimum 2.0 cumulative G.P.A. You are encouraged to get involved with your student government, and make an impact on student life. Elections are held during the spring semester.

Library

The Harry A. Faull library is a vital component of the educational experience at Palo Verde College. Located on the second floor of the College Services Building, the Library provides a peaceful haven for studying or relaxation.

The collection is comprised of approximately 20,000 books, videos and DVD's. Periodicals are available for reading and research. A computer lab provides high-speed access to the Internet as well as word processing and other popular software programs. The library's website: www.paloverde.edu/library provides access to the library catalog as well as to electronic books, subscription databases and full-text articles from thousands of magazines, newspapers, and professional journals.

During the fall and spring semesters the library is open Monday through Thursday from 9:00 a.m. to 6:00 p.m., and Fridays from 9:00 a.m. to 1:00 p.m.

Veterans

Veterans services are provided to assist eligible veterans and their dependents in obtaining their VA educational benefits and achieving their educational goals. The Veterans representative provides information on veterans' benefits and services, assists applicants with completing applications and forms necessary for VA benefits, and assists in resolving VA educational problems.

Veterans seeking enrollment certification to receive educational benefits under the G.I. Bill should contact the Director of Financial Aid & Scholarships as soon as possible. Veterans who do not file for benefits 30 days before the opening of the semester should plan for an additional 6 to 8 week delay in receiving benefits.

The Virtual Bookstore

Students will find the required textbooks for each course for rent or purchase at www.paloverde.edu. At the end of each term, some books will be eligible for students to sell-back to the Virtual Bookstore through the college website as well.

Career/Transfer

Information regarding careers, colleges, and resource materials necessary for career planning is available in Student Services.

Career aptitude and interest assessments are available through EUREKA and DISCOVERY, computerized information systems. Students may see a counselor for direction.

Transportation

Desert Roadrunner (Palo Verde Valley Transit Agency)

125 W. Murphy Street, Blythe, CA 92225
760.922.1140
www.pvvt.com

Reliable Ride Taxi Service

760.921-8184



ASSESSMENT, ADVISEMENT AND ORIENTATION

ASSESSMENT, ADVISEMENT AND ORIENTATION

Assessment, Advisement, and Orientation are the components of the state-mandated matriculation program. They are designed to give you a better opportunity to succeed in your courses and to reach your potential in college. Unless exempt, if you are a first-time college student, or a first-time transfer student, you must complete assessment, advisement, and orientation before registering for courses. All other students are encouraged to participate.

Assessment

To begin a successful career at Palo Verde College, you will attend the assessment session where you will be given tests in reading, English, and math which helps identify your present level of skills in those areas. (The college also provides English as a Second Language testing for new students with limited English proficiency).

Advisement

A counselor will review with you your assessment results along with your previous academic history and education goals. The counselor will assist you in developing an educational plan and scheduling classes which meet your specific needs.

Orientation

Beginning students are required to attend an orientation session which will provide information to be successful in college. You will be presented with an overview of instructional programs, support services, and college life. You will meet staff and receive information about their various departments.

Exemptions

You may be exempt from assessment, advisement, and orientation if you:

- ◆ have earned a college degree;
- ◆ have already been served through the matriculation process;
- ◆ will enroll in less than six units and do not intend to earn a certificate or degree;

- ◆ have previously attended another college;
- ◆ will be enrolled for high school credit only.

Registration

Once you have completed assessment, advisement, and orientation, you may register for your courses at the appropriate time. Don't get stopped at registration. Be sure to complete your process. Students should make an appointment with a counselor to plan their courses and register for courses in Student Services according to the Registration Schedule.

VALORACIÓN, CONSEJO Y ORIENTACIÓN

Valoración, Consejo y Orientación son los componentes mandatorios del estado para el programa de matriculación. Es un diseño preparado para darle mejor oportunidad para que tenga buen éxito en sus cursos y para obtener su potencia en el colegio. Si usted es un estudiante por primera vez, en el colegio, o si usted piensa obtener un certificado, una licencia, o trasladarse a otra universidad, usted debe de completar su valoración, consejo, y orientación antes de inscribirse en los cursos. Todos los estudiantes están invitadas a participar.

Valoración

Para empezar una carrera con buen éxito en el Colegio de Palo Verde, usted debe de atender la sesión de valoración en donde se le provee pruebas de Inglés, matemáticas, y lectura para ayudarle a identificar su nivel de habilidad en esa área. (El colegio también suministra una prueba Ingles como Segundo Idioma para estudiantes nuevos con Ingles limitado.)

Consejo

Un consejero/a va a revisar con usted sus resultados de valoración, también su expediente académico y su meta educativa. El consejero/a le va asistir para fomentar un plan educativo y horario de clases que le corresponde a su necesidad específica.

ASSESSMENT, ADVISEMENT AND ORIENTATION

Orientación

Estudiantes principiantes se les requiere atenderá una sesión de orientación que les provee información para mejor oportunidad en el colegio (se puede referir a la pagina 3 de este horario para fechas de orientación). Usted será presentada con un programa de instrucción, servicios de apoyo, y programas del colegio. Usted será presentada con varias personas e información sobre cada departamento.

Exoneración

Puedes estar exonerado de la prueba de valoración, consejo y orientación si:

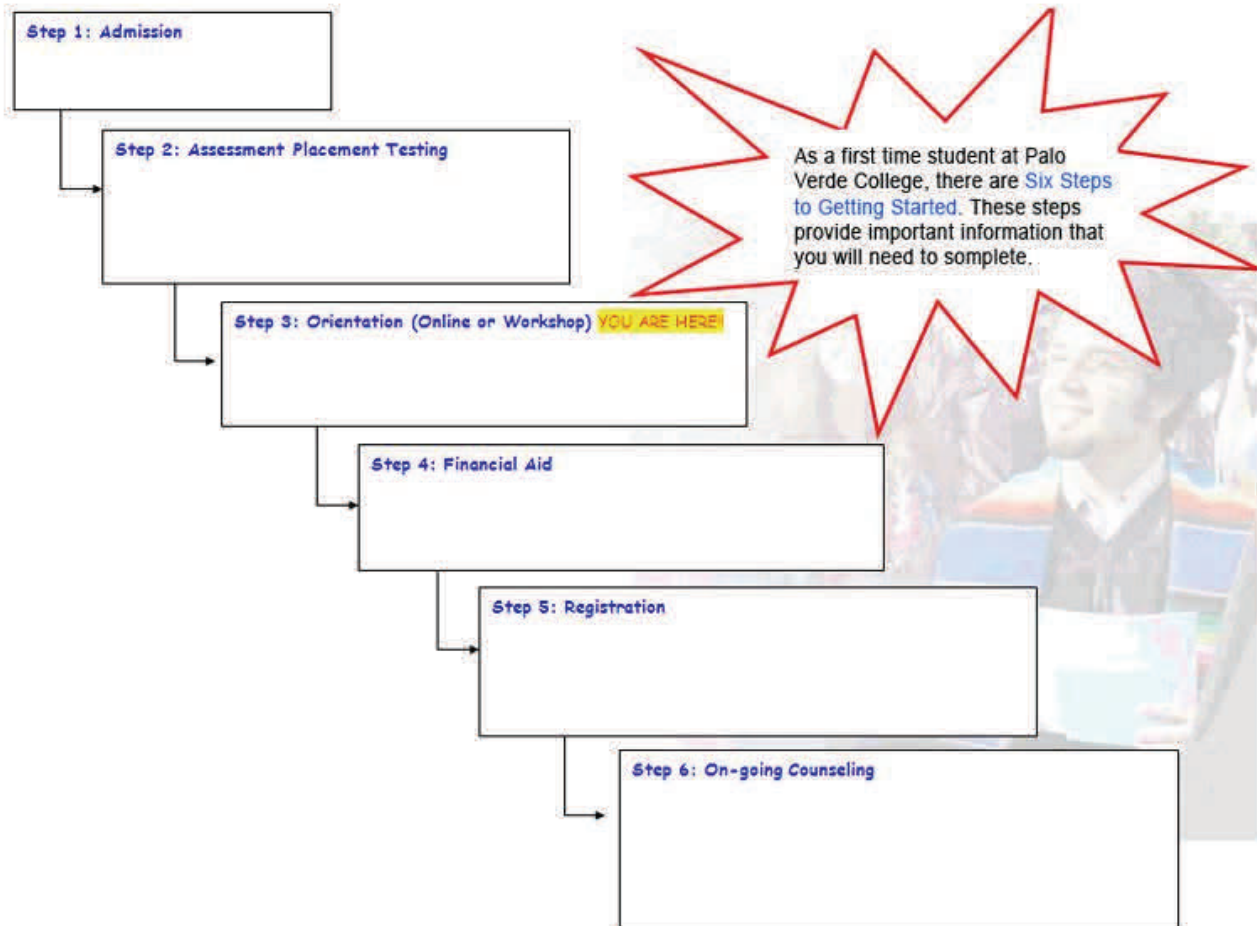
- ◆ Tienes un diploma del colegio;

- ◆ Ya has pasado el proceso de matriculación;
- ◆ Vas ha inscribirte en menos de 6 unidades y no piensas obtener un certificado o diploma del colegio;
- ◆ Has atendido otro colegio;
- ◆ Vas ha inscribirte para crédito de la preparatoria solamente.

Inscripción

Mientras que usted haya completado su valoración, consejo, y orientación, puede inscribirse para los cursos en el tiempo apropiado. Esté seguro de completar el proceso y no deje de inscribirse. Estudiantes deben de hacer cita con un consejero/consejera para su planificación de curso e inscribirse según el horario de clases en el Edificio de Servicios para Estudiantes.

Section 1: Getting Started



GENERAL INFORMATION

GENERAL INFORMATION

Limitations on Enrollment

The Palo Verde Community College District has a curriculum policy regarding prerequisites and corequisites that limits enrollment in courses for students who do not meet the prerequisite or corequisite requirements. For purposes of this policy the following definitions apply:

- A. **"Prerequisite"** means a condition of enrollment that a student is required to meet in order to demonstrate current readiness for enrollment in a course or educational program.
- B. **"Corequisite"** means a condition of enrollment consisting of a course that a student is required to simultaneously take in order to enroll in another course.

Please refer to the course description listed in the college catalog to determine specific enrollment requirements. Students who do not satisfy the requirements will not be permitted to enroll in the course, unless they are approved through the challenge process. See a counselor for further information.

Students will be enrolled in the course pending the outcome of the process. If the challenge is denied, students will be administratively withdrawn from the course, all fees will be refunded, and no drop charges will be made.

NOTE: Students must pass the prerequisite course with a grade of "C" or better.

Attendance - First Meeting

Courses with low enrollment may be canceled after the first class meeting. This makes it extremely important that you and your classmates be officially enrolled in and attend the first meeting of your courses. Course outlines, grading procedures, instructor's expectations, assignments, etc. are normally covered. Get off on the right foot. Be there!

Attendance - In General

A student in a California public community college is expected to attend all sessions of each course. It is the student's responsibility to contact instructors regarding any absences.

The acceptance of an excuse for an absence other than illness or official leave of absence is at the discretion of the individual instructor. The acceptance of an excuse due to illness or strictly unavoidable circumstances may be excused if the cause is explained to the instructor. Any absence, excused or otherwise, in no way relieves the student of the responsibility for

completing the work of the course to the satisfaction of the instructor.

Withdrawal From Courses/College

Any student leaving Palo Verde College at any time after registration must formally withdraw from the College through Student Services. Withdrawal from courses is the responsibility of the student by submitting a Student Schedule Change to their counselor. Failure to submit the completed form will result in a failing grade for each course. Please refer to college catalog for additional information.

Late Registration

Students should realize that even though there is some time after courses begin, enrolling late makes it increasingly more difficult to successfully complete the course with each missed class meeting. Additionally, course selection may be extremely limited.

Graduation and Certificates of Achievement

If a student plans to graduate or receive a certificate, they must apply for an evaluation of their records prior to the last official day of registration of the last term they will attend.

Time Conflicts

A time conflict occurs when you attempt to enroll in one or more courses scheduled to meet at the same time. Even an overlap of only five minutes will cause a time conflict. State regulations do not permit any time conflict.

Release of Student Information

Palo Verde College adheres to the policies of the Family Educational Rights and Privacy Act (FERPA) while establishing and maintaining student records. Although the college applies the provisions of FERPA in a strict manner, the law allows the college to release student directory information. Palo Verde College, based on FERPA regulations, designates as directory information the following: name, address, phone number, dates of attendance, major field of study, awards/honor lists/degrees received, class schedule, and most recent institution attended. Students have the opportunity to request that their directory information be maintained as confidential. In completing the admission application, or continuing student form, students are provided this opportunity. Please refer to college catalog for additional information.

GENERAL INFORMATION

Drugs

Pursuant to Federal Office of Education directives, the Board of Trustees of Palo Verde College has adopted a Drug-Free College Policy (Board Policy 3550). Information regarding individual responsibility is available upon request.

Classroom Regulations

To provide a quality learning environment for all students, it is the policy of the College to not allow children of students in classrooms during class time nor should children be permitted to roam the campus.

Smoking, eating, or drinking beverages is also not permitted in the classrooms of the College. We appreciate your support and effort in adhering to this policy.

Academic Policies, Procedures & Regulations

All students are responsible to familiarize themselves with the policies, procedures, and regulations of Palo Verde College. The college catalog clearly describes such things as the limits on unit load, minimum unit requirements, English requirements, required laboratories, course prerequisites, refund policies, probation, and dismissal policies. Palo Verde College staff are available to help students meet graduation requirements. However, each student is ultimately responsible for his/her program of study.

Sexual Harassment

The Palo Verde Community College District recognizes that harassment on the basis of sex is a violation of both Federal and State discrimination laws as well as District Policy. The District is committed to providing all employees, applicants for employment and students with an environment free from sexual harassment, and will not tolerate such conduct on the part of any employee or student (Board Policy 3410). Please refer to college catalog for additional information.

Disclaimer

The College reserves the right to change any provision or requirement when such change will serve the interest of the College and its students. The College further reserves the right to ask a student to withdraw when it considers such action appropriate.

Graduation is not guaranteed within any time frame. The Schedule of Courses is not a contract. The College assumes no liability for clerical errors made in production of the schedule.

While every effort is made to publish accurate course listings, changes may become necessary. The College regrets the inconvenience to students when changes are made, however, when circumstances warrant, the college reserves the right to:

- ◆ cancel courses with insufficient enrollment;
- ◆ change course days and times to meet the majority of student needs;
- ◆ close a course to additional enrollment;
- ◆ change a staff assignment.

Added, canceled, and revised courses will be reflected in PVC-Services located on the college website at www.paloverde.edu. Students should refer to PVC-Services whenever scheduling classes.



APPLY AND REGISTER

HOW DO I APPLY/REGISTER?

If you did not enroll in the Spring or Summer 2013 term for a credit course, please do the following:

1. Apply for the Fall term at www.cccapply.org and select Palo Verde College. You will need an email address; if you do not already have an email address CCCApply will provide you with one.
2. You will receive three (3) emails after you have completed your application. You must wait until you get the third email before you can register for classes; it provides instructions on how to login to PVC-Services. This may take up to two (2) business days.
3. Schedule an appointment with your counselor to review what courses you should enroll in according to your educational plan.
4. Review the Schedule of Courses at www.paloverde.edu. The online schedule in PVC-Services is the most current version.
5. Register online through your PVC-Services account by selecting the STUDENT menu, then clicking on 'Search/ Register for Sections'.

For more detailed instructions, please visit www.paloverde.edu and click 'Apply & Register.'

The screenshot shows the Palo Verde College PVC Services website. At the top left is the college logo and the text "PALO VERDE COLLEGE PVC SERVICES". To the right are navigation links: "LOG IN", "MAIN MENU", and "CONTACT US". The main content area features a vertical "main menu" on the left with links for "Welcome Guest!", "Welcome to PVC Services.", "Click the 'Students' bar on the right to search for class sections.", "Final Exam Schedule", "Student User Guide", "Faculty User Guide", and "Search for Sections User Guide". On the right, there is a horizontal menu with three options: "Prospective Students" (orange), "Students" (dark blue), and "Faculty" (olive green). At the bottom right, there are links for "Account Information", "I'm New to WebAdvisor", and "What's My Password?".

FINAL EXAM SCHEDULE

FINAL EXAM SCHEDULE

Failure to report for a scheduled final examination may result in a failing grade for the class. In case of emergency, the student must provide the instructor with documentation of the emergence as soon as possible. The chart below gives the final examination schedule for full-semester weekday classes. Exams are two hours in length. Exam times run across the top of the chart. Listed below exam times are the times the classes regularly begin.

Exam Day	8:00 – 10:00	10:15 – 12:15	12:30 – 2:30	2:45 – 4:45
Monday – 12/9	8:00 M 8:00 MTWTHF	9:00 M 9:00 W 9:00 MW 9:30 MW	12:20 MWF 12:30 MW 1:30 MW	3:00 M 4:00 MW
Tuesday – 12/10	9:00 T 9:00 TTH 9:30 TTH 10:00 TTH	12:00 T 12:00 TH 12:00 TTH 12:20 TH	1:00 T 1:30 TTH 2:00 T	3:00 T
Wednesday – 12/11	10:00 MW 10:30 MW	11:00 M 12:00 MW 12:00 W	2:00 W	3:00 MW 3:30 MW
Thursday – 12/12	8:00 T 8:00 TH 8:00 TTH	11:00 T 11:30 TH	3:00 TH 3:00 TTH 3:30 TTH	4:00 TTH
Friday – 12/13	Conflicts	Conflicts	Conflicts	Conflicts

- ◆ Classes scheduled to begin before 8:00 a.m., 5:10 p.m. or later, or on weekends will hold final exams during finals week on the same time and place of the regularly scheduled class meeting.
- ◆ Short semester classes will hold final exams on the last meeting date.
- ◆ Exam conflicts may be resolved using the time slots indicated on Friday, December 13th. Students having more than three examinations on the same day may file a request with a counselor for a final during one of the “Conflicts” slots; this requires approval from the Vice President of Instructional and Student Services.

ACADEMIC CALENDAR 2013/2014

PALO VERDE COMMUNITY COLLEGE DISTRICT ACADEMIC CALENDAR 2013/2014

DAYS OF INSTRUCTION	WK	MON	TUES	WED	THUR	FRI	WK	DESCRIPTION
JULY 2013		1	2	3	4 X	5		July 4 - Independence Day
		8	9	10	11	12		July 19 - Summer Session Ends
		15	16	17	18	(19)		July 8-18 TBD: May be negotiated as classified and management mandated floating holidays
		22	23	24	25	26		29 DAYS OF INSTRUCTION (Summer)
		29	30	31				
AUGUST					1	2		August 5 - College Resumes Regular Hours
		5 »	6	7	8	9		August 12 - Classes Begin
		< 12	13	14	15	16		August 30 - Institute Day
		19	20	21	22	23		August 9 - Ends all Summer Sessions
	14 DAYS OF INSTRUCTION	26	27	28	29	30 *		August 12 - December 20 - Flexible Schedules
SEPTEMBER		2 X	3	4	5	6		September 2 - Labor Day
		9	10	11	12	13		
		16	17	18	19	20		
		23	24	25	26	27		
	20 DAYS OF INSTRUCTION	30						
OCTOBER			1	2	3	4		
		7	8	9	10	11		
		14	15	16	17	18		
		21	22	23	24	25		
	23 DAYS OF INSTRUCTION	28	29	30	31			
NOVEMBER						1		November 11 - Veteran's Day
		4	5	6	7	8		November 25-27 - Flex Days
		11 X	12	13	14	15		November 28-29 - Thanksgiving Break
		18	19	20	21	22		Nov. 25-27, 29 - Designated 8 hour work week
	18 DAYS OF INSTRUCTION	25 f	26 f	27 f	28 X	29 X		
DECEMBER 2013		2	3	4	5	6		December 9-13 - Finals Week
		9	10	11	12	(13)		December 13 - Last Day of Classes
		16	17	18	19	20		December 23 - Mandated Vacation
		23 MV	24 X	25 X	26 X	27 FH		Dec. 24 - Jan. 3 - Winter Break
	10 DAYS OF INSTRUCTION	30 FH	31X					Dec. 23 - 31 - Designated 8 hour work week

TOTAL DAYS OF INSTRUCTION (Fall): 85

* = INSTITUTE DAY
< = INSTRUCTION BEGINS
() = LAST DAY OF CLASSES

MV = Mandated Vacation Day for Classified Staff, Mgt, Admin.
X = HOLIDAY FOR ALL
(+) = HOLIDAY FOR INSTRUCTORS & STUDENTS ONLY
↑ = MINIMESTER BEGINS

◇ = CENSUS DAYS
f = FLEX DAYS FOR INSTRUCTORS
⊙ = HOLIDAY FOR CLASSIFIED

ACADEMIC CALENDAR 2013/2014

Board Approved 03.12.13

PALO VERDE COMMUNITY COLLEGE DISTRICT ACADEMIC CALENDAR 2013/2014

DAYS OF INSTRUCTION	WK	MON	TUES	WED	THUR	FRI	WK	DESCRIPTION
JANUARY 2014				1 X	2 X	3 MV		Dec. 24 - Jan. 2 - Christmas Break
		6	7	8	9	10		January 13 - Classes Begin
		< 13	14	15	16	17		January 20 - Martin Luther King, Jr Day
		20 X	21	22	23	24		January 13-May 30: Flexible Schedule
	14 DAYS OF INSTRUCTION		27	28	29	30	31	
FEBRUARY		3	4	5	6	7		February 14 - Lincoln Day
		10	11	12	13	14 X		February 17 - Washington Day
		17 X	18	19	20	21		
	18 DAYS OF INSTRUCTION		24	25	26	27	28	
MARCH		3	4	5	6	7		March 17-21 - Spring Break/MV non-acctly
		10	11	12	13	14		March 17-21 - Designated Student Work Week
		17 + MV	18 + MV	19 + MV	20 X	21 X		
		24	25	26	27	28		
	16 DAYS OF INSTRUCTION		31					
APRIL			1	2	3	4 f		April 4 - Flex Day
		7	8	9	10	11		April 18 - Good Friday
		14	15	16	17	18 X		April 20 - Easter Sunday
		21	22	23	24	25		
	21 DAYS OF INSTRUCTION		28	29	30			
MAY					1	2		May 26 - Memorial Day
		5	6	7	8	9		May 26 - May 30 - Final Week
		12	13	14	15	16		May 30 - Last Day of Classes
		19	20	21	22	23		May 31 - Graduation/Institute Day
	21 DAYS OF INSTRUCTION		26 X	27	28	29	(30)	31
JUNE 2014		2 X	3	4	5	6		June 2 - College Begins Summer Hours
		< 9	10	11	12	13		June 3 - Aug. 8 - Summer Sessions
		16	17	18	19	20		June 9 - 8 week Summer Session Begins
		23	24	25	26	27		
	0 DAYS OF INSTRUCTION		30					

1 DAYS OF INSTRUCTION / MON / TUE / WED / THUR / FRI / SAT / SUN / Spring / 20

DAYS OF INSTRUCTION	WK	MON	TUES	WED	THUR	FRI	WK	DESCRIPTION
JULY 2013/2014			1	2	3 O	4 X		July 3 - Independence Day (Observed)
		7	8	9	10	11		July 4 - Independence Day
		14	15	16	17	(18)		July 18 - Summer Session Ends
		21	22	23	24	25		July 7-17 TBD: May be negotiated as class time and managed as it may include floating holidays
		28	29	30	31			

1 DAYS OF INSTRUCTION / MON / TUE / WED / THUR / FRI / SAT / SUN / Summer / 20

NON-CREDIT CLASSES - MAIN CAMPUS

~~~~~ ADULT BASIC EDUCATION ~~~~~

ABE-040-03	Computers Made Simple	0 Units	Gamez, Maria	W	6:00 PM - 7:50 PM	FA101
	Class Dates: 8/14 - 10/9					
ABE-040-04	Computers Made Simple	0 Units	Gamez, Maria	W	6:00 PM - 7:50 PM	FA101
	Class Dates: 10/16 - 12/11					
ABE-059-03	Creative Stitchery	0 Units	Baker, Glen	W	1:00 PM - 2:25 PM	FA127
	Class Dates: 9/11 - 10/23					
ABE-059-04	Creative Stitchery	0 Units	Baker, Glen	W	1:00 PM - 2:25 PM	FA127
	Class Dates: 10/30 - 12/11					
ABE-081-01	ESL Entry II	0 Units	Gamez, Maria	Th	5:20 PM - 8:10 PM	FA119
ABE-090-01	ESL Entry Level I	0 Units	Gamez, Maria	M	5:20 PM - 8:35 PM	FA119
ABE-099-01	Accessing the Internet	0 Units	Gamez, Maria	TuTh	12:50 PM - 2:25 PM	FA101
	Class Dates: 8/13 - 9/12					
ABE-099-02	Accessing the Internet	0 Units	Gamez, Maria	TuTh	12:50 PM - 2:25 PM	FA101
	Class Dates: 9/17 - 10/17					
ABE-099-03	Accessing the Internet	0 Units	Gamez, Maria	TuTh	12:50 PM - 2:25 PM	FA101
	Class Dates: 10/22 - 11/21					

~~~~~ NON-CREDIT BASIC EDUCATION ~~~~~

NBE-016-01	Supplemental Skills for Nc EsL	0 Units	Gamez, Maria	W	5:00 PM - 5:50 PM	FA119
NBE-062-01	Computer Keyboarding	0 Units	Gamez, Maria	Tu	5:30 PM - 7:35 PM	FA101
	Class Dates: 8/13 - 10/8					
NBE-062-02	Computer Keyboarding	0 Units	Gamez, Maria	Tu	5:30 PM - 7:20 PM	FA101
	Class Dates: 10/15 - 12/10					
NBE-079-01	Quilting	0 Units	Brown, Mary	Tu	9:00 AM - 12:45 PM	FA127
	Class Dates: 9/10 - 12/10					
NBE-079-02	Quilting	0 Units	Baker, Glen	Tu	12:50 PM - 4:35 PM	FA127
	Class Dates: 9/10 - 12/10					
NBE-079-03	Quilting	0 Units	Brown, Mary	Tu	5:30 PM - 9:15 PM	FA127
	Class Dates: 9/10 - 12/10					
NBE-079-04	Quilting	0 Units	Baker, Glen	W	9:00 AM - 12:45 PM	FA127
	Class Dates: 9/11 - 12/11					
NBE-084-01	Developmental English	0 Units	Gamez, Maria	TuTh	9:00 AM - 11:50 AM	FA119
	Class Dates: 8/13 - 8/29					
NBE-084-02	Developmental English	0 Units	Gamez, Maria	TuTh	9:00 AM - 11:50 AM	FA119
	Class Dates: 9/3 - 9/19					
NBE-084-03	Developmental English	0 Units	Gamez, Maria	TuTh	9:00 AM - 11:50 AM	FA101
	Class Dates: 9/24 - 10/10					
NBE-084-04	Developmental English	0 Units	Gamez, Maria	TuTh	9:00 AM - 11:50 AM	FA119
	Class Dates: 10/15 - 10/31					
NBE-084-05	Developmental English	0 Units	Gamez, Maria	TuTh	9:00 AM - 11:50 AM	FA119
	Class Dates: 11/5 - 11/21					
NBE-084-06	Developmental English	0 Units	Gamez, Maria	TuTh	9:00 AM - 11:50 AM	FA119
	Class Dates: 12/3 - 12/12					

NON-CREDIT CLASSES - NEEDLES CAMPUS

~~~~~ ADULT BASIC EDUCATION ~~~~~

ABE-040-01	Computers Made Simple	0 Units	Crough, Carol	W	1:30 PM - 3:20 PM	B09
	Class Dates: 8/14 - 10/9					
ABE-040-02	Computers Made Simple	0 Units	Crough, Carol	W	1:30 PM - 3:20 PM	B07
	Class Dates: 10/16 - 12/11					
ABE-059-01	Creative Stitchery	0 Units	Paget, Janice	W	8:30 AM - 10:20 AM	B15
	Class Dates: 8/14 - 10/9					
ABE-059-02	Creative Stitchery	0 Units	Paget, Janice	W	8:30 AM - 10:20 AM	B15
	Class Dates: 10/16 - 12/11					

~~~~~ NON-CREDIT BASIC EDUCATION ~~~~~

NBE-028-01	Vocational Drawing	0 Units	Chambers, Alice	Th	10:00 AM - 11:50 AM	B15
	Class Dates: 8/15 - 10/10					
NBE-028-02	Vocational Drawing	0 Units	Chambers, Alice	Th	10:00 AM - 11:50 AM	B15
	Class Dates: 10/14 - 12/12, class will also meet on 12/10/13 from 10:00 a.m. to 11:50 a.m.					



PALO VERDE COLLEGE LIBRARY

Palo Verde College Library *Harry A. Faull Library*

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INFO LIT TIP:

The following resources are paid subscriptions, and, in most cases, have been digitized from material already in print. The articles found in the databases below won't be found using a "Google" search. Make sure you use reputable information from good resources (such as from the databases below)!

[Great Websites](#)

[Tutorials](#)

[Current Paper Topics](#)

[Search the Internet](#)

[SLO Survey](#)

[MLA, APA style](#)

[Information Literacy](#)

[Copyright, Plagiarism](#)

[For Faculty](#)

[Needles](#)

[Harry A. Faull](#)

[Renew your books](#)

[Auto Repair Reference Center](#)

The online catalog is an index to items found within the library



Online catalog: find a book, video or DVD

[How do I use the online library catalog?](#)

For magazine, newspaper & journal articles for most subjects, click here!



EbscoHost periodicals

World News Digest

Top stories by decade, country and issue

1940-present

This row is good for position papers! You can also use Ebsco

Opposing Viewpoints



Issues and Controversies (social issues)

CQ Researcher: in-depth reports on social issues

This row is also good for speech & debate issues

Political Science & History row, you can also use Ebsco

U.S. Government Online

Issues and Controversies in American History

Facts on File History Databases

History databases

[What is a history database?](#)

R
E
F

Gale Virtual Reference Library



Reference e-books

World Book Online

WB is good for initial background information on a subject

Countrywatch

Everything you ever wanted to know about a country

R
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ONLINE CLASSES

ONLINE CLASSES

With online classes all instruction occurs online. Access to e-mail and the internet is required. Students may be required to complete work using e-mail, chat rooms, discussion boards, and other instructional tools. Below is the list of classes being offered via online for the Fall 2013 semester.

~~~~~ BIOLOGY ~~~~~

BIO-100-02	Introduction to Biology	4 Units	Bram, Jason	0:00 - 72:00H	ONLINE
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~~~~~ BUSINESS ~~~~~

BUS-135-01	Business Law	3 Units	Martinez, Pedro	0:00 - 54:00H	ONLINE
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~~~~~ CHEMISTRY ~~~~~

CHE-101-01	Introduction to General Chemistry	4 Units	Raman, Biju	0:00 - 54:00H	ONLINE
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~~~~~ CRIMINAL JUSTICE ~~~~~

CRJ-130-01	Alcohol, Narcotics and Drug Abuse	3 Units	Smith, William	0:00 - 54:00H	ONLINE
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~~~~~ ENGLISH ~~~~~

ENG-101-03	Reading and Composition	3 Units	Robertson, Robert	0:00 - 54:00H	ONLINE
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ENG-103-04	Critical Thinking and English Composition	3 Units	STAFF	0:00 - 54:00H	ONLINE
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~~~~~ GEOGRAPHY ~~~~~

GEO-101-01	Physical Geography	4 Units	Clinton, Philip	0:00 - 54:00H	ONLINE
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GEO-103-01	World Geography	3 Units	Clinton, Philip	0:00 - 54:00H	ONLINE
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~~~~~ HISTORY ~~~~~

HIS-125-01	California History	3 Units	Jones, Thomas	0:00 - 54:00H	ONLINE
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~~~~~ MATHEMATICS ~~~~~

MAT-084-02	Elementary Algebra With Lab	4 Units	Shibalovich, Paul	0:00 - 108:00H	ONLINE
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MAT-088-02	Intermediate Algebra With Lab	4 Units	Shibalovich, Paul	0:00 - 108:00H	ONLINE
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MAT-110-03	College Algebra	4 Units	Shibalovich, Paul	0:00 - 72:00H	ONLINE
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~~~~~ POLITICAL SCIENCE ~~~~~

POS-145-03	American Political Institutions	3 Units	Eoff, Kevin	0:00 - 54:00H	ONLINE
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~~~~~ PSYCHOLOGY ~~~~~

PSY-101-03	General Psychology	3 Units	Smith, William	0:00 - 54:00H	ONLINE
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~~~~~ SPANISH ~~~~~

SPA-101-01	Elementary Spanish I	5 Units	Medina, Juan	0:00 - 90:00H	ONLINE
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CORRESPONDENCE EDUCATION CLASSES

CORRESPONDENCE EDUCATION CLASSES

With Correspondence Education instructional materials are exchanged by mail or electronic transmission. For more information regarding Correspondence Education, please contact the Correspondence Learning Office at 760.921.5568. Below is the list classes being offered via correspondence education for the Fall 2013 semester.

~~~~~ ACCOUNTING ~~~~~

ACC-100-02	Basic Accounting	4 Units	Martinez, Pedro	0:00 - 72:00H	CORRES
ACC-100-03	Basic Accounting	4 Units	STAFF	0:00 - 72:00H	CORRES
ACC-101-01	Principles of Accounting I	4 Units	Gaubeca, Michael	0:00 - 72:00H	CORRES

~~~~~ ALCOHOL/DRUG STUDIES ~~~~~

ADS-101-01	Introduction to Addiction Studies	3 Units	Hernandez M, Victor	0:00 - 54:00H	CORRES
ADS-102-01	Pharmacology and Physiological Effects of Addiction	3 Units	Redwine, Karen	0:00 - 54:00H	CORRES
ADS-103-01	Case Management and Documentation	3 Units	Hernandez M, Victor	0:00 - 54:00H	CORRES
ADS-104-01	Addiction Prevention: Law, Ethics, and Outreach	3 Units	STAFF	0:00 - 54:00H	CORRES
ADS-105-01	Dual Diagnosis and Mental Health Issues	3 Units	Redwine, Karen	0:00 - 54:00H	CORRES
ADS-107-01	Group and Family Processes	3 Units	Cahill, Michael	0:00 - 54:00H	CORRES
ADS-108-01	Codependency and Family Systems	3 Units	Redwine, Karen	0:00 - 54:00H	CORRES
ADS-109-01	Substance Abuse in Special Populations	3 Units	Andrade, Maria	0:00 - 54:00H	CORRES
ADS-109-02	Substance Abuse in Special Populations	3 Units	Andrade, Maria	0:00 - 54:00H	CORRES

~~~~~ ANTHROPOLOGY ~~~~~

ANT-101-01	Cultural Anthropology	3 Units	STAFF	0:00 - 54:00H	CORRES
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~~~~~ ART ~~~~~

ART-110-01	Art History and Appreciation I	3 Units	Sloman, James	0:00 - 54:00H	CORRES
ART-125-01	Basic Drawing and Composition	3 Units	Sloman, James	0:00 - 108:00H	CORRES

~~~~~ ASTRONOMY ~~~~~

AST-101-02	Introductory Astronomy	3 Units	Garcia, Alejandro	0:00 - 54:00H	CORRES
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~~~~~ BIOLOGY ~~~~~

BIO-100-03	Introduction to Biology	4 Units	Osayande, Solomon	0:00 - 72:00H	CORRES
BIO-100-04	Introduction to Biology	4 Units	Osayande, Solomon	0:00 - 72:00H	CORRES

~~~~~ BUSINESS ~~~~~

BUS-101-01	Introduction to Business	3 Units	Gaubeca, Michael	0:00 - 54:00H	CORRES
BUS-101-02	Introduction to Business	3 Units	Gaubeca, Michael	0:00 - 54:00H	CORRES
BUS-101-03	Introduction to Business	3 Units	STAFF	0:00 - 54:00H	CORRES
BUS-101-04	Introduction to Business	3 Units	STAFF	0:00 - 54:00H	CORRES
BUS-105-01	Business Mathematics	3 Units	Pickens, Roger	0:00 - 54:00H	CORRES
BUS-105-02	Business Mathematics	3 Units	Pickens, Roger	0:00 - 54:00H	CORRES
BUS-135-02	Business Law	3 Units	Martinez, Pedro	0:00 - 54:00H	CORRES
BUS-201-01	Principles of Organizational Leadership	3 Units	Thomas, Danielle	0:00 - 54:00H	CORRES
BUS-202-01	Business Communication	3 Units	Thomas, Danielle	0:00 - 54:00H	CORRES
BUS-206-01	Marketing	3 Units	Gaubeca, Michael	0:00 - 54:00H	CORRES
BUS-206-02	Marketing	3 Units	Gaubeca, Michael	0:00 - 54:00H	CORRES

CORRESPONDENCE EDUCATION CLASSES

~~~~~ COMPUTER INFORMATION SYSTEMS ~~~~~

CIS-101-02	Introduction to Computers & Information Systems	3 Units	STAFF	0:00 - 54:00H	CORRES
CIS-101-03	Introduction to Computers & Information Systems	3 Units	STAFF	0:00 - 54:00H	CORRES
CIS-101-04	Introduction to Computers & Information Systems	3 Units	Peterson, Scott	0:00 - 54:00H	CORRES
CIS-102-02	Personal Computer Applications	3 Units	STAFF	0:00 - 54:00H	CORRES
CIS-248-01	Systems Analysis and Design	3 Units	Peterson, Scott	0:00 - 54:00H	CORRES

~~~~~ CRIMINAL JUSTICE ~~~~~

CRJ-220-01	Interviewing and Counseling	3 Units	Smith, William	0:00 - 54:00H	CORRES
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~~~~~ ECONOMICS ~~~~~

ECO-105-01	Principles of Macroeconomics	3 Units	Gaubeca, Michael	0:00 - 54:00H	CORRES
ECO-105-02	Principles of Macroeconomics	3 Units	Gaubeca, Michael	0:00 - 54:00H	CORRES

~~~~~ EDUCATION ~~~~~

EDU-131-02	American Sign Language I	3 Units	Burns, Sharon	0:00 - 54:00H	CORRES
EDU-131-03	American Sign Language I	3 Units	Burns, Sharon	0:00 - 54:00H	CORRES
EDU-132-01	American Sign Language II	3 Units	Burns, Sharon	0:00 - 54:00H	CORRES

~~~~~ ENGLISH ~~~~~

ENG-096-01	Writing Improvement II	3 Units	Castillo, Richard	0:00 - 54:00H	CORRES
ENG-096-02	Writing Improvement II	3 Units	Lilley-Edgerton, Dennese	0:00 - 54:00H	CORRES
ENG-099-04	Basic Composition	3 Units	STAFF	0:00 - 54:00H	CORRES
ENG-099-05	Basic Composition	3 Units	STAFF	0:00 - 54:00H	CORRES
ENG-101-01	Reading and Composition	3 Units	Brown, Teh-Min	0:00 - 54:00H	CORRES
ENG-101-04	Reading and Composition	3 Units	Robertson, Robert	0:00 - 54:00H	CORRES
ENG-103-03	Critical Thinking and English Composition	3 Units	STAFF	0:00 - 54:00H	CORRES

~~~~~ GENERAL STUDIES ~~~~~

GES-115-04	The Master Student	3 Units	Hernandez M, Victor	0:00 - 54:00H	CORRES
GES-115-05	The Master Student	3 Units	Hernandez M, Victor	0:00 - 54:00H	CORRES
GES-115-06	The Master Student	3 Units	Wallace, Howard	0:00 - 54:00H	CORRES
GES-115-07	The Master Student	3 Units	Wallace, Howard	0:00 - 54:00H	CORRES
GES-115-08	The Master Student	3 Units	Wallace, Howard	0:00 - 54:00H	CORRES

~~~~~ GEOGRAPHY ~~~~~

GEO-101-02	Physical Geography	4 Units	Clinton, Philip	0:00 - 54:00H	CORRES
GEO-101-03	Physical Geography	4 Units	Clinton, Philip	0:00 - 54:00H	CORRES

~~~~~ HEALTH SCIENCE ~~~~~

HEA-128-01	Medical Terminology	3 Units	Copple, Derek	0:00 - 54:00H	CORRES
HEA-140-02	Health Education	3 Units	Snider, Gregory	0:00 - 54:00H	CORRES
HEA-140-03	Health Education	3 Units	Snider, Gregory	0:00 - 54:00H	CORRES
HEA-140-04	Health Education	3 Units	Snider, Gregory	0:00 - 54:00H	CORRES

CORRESPONDENCE EDUCATION CLASSES

~~~~~ HISTORY ~~~~~

HIS-110-01	World Civilization I	3 Units	Jones, Thomas	0:00 - 54:00H	CORRES
HIS-115-01	Current Events	3 Units	Jones, Thomas	0:00 - 54:00H	CORRES
HIS-130-02	American History I	3 Units	Eoff, Kevin	0:00 - 54:00H	CORRES
HIS-140-02	American History II	3 Units	Eoff, Kevin	0:00 - 54:00H	CORRES

~~~~~ MANAGEMENT ~~~~~

MAN-105-01	Principles of Management and Organizations	3 Units	Martinez, Pedro	0:00 - 54:00H	CORRES
MAN-106-01	Personnel Management	3 Units	STAFF	0:00 - 54:00H	CORRES
MAN-145-01	Organizational Behavior	3 Units	Martinez, Pedro	0:00 - 54:00H	CORRES

~~~~~ MATHEMATICS ~~~~~

MAT-080-03	Basic Arithmetic Skills	2 Units	STAFF	0:00 - 54:00H	CORRES
MAT-080-04	Basic Arithmetic Skills	2 Units	STAFF	0:00 - 54:00H	CORRES
MAT-081-01	Arithmetic Fundamentals	3 Units	Raman, Biju	0:00 - 54:00H	CORRES
MAT-081-02	Arithmetic Fundamentals	3 Units	Sher, Sandra	0:00 - 54:00H	CORRES
MAT-083-01	Elementary Algebra	3 Units	Sher, Sandra	0:00 - 54:00H	CORRES
MAT-083-02	Elementary Algebra	3 Units	Sher, Sandra	0:00 - 54:00H	CORRES
MAT-086-01	Intermediate Algebra	3 Units	Sher, Sandra	0:00 - 54:00H	CORRES
MAT-086-02	Intermediate Algebra	3 Units	STAFF	0:00 - 54:00H	CORRES
MAT-110-04	College Algebra	4 Units	STAFF	0:00 - 72:00H	CORRES

~~~~~ MUSIC ~~~~~

MUS-121-02	Music History and Appreciation	3 Units	STAFF	0:00 - 54:00H	CORRES
MUS-137-02	History of Rock	3 Units	STAFF	0:00 - 54:00H	CORRES

~~~~~ PHILOSOPHY ~~~~~

PHI-100-01	Introduction of Philosophy	3 Units	Robertson, Robert	0:00 - 54:00H	CORRES
PHI-105-01	Comparative World Religions	3 Units	Stueven, Kevin	0:00 - 54:00H	CORRES

~~~~~ PHYSICAL EDUCATION ~~~~~

PHE-180-01	Sport Psychology	1 Units	Osayande, Solomon	0:00 - 18:00H	CORRES
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~~~~~ POLITICAL SCIENCE ~~~~~

POS-145-02	American Political Institutions	3 Units	Eoff, Kevin	0:00 - 54:00H	CORRES
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~~~~~ PSYCHOLOGY ~~~~~

PSY-101-04	General Psychology	3 Units	Smith, William	0:00 - 54:00H	CORRES
PSY-110-02	Personal and Social Adjustment I	3 Units	Smith, William	0:00 - 54:00H	CORRES
PSY-145-01	Human Relations	3 Units	Redwine, Karen	0:00 - 54:00H	CORRES
PSY-201-01	Life Span Development	3 Units	Jones, Sharon	0:00 - 54:00H	CORRES
PSY-210-02	Abnormal Psychology	3 Units	Jones, Sharon	0:00 - 54:00H	CORRES
PSY-220-01	Counseling and Interviewing	3 Units	Cahill, Michael	0:00 - 54:00H	CORRES

~~~~~ READING ~~~~~

RDG-096-01	Intermediate Reading	3 Units	Brown, Teh-Min	0:00 - 54:00H	CORRES
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CORRESPONDENCE EDUCATION CLASSES

~~~~~ SOCIOLOGY ~~~~~

SOC-101-02	Introduction to Sociology	3 Units	Medina, Juan	0:00 - 54:00H	CORRES
SOC-101-03	Introduction to Sociology	3 Units	Medina, Juan	0:00 - 54:00H	CORRES
SOC-111-01	Marriage and the Family	3 Units	Andrade, Maria	0:00 - 54:00H	CORRES

~~~~~ SPANISH ~~~~~

SPA-101-02	Elementary Spanish I	5 Units	Medina, Juan	0:00 - 90:00H	CORRES
SPA-102-01	Elementary Spanish II	5 Units	Medina, Juan	0:00 - 90:00H	CORRES



INTERACTIVE TELEVISION CLASSES (ITV)

INTERACTIVE TELEVISION CLASSES (ITV)

Classes taught via Interactive Television (ITV) are closed circuit. ITV classes originate from either Blythe or Needles campus and are televised in real-time. Below is the list of classes being offered via ITV for the Fall 2013 semester.

~~~~~ ACCOUNTING ~~~~~

ACC-100-01	Basic Accounting	4 Units	Martinez, Pedro	TuTh	5:20 PM - 7:10 PM	B08/CL219
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~~~~~ CHILD DEVELOPMENT ~~~~~

CHD-102-01	Child, Family, and the Community	3 Units	Wallace, Howard	W	2:00 PM - 4:50 PM	B10/CL202
CHD-103-01	Introduction to Curriculum	3 Units	Wallace, Howard	W	10:00 AM - 12:50 PM	B10/CL202
CHD-107-01	Teaching in a Diverse Society	3 Units	Wallace, Howard	W	5:20 PM - 8:10 PM	B10/CS209

~~~~~ CRIMINAL JUSTICE ~~~~~

CRJ-115-01	Introduction to Law Enforcement Corrections	3 Units	Smith, William	T	5:20 PM - 8:10 PM	CL202/B05
CRJ-125-01	Report Writing	3 Units	Ramirez, Angel	MW	5:20 PM - 6:40 PM	CL209/B08

~~~~~ EDUCATION ~~~~~

EDU-131-01	American Sign Language I	3 Units	Lopez-Roedel, Rene	MW	5:20 PM - 6:40 PM	CL202/B05
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~~~~~ ENGLISH ~~~~~

ENG-099-03	Basic Composition	3 Units	Robertson, Robert	TuTh	9:30 AM - 10:50 AM	CS209/B08
ENG-101-05	Reading and Composition	3 Units	Hanline, Tracy	TuTh	3:00 PM - 4:40 PM	CS234/B10

~~~~~ MATHEMATICS ~~~~~

MAT-080-01	Basic Arithmetic Skills	2 Units	Raman, Biju	TuWTh	10:00 AM - 10:49 AM	CL129/B05
MAT-082-01	Arithmetic Fundamentals with Lab	4 Units	Raman, Biju	MTuWTh	8:00 AM - 9:20 AM	CL129/B05
MAT-084-01	Elementary Algebra with Lab	4 Units	Shibalovich, Paul	M	2:00 AM - 4:50 PM	ONLINE
				W		B05/CS234
MAT-110-02	College Algebra	4 Units	Mills, Robert	TuTh	3:00 PM - 4:50 PM	B05/CL202

~~~~~ SOCIOLOGY ~~~~~

SOC-101-01	Introduction to Sociology	3 Units	Medina, Juan	W	2:00 PM - 4:50 PM	B08/CL219
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~~~~~ SPEECH ~~~~~

SPE-101-02	Introduction to Speech	3 Units	Lilley-Edgerton, Dennese	TuTh	12:30 PM - 1:50 PM	CL101/B10
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FACE-TO-FACE CLASSES

~~~~~ ART ~~~~~

NEEDLES CAMPUS

ART-105-01	Digital Photography	3 Units	Mitchell, William	TuTh	6:00 PM - 8:20 PM	B07
ART-106-01	Advanced Digital Photography	3 Units	Mitchell, William	TuTh	6:00 PM - 7:35 PM	B07
ART-107-01	Intermediate Digital Photography	3 Units	Mitchell, William	TuTh	6:00 PM - 8:20 PM	B07
ART-125-02	Basic Drawing and Composition	3 Units	Anderson, Mark	MW	3:30 PM - 6:20 PM	B15
ART-140-01	Watercolor	2 Units	Anderson, Mark	Tu	3:30 PM - 7:20 PM	B15

~~~~~ ASTRONOMY ~~~~~

MAIN CAMPUS

AST-101-01	Introductory Astronomy	3 Units	Garcia, Alejandro	W	12:00 PM - 2:50 PM	CL127
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~~~~~ AUTOMOTIVE TECHNOLOGY ~~~~~

MAIN CAMPUS

AUT-090-01	Automotive Fabrication & Set-Up	2 Units	Rinaldi, Henry	Sa	8:00 AM - 12:50 PM	TB111
AUT-100-01	Introduction to Automotive Technology	3 Units	Rinaldi, Henry	MW	7:19 AM - 9:19 AM	TB111
				F	7:19 AM - 8:19 AM	TB111
AUT-101-01	Basic Technician Skills	3 Units	Rinaldi, Henry	MW	9:35 AM - 11:35 AM	TB111
				F	9:35 AM - 10:35 AM	TB111
AUT-110-01	Brake Systems	3 Units	Rinaldi, Henry	TuTh	7:19 AM - 9:19 AM	TB111
				F	8:19 AM - 9:19 AM	TB111
AUT-111-01	Automotive Electrical Systems	3 Units	Rinaldi, Henry	TuTh	9:35 AM - 11:35 AM	TB111
				F	10:35 AM - 11:35 AM	TB111
AUT-212-01	Automotive Air Conditioning	3 Units	Rinaldi, Henry	TuTh	6:00 PM - 8:20 PM	TB111

~~~~~ BIOLOGY ~~~~~

MAIN CAMPUS

BIO-101-01	Introduction to Biology Laboratory	1 Units	Osayande, Solomon	Tu	11:00 AM - 12:50 PM	CL216
BIO-111-01	Basic Microbiology	5 Units	Osayande, Solomon	MW	8:00 AM - 12:20 PM	CL216
BIO-210-01	Human Anatomy	4 Units	Osayande, Solomon	MW	1:30 PM - 4:20 PM	CL216
BIO-210-02	Human Anatomy	4 Units	Osayande, Solomon	TuTh	8:00 AM - 10:50 AM	CL216

NEEDLES CAMPUS

BIO-100-01	Introduction to Biology	4 Units	Thomas, Michael	TuTh	3:15 PM - 5:05 PM	B13
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~~~~~ BLDG CONSTRUCTION TECHNOLOGY ~~~~~

MAIN CAMPUS

BCT-101-01	Rough Carpentry	3 Units	Rhoades, Michael	MW	7:19 AM - 9:19 AM	TB115
				F	7:19 AM - 8:19 AM	TB115
BCT-110-01	Blueprint Reading	3 Units	Rhoades, Michael	TuTh	7:19 AM - 9:19 AM	TB115
				F	8:19 AM - 9:19 AM	TB115
BCT-113-01	Basic Plumbing	3 Units	Rhoades, Michael	MW	9:35 AM - 11:35 AM	TB115
				F	9:35 AM - 10:35 AM	TB115

FACE-TO-FACE CLASSES

~~~~~ BLDG CONSTRUCTION TECHNOLOGY ~~~~~

BCT-200-01	Cabinetry I	3 Units	Rhoades, Michael	TuTh Th	6:00 PM - 7:00 PM 7:00 PM - 8:20 PM	TB115 TB115
BCT-201-01	Cabinetry II	3 Units	Rhoades, Michael	TuTh Th	6:00 PM - 7:00 PM 7:00 PM - 8:20 PM	TB115 TB115
BCT-202-01	Finish Cabinetry	3 Units	Rhoades, Michael	TuTh Th	6:00 PM - 7:00 PM 7:00 PM - 8:20 PM	TB115 TB115
BCT-210-01	Interior Trim Carpentry	3 Units	Rhoades, Michael	TuTh F	9:35 AM - 11:35 AM 10:35 AM - 11:35 AM	TB115 TB115

~~~~~ CHILD DEVELOPMENT ~~~~~

MAIN CAMPUS

CHD-130-01	Art for Early Childhood	3 Units	Kuykendall, Suzanne	M	5:20 PM - 8:10 PM	HSPV
CHD-205-01	Adult Supervision: Mentoring in a Collaborative Learning Setting	2 Units	Kuykendall, Suzanne	Tu	5:20 PM - 7:10 PM	HSPV
CHD-215-01	Supervision & Administration of Childhood Development Programs I	3 Units	Kuykendall, Suzanne	Th	5:20 PM - 8:10 PM	HSPV
CHD-227-01	Parenting Principles and Communications Class Dates: 10/8 - 12/10	1 Units	Alford, Louise / Conley, Trudy	Tu	6:00 PM - 7:50 PM	RBES
CHD-290-01	Selected Studies in Child Development Class Dates: 8/20 - 11/26, class meets on the following Tuesdays: 8/20, 9/10, 10/1, 10/22, 11/5 and 11/26.	1 Units	Wallace, Howard	Tu	5:20 PM - 8:10 PM	HSPV

~~~~~ COMPUTER INFORMATION SYSTEMS ~~~~~

MAIN CAMPUS

CIS-101-01	Introduction to Computers & Information Systems	3 Units	STAFF	MW	3:00 PM - 4:20 PM	CL130
CIS-102-01	Personal Computer Applications	3 Units	STAFF	MW	5:20 PM - 6:40 PM	CL130
CIS-123-01	Web Page Design Using HTML	3 Units	Peterson, Scott	MW	12:00 PM - 2:20 PM	CL130
CIS-124-01	Web Page Design Tools	3 Units	Peterson, Scott	TuTh	12:00 PM - 2:20 PM	CL130
CIS-150-02	Windows	3 Units	Peterson, Scott	F MW	9:35 AM - 10:35 AM 9:35 AM - 11:35 AM	CL130 CL130
CIS-155-02	Managing Operating Systems	3 Units	Peterson, Scott	TuTh F	9:35 AM - 11:35 AM 10:35 AM - 11:35 AM	CL130 CL130

~~~~~ CRIMINAL JUSTICE ~~~~~

MAIN CAMPUS

CRJ-103-01	Criminal Law	3 Units	Smith, William	Th	5:20 PM - 8:10 PM	CL215
CRJ-165-01	Arrest and Firearms	3 Units	Dale, Garth	W	TBA - TBA 6:50 PM - 9:40 PM	RANGE CL215

~~~~~ ENGLISH ~~~~~

MAIN CAMPUS

ENG-080-01	Introduction to Writing	3 Units	Stoeckle, Sioux	MW	9:30 AM - 10:50 AM	CL118
ENG-081-01	Basic Writing I	3 Units	Castillo, Richard	TuTh	12:00 PM - 1:20 PM	CL118

FACE-TO-FACE CLASSES

~~~~ ENGLISH (CONT.) ~~~~

ENG-081-02	Basic Writing I	3 Units	Stoeckle, Sioux	MW	12:00 PM - 1:20 PM	CL118
ENG-082-01	Basic Writing II	3 Units	Castillo, Richard	TuTh	1:30 PM - 2:50 PM	CL118
ENG-082-02	Basic Writing II	3 Units	Stoeckle, Sioux	MW	1:30 PM - 2:50 PM	CL118
ENG-087-01	Supplemental Instruction for Basic Writing I	1 Units	Castillo, Richard	MW	12:00 PM - 1:20 PM	CL128
ENG-087-02	Supplemental Instruction for Basic Writing I	1 Units	Stoeckle, Sioux	TuTh	12:00 PM - 1:20 PM	CL128
ENG-088-01	Supplemental Instruction for Basic Writing II	1 Units	Castillo, Richard	MW	1:30 PM - 2:50 PM	CL128
ENG-088-02	Supplemental Instruction for Basic Writing II	1 Units	Stoeckle, Sioux	TuTh	1:30 PM - 2:50 PM	CL128
ENG-089-01	Supplementary Instruction for Introduction to Writing	1 Units	Stoeckle, Sioux	TuTh	9:30 AM - 10:50 AM	CL128
ENG-099-01	Basic Composition	3 Units	Castillo, Richard	Tu	5:20 PM - 8:10 PM	CL128
ENG-099-02	Basic Composition	3 Units	Lilley-Edgerton, Dennese	MW	9:30 AM - 10:50 AM	CL119
ENG-101-02	Reading and Composition	3 Units	STAFF	Tu	6:50 PM - 9:40 PM	CL118
ENG-103-01	Critical Thinking and English Composition	3 Units	Lilley-Edgerton, Dennese	TuTh	9:32 AM - 10:52 AM	CL119
ENG-103-02	Critical Thinking and English Composition	3 Units	Robertson, Robert	M	6:50 PM - 9:40 PM	CL118
ENG-120-01	Introduction to Creative Writing	3 Units	Castillo, Richard	MW	5:20 PM - 8:10 PM	CL127

Class Dates: 8/12 - 10/11, class will meet on 10/11/13 in CL127 from 5:20 p.m. - 8:10 p.m. to take final exam.

NEEDLES CAMPUS

ENG-081-03	Basic Writing I	3 Units	Hanline, Tracy	M	3:00 PM - 5:50 PM	B09
ENG-087-03	Supplemental Instruction for Basic Writing I	1 Units	Hanline, Tracy	M	6:00 PM - 8:50 PM	B09

~~~~ FIRE SCIENCE TECHNOLOGY ~~~~

OFF-SITE

FST-103-01	Fire Investigation I	2 Units	Mentink, Michael	MTuWThF	8:00 AM - 5:00 PM	IEC
FST-110-01	River and Flood Rescue Operations	1 Units	Belk, Gregory	MTuW	8:00 AM - 6:00 PM	RCF
FST-110-02	River and Flood Rescue Operations	1 Units	Belk, Gregory	MTuW	8:00 AM - 6:00 PM	RCF
FST-111-01	River and Flood Rescue Technician	0.75 Units	Belk, Gregory	FTh	8:00 AM - 6:00 PM	RCF
FST-111-02	River and Flood Rescue Technician	0.75 Units	Belk, Gregory	FTh	8:00 AM - 6:00 PM	RCF
FST-112-01	Personal Water Craft Rescue	1 Units	Belk, Gregory	MTuW	8:00 AM - 6:00 PM	RCF
FST-112-02	Personal Water Craft Rescue	1 Units	Belk, Gregory	FSaTh	8:00 AM - 6:00 PM	RCF
FST-112-03	Personal Water Craft Rescue	1 Units	Belk, Gregory	TuWTh	8:00 AM - 6:00 PM	RCF
FST-150-01	Haz Mat - First Responder Operations	1 Units	Doss, Ron	TuWTh	8:00 AM - 5:00 PM	IEC
FST-152-01	Basic Chemistry, Module 1A, Haz Mat Technician	2 Units	Lent, William	MTuWThF	8:00 AM - 5:00 PM	IEC
FST-153-01	Applied Chemistry	2 Units	Keenan, Daniel	MTuWThF	8:00 AM - 5:00 PM	IEC

FACE-TO-FACE CLASSES

~~~~~ FIRE SCIENCE TECHNOLOGY (CONT.) ~~~~~

FST-154-01	Incident Considerations, Module 1C, Haz-Mat Technician	2 Units	Doss, Ron	MTuWTh	8:00 AM - 6:00 PM	IEC
FST-155-01	Tactical Field Operations	2 Units	Doss, Ron	MTuWTh	8:00 AM - 6:00 PM	IEC
FST-157-01	Specialized Mitigation Techniques Module 1F, Haz-Mat Specialist	2 Units	Doss, Ron	MTuWTh	8:00 AM - 6:00 PM	IEC
FST-158-01	Advanced Field Operations, Module 1G, Haz-Mat Specialist	2 Units	STAFF	MTuWTh	8:00 AM - 6:00 PM	IEC
FST-161-01	Haz Mat - Incident Command Systems	1 Units	White, Randy	WTh	8:00 AM - 6:00 PM	IEC
FST-161-02	Haz Mat - Incident Command Systems	1 Units	White, Randy	WTh	8:00 AM - 6:00 PM	IEC
FST-161-03	Haz Mat - Incident Command Systems	1 Units	White, Randy	WTh	8:00 AM - 6:00 PM	IEC
FST-162-01	I-300 Interm Incident Command Systems Systems (ICS)	1.25 Units	Gagarin, Michael	TuWTh	8:00 AM - 5:00 PM	IEC
FST-163-01	IS-400 Advanced Incident Command System (ICS)	1 Units	Roth, Stewart	MTu	8:00 AM - 5:00 PM	IEC
FST-164-01	Haz Mat - Incident Command Systems Refresher	0.5 Units	White, Randy	Tu	8:00 AM - 6:00 PM	IEC
FST-164-02	Haz Mat - Incident Command Systems Refresher	0.5 Units	White, Randy	M	8:00 AM - 6:00 PM	IEC
FST-164-03	Haz Mat - Incident Command Systems Refresher	0.5 Units	White, Randy	Tu	8:00 AM - 6:00 PM	IEC
FST-175-01	Low Angle Rope Rescue Operational	0.5 Units	Marra, Benjamin	TuWTh	8:00 AM - 5:00 PM	IEC
FST-182-01	Management I	2 Units	Mentink, Michael	SaSu	8:00 AM - 5:00 PM	IEC
FST-197-01	Command 2A, Command Tactics at Major Fires	2 Units	Hanley, Charles	MTuWThF	8:00 AM - 5:00 PM	IEC
FST-197-02	Command 2A, Command Tactics at Major Fires	2 Units	Roth, Stewart	MTuWThF	8:00 AM - 5:00 PM	IEC
FST-198-01	Command 2B	1.5 Units	Hanley, Charles	MTuWThSu	9:00 AM - 6:00 PM	IEC
FST-199-01	Command 2C	1.5 Units	Hanley, Charles	MTuWThF	9:00 AM - 6:00 PM	IEC
FST-201-01	Fire Command 1B	1.5 Units	Roth, Stewart	MTuWThF	8:00 AM - 5:00 PM	IEC
FST-202-01	Fire Command 2E: Wildland Fire Fighting Tactics	2 Units	Hanley, Charles	MTuWThF	8:00 AM - 5:00 PM	IEC
FST-208-01	Fire Command 2D	2 Units	Hanley, Charles	MTuWThF	9:00 AM - 6:00 PM	IEC
FST-240-01	Fire Prevention 1	1.5 Units	Mentink, Michael	MTuWTh	8:00 AM - 5:00 PM	IEC
FST-250-01	Haz Mat - Technician/Specialist Refresher I	0.25 Units	Burton, Todd	Th Tu	8:00 AM - 5:00 PM	IEC
FST-250-02	Haz Mat - Technician/Specialist Refresher I	0.25 Units	Burton, Todd	W	8:00 AM - 5:00 PM	IEC
FST-250-03	Haz Mat - Technician/Specialist Refresher I	0.25 Units	White, Randy	W	8:00 AM - 5:00 PM	IEC

FACE-TO-FACE CLASSES

~~~~~ GENERAL STUDIES ~~~~~

MAIN CAMPUS

GES-115-01	The Master Student	3 Units	Hernandez M, Victor	MW	10:00 AM - 11:20 AM	CL215
GES-115-02	The Master Student	3 Units	Hernandez M, Victor	MW	3:00 PM - 4:20 PM	CL215

NEEDLES CAMPUS

GES-115-03	The Master Student	3 Units	Breaux, Kimberly	M	3:00 PM - 5:50 PM	B13
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~~~~~ HEALTH SCIENCE ~~~~~

MAIN CAMPUS

HEA-130-01	Certified Phlebotomy Technician I (CPT1)	3 Units	Copple, Derek	M	5:20 PM - 8:10 PM	CL224
HEA-132-01	Certified Phlebotomy Tech I (CPT-I) Practical Experience	1 Units	Copple, Derek	TBA	TBA - TBA	SITE
HEA-140-01	Health Education	3 Units	Snider, Gregory	MW	11:30 AM - 12:50 PM	CL124

~~~~~ HISTORY ~~~~~

MAIN CAMPUS

HIS-130-01	American History I	3 Units	Eoff, Kevin	Tu	12:00 PM - 2:50 PM	FA119
HIS-140-01	American History II	3 Units	Eoff, Kevin	Th	12:00 PM - 2:50 PM	FA119

~~~~~ MATHEMATICS ~~~~~

MAIN CAMPUS

MAT-080-02	Basic Arithmetic Skills	2 Units	Raman, Biju	MW	5:20 PM - 6:40 PM	CL129
MAT-082-02	Arithmetic Fundamentals with Lab	4 Units	Sher, Sandra	TuTh	5:20 PM - 8:10 PM	CL129
MAT-084-03	Elementary Algebra With Lab	4 Units	STAFF	TuTh	12:00 PM - 2:50 PM	CS234
MAT-088-01	Intermediate Algebra With Lab	4 Units	Garcia, Alejandro	TuTh	5:20 PM - 8:10 PM	CL130
MAT-106-01	Introduction to Statistics With Lab	4 Units	Garcia, Alejandro	MW	5:20 PM - 8:10 PM	CS234
MAT-110-01	College Algebra	4 Units	Sher, Sandra	MW	5:20 PM - 7:10 PM	CL128

~~~~~ MUSIC ~~~~~

MAIN CAMPUS

MUS-121-01	Music History and Appreciation	3 Units	STAFF	MW	9:30 AM - 10:50 AM	CS209
MUS-131-01	Classroom Piano I	1 Units	STAFF	TuTh	5:20 PM - 7:35 PM	FA117
MUS-132-01	Classroom Piano II	1 Units	STAFF	TuTh	5:20 PM - 7:35 PM	FA117
MUS-137-01	History of Rock	3 Units	STAFF	MW	12:00 PM - 1:20 PM	CL117

~~~~~ NURSING ~~~~~

MAIN CAMPUS

NUR-100-01	Certified Nursing Assistant-Lecture	3 Units	Copple, Derek	Tu	9:00 AM - 11:50 AM	CL224
NUR-102-01	Introduction to Anatomy and Physiology for Allied Health	3 Units	Copple, Derek	M	2:00 PM - 4:50 PM	CL224
NUR-112-01	Medical - Surgical Nursing II-Lecture	6 Units	Bruno Mofu, Cheryl	M	9:00 AM - 2:50 PM	CL210

FACE-TO-FACE CLASSES

~~~~~ NURSING (CONT.) ~~~~~

NUR-117-01	Nutrition for Nursing	1.5 Units	Copple, Derek	Tu	1:00 PM - 2:20 PM	CL224
NUR-118-01	Certified Nursing Assistant-Clinical	3 Units	Perez, Liana	F	8:00 AM - 4:20 PM	BNCC
NUR-127-01	Medical-Surgical Nursing II - Clinical	7 Units	Bruno Mofu, Cheryl	TuWTh	9:00 AM - 4:50 PM	SITE

~~~~~ PHILOSOPHY ~~~~~

MAIN CAMPUS

PHI-100-02	Introduction of Philosophy	3 Units	Robertson, Robert	Tu	6:50 PM - 9:40 PM	CL117
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~~~~~ PHYSICAL EDUCATION ~~~~~

MAIN CAMPUS

PHE-100-01	Fitness Center	1 Units	Snider, Gregory	MW	4:30 PM - 5:50 PM	PE126
PHE-135-01	Weight Training	1 Units	Snider, Gregory	TuTh	12:00 PM - 1:20 PM	PE104
PHE-155-01	Basketball	1 Units	Snider, Gregory	TuTh	1:30 PM - 2:50 PM	PE104
PHE-184-01	Beginning Adaptive Activity	1 Units	Snider, Gregory	MW	1:00 PM - 2:20 PM	PE104

~~~~~ POLITICAL SCIENCE ~~~~~

MAIN CAMPUS

POS-145-01	American Political Institutions	3 Units	Eoff, Kevin	W	2:00 PM - 4:50 PM	FA119
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~~~~~ PSYCHOLOGY ~~~~~

MAIN CAMPUS

PSY-101-01	General Psychology	3 Units	Redwine, Karen	Th	5:20 PM - 8:10 PM	CL124
PSY-210-01	Abnormal Psychology	3 Units	Redwine, Karen	Tu	5:20 PM - 8:10 PM	CL124

NEEDLES CAMPUS

PSY-101-02	General Psychology	3 Units	Edwards, Sharon	M	2:30 PM - 5:20 PM	B10
PSY-110-01	Personal and Social Adjustment I	3 Units	Edwards, Sharon	M	5:30 PM - 8:20 PM	B10

~~~~~ READING ~~~~~

MAIN CAMPUS

RDG-082-01	Basic Reading w/Lab	3.25 Units	Brown, Teh-Min	TuTh	12:00 PM - 1:20 PM	CL117
				TuTh	1:20 PM - 1:50 PM	CL127
RDG-084-01	Beginning Reading w/Lab	3.25 Units	Brown, Teh-Min	MW	9:30 AM - 10:50 AM	CL124
				MW	10:50 AM - 11:20 AM	CL129
RDG-086-01	Intermediate Reading w/Lab	3.25 Units	Brown, Teh-Min	MW	3:00 PM - 4:20 PM	CL124
				MW	4:20 PM - 4:50 PM	CL129
RDG-086-02	Intermediate Reading w/Lab	3.25 Units	Brown, Teh-Min	TuTh	9:30 AM - 10:50 AM	CL202
				TuTh	10:50 AM - 11:20 AM	CL129

~~~~~ SPEECH ~~~~~

MAIN CAMPUS

SPE-101-01	Introduction to Speech	3 Units	Lilley-Edgerton, Dennese	MW	12:30 PM - 1:50 PM	CL101
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FACE-TO-FACE CLASSES

~~~~~ WELDING ~~~~~

MAIN CAMPUS

WEL-100-01	Oxyacetylene Gas Welding (OAW)	3 Units	Boire, Joseph	MW	7:19 AM - 9:19 AM	TB110
				F	7:19 AM - 8:19 AM	TB110
WEL-101-01	Shielded Metal Arc Welding (SMAW)	3 Units	Boire, Joseph	TuTh	7:19 AM - 9:19 AM	TB110
				F	8:20 AM - 9:19 AM	TB110
WEL-102-01	Basic Gas Metal Arc Mig Welding (GMAW)	3 Units	Boire, Joseph	TuTh	6:00 PM - 6:50 PM	TB110
				Th	6:50 PM - 8:20 PM	TB110
WEL-200-01	Advanced Gas Metal Arc Welding (GMAW)	3 Units	Boire, Joseph	MW	9:35 AM - 11:35 AM	TB110
				F	9:35 AM - 10:35 AM	TB110
WEL-201-01	Advanced Gas Tungsten Arc Welding(GTAW)	3 Units	Boire, Joseph	TuTh	9:35 AM - 11:35 AM	TB110
				F	10:36 AM - 11:35 AM	TB110



NOTES



NOTES

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