



ANTELOPE
VALLEY
COLLEGE



STUDENT HANDBOOK
2018-2019



Vision:

To provide quality education that transforms lives.

Mission:

Antelope Valley College, a public institution of higher education, provides a quality, comprehensive education to a diverse population of learners. We are committed to student success, offering value and opportunity in service to our community.

Institutional Learning Outcomes (ILOs):

Communication

- Demonstrates analytical reading and writing skills including research, quantitative and qualitative evaluation and synthesis.
- Demonstrates listening and speaking skills that result in focused and coherent communications.

Creative, Critical, and Analytical Thinking

- Uses intellectual curiosity, judgment and analytical decision-making in the acquisition, integration and application of knowledge and skills.
- Solves problems utilizing technology, quantitative and qualitative information and mathematical concepts.

Community/Global Consciousness

- Understands and applies personal concepts of integrity, ethics, self-esteem, lifelong learning, while contributing to the well being of society and the environment.
- Demonstrates an awareness and respect of the values of diversity, complexity, aesthetics and varied cultural expressions.

Career and Specialized Knowledge

- Demonstrates knowledge, skills and abilities related to student educational goals, including career, transfer and personal enrichment.

Welcome

On behalf of the Board of Trustees, faculty, administrators, and staff, **thank you for choosing Antelope Valley College (AVC)**. We are delighted that you will be pursuing your educational goals at AVC.

The college offers many student-centered courses that build your skills in writing, math, and reading. The college catalog and this year's student handbook list all degrees and certificates currently offered. In addition to the wide variety of courses, we have a Library where online resources are readily available on-site and from home and a Learning Center that complements classroom instruction. The Learning Center's specialized labs for writing, math, reading, ESL and general tutoring are designed to help you acquire improved study strategies, content-specific information and assistance with test preparation.

Student Services faculty and staff are eager to offer you counseling services, assistance with financial aid, specialized assistance for those with disabilities, enrollment details, transfer information, career counseling or job placement. We also offer special services for those qualified for Extended Opportunity Programs and Services (EOPS), CalWORKs and Student Transfer and Academic Retention (STAR). We hope you will investigate what these and other programs are about in this handbook and see how you can benefit.

The college also offers you an opportunity to engage with others outside the classroom through intercollegiate sports or activities sponsored by the Student Development Office. This office works with clubs and the Associated Student Organization to provide you an avenue for personal development and opportunities to help others. This year AVC is pleased to offer its accelerated learning courses to enhance support to basic skills students and a new open computer lab for student use at the Palmdale Center.

I am glad that you are part of our campus community and I know that you will meet faculty and staff excited to teach, guide and assist you. We look forward to meeting you and encourage you to fully explore the campus and the resources outlined in this online handbook.

Again, welcome and best wishes in your future endeavors. Remember, we are committed to your success!

Mr. Ed Knudson

Superintendent | President



TABLE OF CONTENTS

Academics	6
Programs of Study	6
Program Sheets	7
ESL Courses	9
Cursos de ESL	9
International Students	10
Palmdale Campus	10
Student Success	11
Steps to Success: Matriculation @ AVC	11
Registration Checklist	13
Selecting Courses	14
My Weekly Plan	15
myAVC Frequently Asked Questions	16
Student Development and Activities	18
Student Resources	20
Admissions & Records (Enrollment Services)	20
Assessment Center	20
Associated Student Organization (ASO)	20
Athletics	20
Behavioral Intervention Team	20
Books H.E.L.P. Program	21
Bookstore	21
CalWORKs GAIN	21
Campus Maps	21
Career Center	21
Cashier's Office	21
Catalog	21
Child Development Center (CDC)	22
Counseling Center (Academic Advising)	22
Extended Opportunity Programs & Services (EOPS)	22
Financial Aid Office	22
First Year Experience (FYE)	22
Graduation Office	22
Guardian Scholars Program	23
Health Services	23
Honors Program	23
Information & Welcome Center	23
Instructional Multimedia Center (IMC)	23
International Students Program (ISP)	24
Job Placement Center	24

Learning Center	24
Library	24
Office for Students with Disabilities (OSD)	24
Parking	24
P.R.I.D.E. Office (Personal Responsibility In Developing Excellence)	25
Safety & Security	25
SOAR	25
STAR	25
Student Development & College Activities	25
Study Abroad	25
Success Center	26
Student Equity	26
Transfer Center	26
Transcript Office	26
Veterans Resource Center	26
Undocumented Non-Citizens (AVC Dreamers)	26
Policies & Procedures	27
AB540 Undocumented Non-Citizens	27
Academic Freedom Policy	27
Academic Honesty Policy	27
Academic Policies	27
Add/Drop Procedure	27
Attendance Policy	27
Audit Policy	27
Catalog Rights Policy	27
Complaint Process	27
Computer Use & Electronic Mail Guidelines	27
Drug-Free Campus Policy & Procedure	27
Federal Refund Procedure	27
Grading Policy & Procedure	27
Guidelines for Access to Public Records	27
Non-Discrimination & Sexual Harassment Policy	27
Open Enrollment Policy & Procedure	27
Student Code of Conduct	27
Student Due Process/ Grade Changes	27
Student Rights & Responsibilities	27
Student Rights to Privacy of Educational Records (FERPA)	27
Withdrawal Policy	27

Academics

PROGRAMS OF STUDY

Associate Degree Programs

Associate degree programs comprised of general education courses, proficiency requirements, designated courses in a specific major or area of emphasis. Associate degrees provide students with “the ability to think and to communicate clearly and effectively both orally and in writing; to use mathematics; to understand the modes of inquiry of the major disciplines; to be aware of other cultures and times; to achieve insights gained through experience in thinking about ethical problems; and to develop the capacity for self-understanding.”

Career Technical Programs

Certificate and degree programs comprised of “essential career technical instruction” in a variety of business, technical, and occupational courses designed to enhance students’ knowledge and skills leading to employment, career advancement, certification, and state or federal licensure. We award both Chancellor’s Office approved Certificates of Achievement and locally approved Certificates of Proficiency.

Transfer/General Education Courses

Transfer/general education courses in communication and critical thinking, the physical and biological sciences, arts and humanities, social and behavioral sciences, and technical education. Completion of these courses allows students to fulfill degree requirements or enroll in upper division courses and programs at accredited four-year institutions through our articulation agreements.

Basic Skills Courses

Courses in English, English as a Second Language (ESL), reading, and math offer essential foundation skills that are necessary for success in college-level, degree-applicable courses. Community colleges require students to begin addressing Basic Skills needs in their first year.

Personal Enrichment and Professional Development

Community service offerings, non-credit, not-for-credit classes and services that develop the knowledge, skills, and attitudes necessary for students to be effective members of the community. These classes enhance the community’s social, cultural, and economic well being. Non-credit course offerings may lead to a Certificate of Completion and/or Certificate of Competency.

PROGRAM SHEETS

- [AA-AS General Education](#)
- [Accounting](#)
- [Administration of Justice](#)
- [Administration of Justice Associate of Science for Transfer \(AST\) Degree](#)
- [Aeronautical and Aviation Technology](#)
- [Agriculture Parks & Landscape Management](#)
- [Air Conditioning & Refrigeration](#)
- [Aircraft Fabrication and Assembly](#)
- [Airframe Manufacturing Technology B.S.](#)
- [Anthropology Associate of Arts for Transfer \(AAT\) Degree](#)
- [Art History Associate of Arts Transfer \(AAT\) Degree](#)
- [Auto Body](#)
- [Auto Tech](#)
- [Biological Sciences](#)
- [Business Administration](#)
- [Business Administration Associate of Science for Transfer \(AST\) Degree](#)
- [Child Family Education Certificates](#)
- [Child Family Education Degrees](#)
- [Clothing and Textiles](#)
- [Communication Studies Associate Arts Transfer \(AAT\) Degree](#)
- [Computer Certificates](#)
- [Computer Degrees](#)
- [Deaf Studies](#)
- [Digital Media Certificates](#)
- [Digital Media Degrees](#)
- [Drafting-Computer Aided Design](#)
- [Early Childhood Education Associate of Science for Transfer \(AST\) Degree](#)
- [Economics Associate of Arts for Transfer \(AAT\) Degree](#)
- [Education-Instructional Aide](#)
- [Electrical Technology](#)
- [Electronics Technology](#)
- [Engineering](#)
- [English](#)
- [English Associate of Arts for Transfer \(AAT\) Degree](#)
- [ESL High Intermediate Certificate](#)
- [Family and Consumer Science](#)
- [Fire Technology](#)
- [General Business](#)
- [Geography Associate of Arts for Transfer \(AAT\) Degree](#)
- [Geographic Information Systems Locally Approved Certificate](#)

- [Geology Associate of Science for Transfer \(AST\) Degree](#)
- [History Associate of Arts for Transfer \(AAT\) Degree](#)
- [Interior Design](#)
- [Kinesiology Associate of Arts for Transfer \(AAT\) Degree](#)
- [Kinesiology and Athletics](#)
- [Liberal Arts and Sciences](#)
- [LVN to Registered Nursing Advanced Placement](#)
- [Management](#)
- [Marketing](#)
- [Mathematics](#)
- [Mathematics Associate of Science Transfer \(AST\) Degree](#)
- [Medical Assisting](#)
- [Music-Commercial](#)
- [Music Associate of Arts for Transfer \(AAT\) Degree](#)
- [Office Technology Certificates](#)
- [Office Technology Degrees](#)
- [Photography Commercial and Photographic Imaging](#)
- [Philosophy Associate of Arts for Transfer \(AAT\) Degree](#)
- [Physical Sciences](#)
- [Physics Associate of Science for Transfer \(AST\) Degree](#)
- [Political Science Associate of Arts Transfer \(AAT\) Degree](#)
- [Psychology Associate of Arts for Transfer \(AAT\) Degree](#)
- [Radiologic Technology](#)
- [Real Estate](#)
- [Registered Nursing](#)
- [Respiratory Therapy](#)
- [Sociology Associate of Arts Transfer \(AAT\) Degree](#)
- [Spanish Associate of Arts for Transfer \(AAT\) Degree](#)
- [Studio Arts Associate of Arts Transfer \(AAT\) Degree](#)
- [Theater Arts Associate of Arts for Transfer \(AAT\) Degree](#)
- [Vocational Nursing](#)
- [Welding](#)
- [**YOGA Instructor**](#)



ESL COURSES

AVC offers a noncredit English as a Second Language (ESL) program. Students can focus on skills such as grammar, vocabulary, reading or writing as they progress through the noncredit program. Noncredit ESL provides a pathway for students who are interested in English for job preparation. Additionally, these classes can help students who want to prepare for the citizenship test.

There is no limit to how many times students can repeat noncredit ESL and no grades will be given. Noncredit courses do not transfer to another school. AVC's noncredit ESL classes are tuition free. However, students may be asked to pay for textbooks, materials, and supplies that are suggested for student success. Financial aid is not available for noncredit courses, books or supplies.

English as a Second Language numbered ESL 050P and above will continue to be offered as for-credit courses as a pathway to college-level academic composition. These courses are subject to the same fees and policies as AVC's other for-credit courses.

For additional information on the AVC ESL program, please visit the [AVC ESL webpage](#) or contact the Welcome Center at (661) 722-6331.

[ESL Course Sequence](#)

CURSOS de ESL

AVC estará ofreciendo un sin crédito Inglés como Segundo Idioma (ESL). Los estudiantes pueden centrarse en habilidades tales como la gramática, el vocabulario, la lectura o la escritura a medida que progresan a través del programa sin crédito. ESL sin crédito proporciona un camino para que los estudiantes que están interesados en Inglés para la preparación del trabajo. Además, estas clases pueden ayudar a los estudiantes que quieren prepararse para el examen de ciudadanía.

No hay límite al número de veces los estudiantes pueden repetir ESL sin crédito y no se dará ninguna calificación. Cursos sin crédito no se transfieren a otra escuela.

Las clases de ESL sin crédito de AVC son matrícula gratuita. Sin embargo, los estudiantes se les puede pedir a pagar por los libros de texto, materiales y suministros que se sugieren para el éxito del estudiante. La ayuda financiera no está disponible para los cursos sin crédito, libros o suministros.

Inglés como Segundo Idioma ESL numerada 050P y sobre continuará siendo ofrecido como cursos de crédito como un camino a la composición académica a nivel universitario. Estos cursos están sujetos a las mismas tarifas y políticas como otros cursos para créditos de AVC.

Para obtener información adicional sobre el programa de ESL AVC, visite la [página del AVC ESL](#) o ponerse en contacto con el Centro de Bienvenida al (661) 722-6331.

[Cursos de ESL](#)

INTERNATIONAL STUDENTS

Antelope Valley College welcomes international students to apply for associate degrees and associate degrees for transfer! Antelope Valley College is a comprehensive community college in the California Community College System dedicated to providing services to a broad range of students with a variety of educational goals. Antelope Valley College is dedicated to providing educational programs and services as expressed in the California Master Plan for Higher Education. The College is committed to equal educational opportunity and reinforces that commitment through a program of active affirmation of diversity.

For more information visit <https://www.avc.edu/student-services/int/>



PALMDALE CAMPUS

AVC also offers courses at its Palmdale Center located at **2301 E. Palmdale Blvd.** For more information about course offerings please visit <https://www.avc.edu/palmdale> or call (661) 722-6400, Option 4.

Student Success

Steps to Success: Matriculation @ AVC

What is matriculation?

Matriculation is a process that assists the student in achieving his or her educational goals. It is an agreement between the college and the student who enrolls for credit. We ask that you participate in a partnership with us to ensure your educational success. All new students are required to participate.

Step 1: Complete Orientation

Orientation is designed to acquaint students with AVC policies, procedures and information that include academic requirements, available programs, support services, financial aid assistance, campus facilities, the academic calendar, registration, college fees and educational planning services. The orientation is completed online and is available on the college website at www.avc.edu.

Step 2: Complete the Reading, English and Math Assessments

Assessment involves evaluating a student's basic skills in writing, reading and mathematics. Test scores, along with additional information, are used to determine course placement for writing, reading and math, as well as recommendations for enrollment in many other courses. The assessment results assist students in selecting courses that are sensible and realistic based on their skill level. Students taking the assessment will need to allow approximately two hours for the assessment test.

The Assessment Center is conveniently open Monday through Friday on a walk-in basis throughout the academic year. For current hours of operation please visit the Assessment Center website at <https://www.avc.edu/student-services/assess>

[Assessment Course Placement Sequence](#)

Step 3: Education Planning w/ Academic Counselor

A counselor will assist students in monitoring academic performance and progress toward their educational goals; including creating a comprehensive student education plan. A comprehensive student education plan includes course selection that takes into account student interests, skills, career and education goals, major, potential transfer institutions, and the steps needed to complete their declared course of study. This education plan includes applicable course prerequisites or co-requisites, the need for basic skills, assessment placement results, and the need



for additional services (referral to other support and instructional services as appropriate). Individual counseling appointments are generally scheduled after one of the following conditions has been met: 1. A student has enrolled in and is currently in progress for classes. 2. Official transcripts from another college have been received by AVC and the student is in need of a transcript evaluation.

To schedule a Counseling appointment please contact the Counseling Center at (661) 722-6300 x. 6338.

Step Up: Declaring a Major & Education Goal

In addition to completing matriculation steps, students must also declare a major and select an education goal by their third semester or 15 units completed, whichever comes first.

A major is a group or series of courses designed to provide intensive education or training in a specialized area. It is a specific area of study within the college curriculum. To declare or change a major, visit Admissions & Records in the SSV lobby.

An education goal is a student's stated intent to earn a degree or career technical education certificate, prepare for transfer to a four-year college or university, improve math or English basic skills or English language proficiency, or pursue career advancement or occupational training or retraining, or other educational interest. To discuss or select your education goal, visit the Counseling Center in the SSV lobby or call (661) 722-6300 x. 6338.

Students in need of help deciding their goals and course of study are encouraged to contact the Career Center in person in OF1, online at <https://www.avc.edu/student-services/career>, or by phone (661) 722-6300 x. 6340.

Matriculation Exemptions

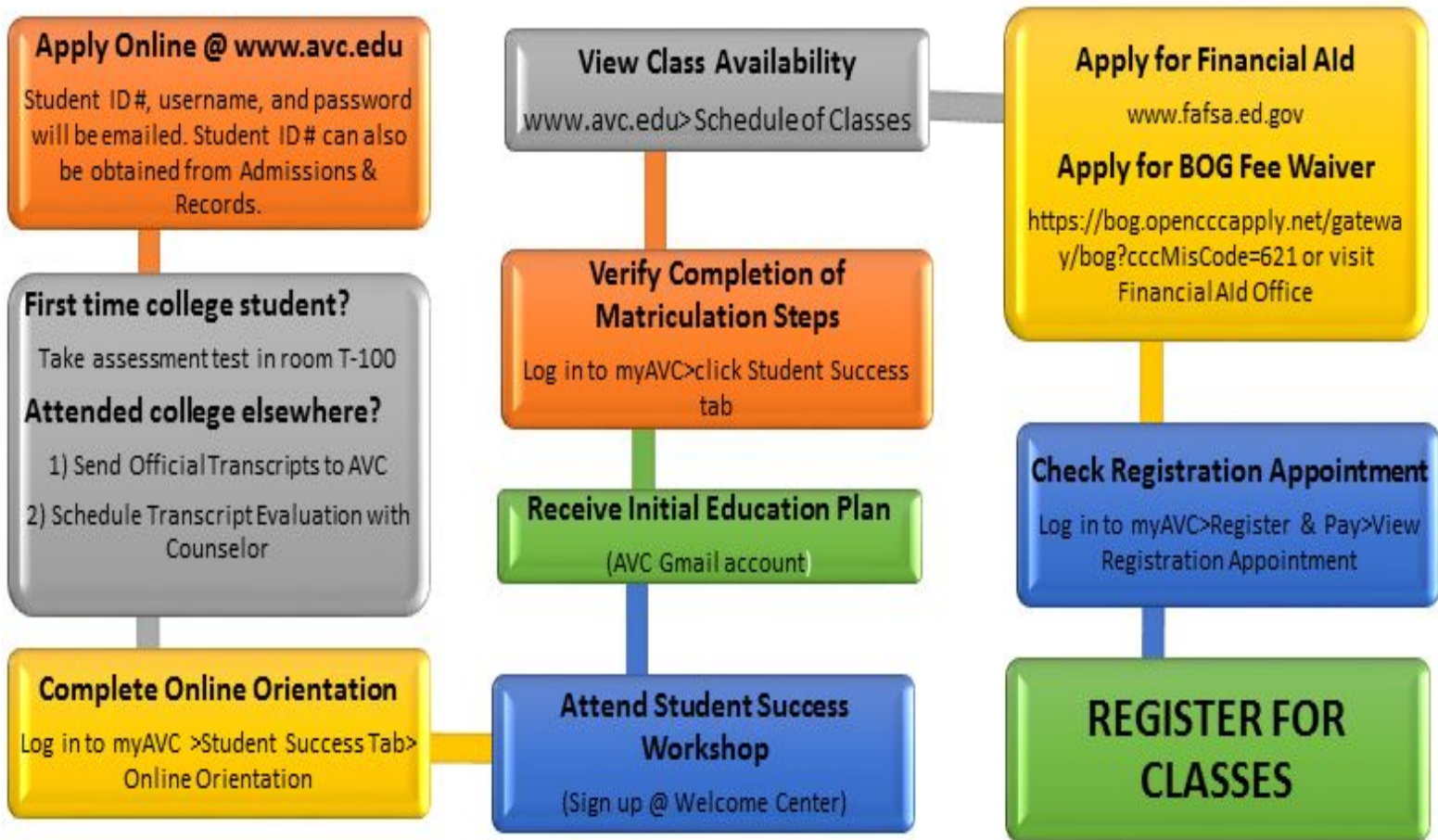
Students who meet one of the following criteria may be eligible for exemption from part or all of the matriculation requirements. Eligible/interested students should contact the Counseling Center for more information.

Orientation Exemptions 1. Students who have completed an associate degree or higher from an accredited college or university. 2. Students who enroll in less than 12 units and have one of the following educational goals: a. Advancement in current job/career (upgrade job skills). b. Maintain a certificate or license (e.g., nursing, real estate). c. Personal development (intellectual, cultural, recreational). 3. Students who are matriculated at another college or university and are attending AVC concurrently.

Assessment Exemptions 1. Students who have completed an associate degree or higher from an accredited college or university. 2. Students who enroll only in courses that have no prerequisites, corequisites, or advisories for recommended preparation. 3. Students who meet one of the alternative assessments for writing placement, reading placement, mathematics placement, and English as a second language placement as further listed in the [catalog](#).

Counseling/Advisement Exemptions 1. Students who have completed an associate degree or higher from an accredited college or university. 2. Students who enroll in less than 12 units and have one of the following educational goals: a. Advance in current job/career (upgrade job skills). b. Maintain a certificate or license (e.g., nursing, real estate). c. Personal development (intellectual, cultural, recreational). 3. Students who are matriculated at another college or university and are attending AVC concurrently.

REGISTRATION CHECKLIST



How to Register for Classes

You may add/drop a course on the web using your **myAVC** account:

- Click the **Register and Access**
- **Student Records** link on the home tab.
- Click the **Student** link.
- Click the **Registration** link.
- Click the **Select Term** link.
- Select the term and click the
- **Submit** button. You will be taken back to the menu.
- Click the **Add/Drop Classes** link
- Enter the CRN (or CRNs) and
- Click the **Submit Changes** button.

After Registration

View/print class schedule. Create a weekly schedule that includes class times, study times, work schedule and personal time (get a planner!).

Pay for your courses by the deadline and avoid being dropped.

Verify deadlines @

<http://www.avc.edu/student-services/adminrec/registrationdates>.

Arrangement for payment of classes can be completed online using your myAVC account.

Buy books and supplies [Bookstore]

You may also want to...

■ Buy a Parking Pass from Cashier's Office in the Student Services building.

■ Arrange for any necessary disability accommodations prior to the start of classes-OSD Office of Students with Disabilities (Room T-100).

■ Arrange for child care at the Child Development Center.

■ Visit resources like the Career & Transfer Center, EOPS, STAR to see what they have to offer students.

For more information please call the Welcome Center at (661) 722-6300 X6331

SELECTING COURSES

You are responsible for selecting courses and when to schedule your classes. It is important to consider the following when selecting courses and managing your schedule.



1. UNDERSTAND THE [COLLEGE CATALOG](#)

While meeting with a counselor is critical to your success at AVC, take the responsibility to manage your own planning and purchase a college catalog, which is at the bookstore at a low cost. The catalog is your contract with the college—it clearly spells out the requirements for degrees, certificates, majors, transfer, graduation, etc. Keep your catalog and understand it. The catalog can also be accessed online at <https://www.avc.edu/information/catalog>.

2. SELECT COURSES BASED UPON YOUR STUDENT EDUCATIONAL PLAN

If you haven't created a Student Educational Plan (SEP) with a counselor, you should do so right away. The SEP is the map to your academic goal. Don't get sidetracked. Taking courses not on your plan will lead to extra time and money and financial aid difficulties. **STICK TO THE PLAN!**

3. CHOOSE A COMFORTABLE COURSE LOAD

For each unit your class carries, expect to spend two hours of study time outside of the classroom. This is the "TWO FOR ONE" rule. For example, if you enroll in 12 units, you should expect to spend 24 hours of study out of class each week. That is a commitment of 36 hours per week. Consider employment, family commitments, and leisure time when planning your schedule. Plan carefully to allow for all scheduled activities, including study time.

4. BALANCE DIFFICULT CLASSES WITH EASIER ONES

If you are going to enroll in a class that you know will require extra time or work, select a course that would be less stressful and balance your study load.

5. SHOP AROUND FOR YOUR INSTRUCTORS

When selecting courses you may want to select faculty whose teaching style matches your learning style. Do your research and contact instructors who will be teaching the course that you are considering so that you will be well prepared for what is expected of you.

6. THINK CAREFULLY WHEN CHOOSING AN ONLINE CLASS

Many students love the flexibility of online learning, but many need face-to-face instruction. Do you have the self discipline and technical ability to succeed in an online class?

7. USE ALL THE RESOURCES YOU HAVE TO BE SUCCESSFUL

Manage your time well, create a study plan, and keep your educational plan current. Get help from your family and friends to free up time to study. See your instructor during office hours. Get a tutor and/or join a study group. Take advantage of the many resources on campus such as the Library and Learning Center.

MY WEEKLY PLAN

Use this planner to account for class times, meetings, standing appointments, eating, sleeping, exercising, work, volunteer activities, family time, and social time. Include the hours each class takes in study/preparation time by using the “Two for One” rule; for each unit your class carries, expect to spend two hours of study time outside of the classroom. List each class and estimate how many hours you need to devote each week. Begin filling in the available study time until you have accounted for all of the hours you estimated for each class.

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
5 am							
6 am							
7 am							
8 am							
9 am							
10 am							
11 am							
12 pm							
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4 am							



myAVC FREQUENTLY ASKED QUESTIONS

1. How do I log in to myAVC?

Students who have never logged in to [myAVC](#) before must first identify their user name. To find a user name, click on the “*How do I find my user name?*” link on the main myAVC home page.

This will open up a dialog box. Students must enter their last name, first name, 6-digit date of birth (enter as instructed), and the last four digits of their Social Security number. Please note that this information is not case-sensitive. After completing all the fields, click on the “**Continue**” button.

The default login password to myAVC is the student’s 6-digit date of birth. Upon logging in for the first time, myAVC will indicate that the password has expired and require that the password be changed. The new password must be at least 8 characters in length and must contain at least one number and one letter.

All students who log in to myAVC will now be required to answer five security questions that will be used for myAVC user password recovery purposes if needed. Students are advised to **print the completed five-question page** in case the answers are forgotten.

After answering the questions, click on the “**Save Changes**” button located in the lower right of the page. After saving the answers to the five questions, students will be able to continue their myAVC session and will not see this screen again (unless the student chooses to change the answers to those questions). For students who encounter problems logging into myAVC, the myAVC homepage contains information on logging in and how to contact technical support.

2. What if I forgot my user name or password?

When students apply to AVC, they are given a user name. The user name for myAVC is the first letter of their first name and their last name (no spaces). For common names, numbers will be assigned: jdoe1, jdoe2, jdoe3.

To receive a user name, visit the [myAVC](#) homepage and click on “*How do I find my user name and password?*” Enter the required information and click the “**Continue**” button.

Should the myAVC password be forgotten, myAVC will now allow students to retrieve passwords by answering three of the five saved security questions. These will be randomly chosen. To access this feature, click on the “**Forget password?**” link located on the main myAVC login page below the login fields. After clicking on the link, enter the myAVC user name associated with the lost password and click the “**Continue**” button.

Students will then have to answer three of the five security questions. After answering these questions, click on the “**Continue**” button to reset the user password or “**Reset**” to reset the answer form and start over.

After successfully answering three of the security questions, students will then be able to reset their myAVC password.

3. How do I check my AVC e-mail?

1. Log in to myAVC.
2. Click on **Gmail icon** (top right corner).
3. E-mail name is your myAVC login @avc. edu. For example: dcoleman4@avc.edu
4. Same password as your myAVC.

4. Why should I use myAVC?

MyAVC is the gateway to convenient access to information regarding registration, academic records, schedule of classes, financial aid status, campus updates and more! MyAVC allows students to keep up-to-date with information about events, activities, services and deadlines. Students may also use the calendar to keep up with their weekly schedule and access their AVC g-mail through myAVC.

Because AVC communicates most information electronically through e-mail and myAVC, it is important that students read their e-mails and announcements. Missing this information results in missing out on important information regarding deadlines and services.

5. How do I view my final grades or academic transcript?

To view final grades or an academic transcript, students must log in to their myAVC account and follow these steps:

1. Click the “Register & Access Student Records” link from the top-center channel on the myAVC home tab.
2. Click the “Student” link from the Main menu.
3. Click the “Student Records” link from the Student menu tab.
4. Several links including “View Holds,” “Final Grades,” “Academic Transcript,” etc., will be available to select from.
 - For Final Grades: Click the “Final Grades” link, select the term desired and click the “Submit” button.
 - For Academic Transcript: Click the “Academic Transcript” link, select the term desired and click the “Submit” button.

6. How do I get more information on myAVC features?

After logging in to myAVC, click the “Tutorial” tab.

7. Where do I go for myAVC technical assistance?

Students may contact (661) 722-6300, ext. 6605 for technical assistance. Students may also go to the open computer lab for technical assistance.

Technical assistance locations and hours of operation are as follows:

Lancaster Campus: BE 320.

Palmdale Center: SV3L.

Monday–Thursday, 8 a.m.–5:30 p.m. Friday, 8 a.m.–noon.

STUDENT DEVELOPMENT AND ACTIVITIES

The Student Development and College Activities Office is designed to assist students in developing citizenship and leadership through the Associated Student Organization, campus clubs and college activities.

How to Get a Student ID Card

AVC requires students to obtain a free college ID for use of various college services. Cards are available at the Student Development and Activities Office (SSV 180). You must be enrolled in classes and bring another picture ID to receive your card. ASO benefit stickers can be purchased for \$10. It is recommended that students carry the AVC ID card at all times. It may be requested by security, faculty, or staff to verify your identity.

Student Trustee Opportunity

Each spring semester elections are held to fill the student representation seat; the Student Trustee position. This elected student serves as a member of the AVC Board of Trustees and advises the board on college matters. Qualifications for the Student Trustee can be obtained from the Student Development and College Activities Office (SSV 180).

Associated Student Organization

The Associated Student Organization (ASO) is an elected group of students who represent and advocate on behalf of all AVC students. The ASO's main purpose is to work on behalf of all AVC students to enhance their educational experience at AVC. Any student at AVC can participate in ASO and is encouraged to do so. ASO is active on all AVC shared governance activities and other college wide committees. In addition ASO and the Inter Club Council (ICC), bring issues and activities forward that support students in their academic and social lives. The ASO also provides activities and services housed in the Student Lounge located in the Student Center.

Associated Student Organization—Fee and Refunds

The Associated Student Organization is financed by funds received from bookstore revenue and from ASO sticker sales. Students can purchase an ASO sticker for \$10 fall and spring and \$5 for summer and Intersession and receive a number of benefits such as tutoring, free admission to all home athletics events (excluding tournaments, playoffs, and pre-season games), plus much more. Students can buy a combined parking pass and ASO sticker (fall and spring semesters only) at a reduced price of \$20. Refunds for the ASO sticker are available for students who withdraw from all classes within the first two weeks of instruction. To receive this refund, the request must be in writing and accompanied by the ASO sticker, receipt of purchase and the drop slip. Refund checks will be mailed to the student's address on file with AVC.

Student Representation Fee and Refund

The Student Representation Fee of \$1 provides support of governmental affairs, representation for individuals to express their opinions and viewpoints regarding community college issues before city, county and district government officers and agencies at the local, state and federal level. Students may, for religious, political, financial or moral reasons, request a refund of the student representation fee by completing a Student Representation Refund Form from the Student Development and College Activities Office (SSV 180).

Student Clubs and Organizations

All registered students are eligible for membership in AVC clubs and organizations. Students are encouraged to form additional organizations to meet their needs and interests if one does not currently exist. All new clubs and organizations are part of the Inter Club Council (ICC) after approval from the Associated Student Organization and the Board of Trustees. Having a minimum of 10 students, a faculty advisor, and completing

and submitting the necessary paperwork to the Student Development Office is all that is needed to begin. The Student Development and College Activities Office assists all clubs in processing paperwork and in maintaining all the club's financial records and banking needs.

Student Activities

Student Activities Council (SAC) is a student-run programming group of the Student Development and College Activities Office. Students who want to be a part of planning campus-wide activities are encouraged to join. New ideas are always welcome. Through SAC, students interact with other campus clubs, organizations, and offices to provide social, cultural, educational and recreational opportunities for students. Additional questions or information about eligibility and qualifications for any of the services listed above can be obtained from the Student Development and College Activities located in SSV 180, 722-6300, ext. 6354 or on the Web at www.avc.edu under "Student Services."

Campus Life

There are many opportunities for Antelope Valley College students to become involved in campus life, participate in meaningful ways or enhance personal development. Some of these include but are not limited to:

- Associated Student Organization
- Inter Club Council • Student Activities Council
- AVC Shared Governance Committees
- Political Action
- Blood Drives
- Voter Registration Campaigns
- Homecoming
- Holiday Parades
- Health Fairs
- Job Fairs and Targeted Recruitments

For further information on these and other events, call the Student Development and College Activities Office at 722-6300, ext. 6354 or visit online at www.avc.edu/student-services/student-life/about



Student Resources

AVC offers a wide range of resources and special programs. The most successful students are those that take advantage of all that we have to offer!

Admissions & Records (Enrollment Services)

(661) 722-6300, ext. 6504 | www.avc.edu/student-services/adminrec/

Enrollment Services is responsible for admissions, assessment, registration, enrollment verifications, permanent student records, transcript requests, graduation requests, extenuating circumstances petitions, and monitoring athletic eligibility.

Assessment Center

(661) 722-6300, ext. 6536 | <https://www.avc.edu/student-services/assess>

The Assessment Center offers a computerized assessment test to students in order to determine ability levels in Reading, Writing and Math. This process enables students to enroll in the appropriate courses, including courses designed to prepare for college-level work.

Associated Student Organization (ASO)

(661) 722-6300, ext. 6354 | <https://www.avc.edu/student-services/student-life/aso/>

The Associated Student Organization (ASO) of Antelope Valley College is the campus student government. They are a collection of students who are dedicated to coordinating the representation and action of student opinion. Meetings are held to discuss and perform action on issues that affect the student population. ASO supports the students by maintaining and promoting a social, cultural, and educational atmosphere at Antelope Valley College. ASO participates in shared governance committee meetings providing student input and lobbying for the student interest.

Athletics

(661) 722-6300, ext. 6440 | <http://gomarauders.avc.edu/landing/index>

AVC is a member of the Foothill Conference. AVC men's teams are represented in football, basketball, baseball, golf, cross country and track and field. AVC women's teams are represented in basketball, cross country, field and track, soccer, softball, volleyball and tennis. Students are encouraged to attend all sporting events at a discounted rate or for free with an ASO card.

Behavioral Intervention Team

<https://www.avc.edu/student-services/bit>

The Behavioral Intervention Team (BIT) exists to address the growing need in the college and university community for a centralized, coordinated, caring, developmental intervention for those in need prior to crisis. If you know someone in need of intervention, a faculty member can file a report online at <https://www.avc.edu/administration/vpstudent-serv/bitdr>.

Books H.E.L.P. Program

(661) 722-6300, ext. 6375 | bookshelp@avc.edu | <https://www.avc.edu/student-services/bookshelp/>

Books H.E.L.P. is a program funded by the AVC Foundation, STEM Grant, Student Equity Grant, and donors to help eligible Antelope Valley College students borrow course textbooks until the agreed return date, free of charge. Students can [apply](#) for the program online.

Bookstore

(661) 722-6300, ext. 6185 | www.marauderbookstore.com

The Marauder Bookstore is located in the Student Center where textbooks, AVC T-shirts and related school supplies can be purchased.

CalWORKs | GAIN

(661) 722-6300, ext. 6326 | www.avc.edu/student-services/calworks/

CalWORKs assists students in their educational and personal goals by providing education and job preparation training. Qualifying students receive childcare assistance, employment assistance and assistance with books and supplies.

Campus Maps

[Lancaster Campus](#)

[Palmdale](#)

Career Center

(661) 722-6300, ext. 6340 | <https://www.avc.edu/student-services/career>

The Career Center serves community members and AVC students upon entry into the college and throughout their college experience, by providing career assessment and resource materials to help formulate career and education goals.

Cashier's Office

(661) 722-6300, ext. 6335 | <https://www.avc.edu/student-services/cashier>

The Cashier's Office receives payments for tuition & fees and financial aid overpayments. They also sell parking permits, ASO stickers, WEPA print cards, and TAP Cards for the AVTA bus routes.

Catalog

The college catalog can be accessed electronically at <https://www.avc.edu/information/catalog>.

Child Development Center (CDC)

(661) 722-6300, ext. 6500 | www.avc.edu/student-services/childdev/

This program is an on-campus laboratory preschool which provides developmental programs for children two months to 5 years of age. The state preschool program provides subsidized child care for eligible children over 3 years of age. CDC also serves as a professional development site for the students of the Child and Family Education program.

Counseling Center (Academic Advising)

(661) 722-6300, ext. 6338 | <https://www.avc.edu/student-services/counseling>

Counselors are available in the Counseling Center to assist students in planning their educational program and accomplishing their academic, career and personal goals. Counselors are available by appointment and on a walk-in basis for brief consultation during both day and evening hours.

Extended Opportunity Programs & Services (EOPS)

(661) 722-6300, ext. 6363 | <https://www.avc.edu/student-services/eopscare>

The Extended Opportunity Programs and Services (EOPS) Office assists low-income educationally disadvantaged students. Students interested in the EOPS program, should visit the EOPS Office in the Student Services Building (SSV 230) and inquire about eligibility, application and orientation dates and procedures.

Financial Aid Office

(661) 722-6300, ext. 6337 | <https://www.avc.edu/student-services/financialaid>

Financial Aid provides financial assistance to students, who without aid would not be able to attend college. While students and their parents are expected to make a maximum effort to meet the student's cost of education, financial aid is available to fill the gaps between family resources and the annual educational expenses of the student.

First Year Experience (FYE)

(661) 722-6300, ext. 6478 | <https://www.avc.edu/student-services/firstyear>

The First Year Experience program supports first generation college students that tested at the basic skills level or two levels below and any other traditional recent high school graduates with successfully transitioning into college life. FYE students have access to the Student Success Kick-Off, summer bridge programs, peer mentoring, and many other benefits.

Graduation Office

(661) 722-6300, ext. 6620 | www.avc.edu/student-services/graduation/

The Graduation Office evaluates transcripts and other educational records for the purpose of awarding degrees and certificates.

Guardian Scholars Program

(661) 722-6300, ext. 6375 | guardian_scholars@avc.edu | <https://www.avc.edu/student-services/foster>

The Guardian Scholars Program supports students who are current or former foster youth, emancipated minors, homeless and independent students. Here at AVC, we aim to create a network that encourages academic success, relationships with community partners, and individual well-being of students with unique needs. The Guardian Scholars program aims to create opportunities for exploration and foster necessary skills to translate their college experience into meaningful careers and lives.

Health Services

(661) 722-6300, ext. 6683 | www.avc.edu/student-services/health/

Health Services are offered to students on a regular basis and provides students with access to physical, mental, dental and health education services. Students must pay a student health services fee of \$19 at the beginning of each fall/spring term in which they are enrolled. In addition, a student must pay a \$16 student health services fee at the beginning of each winter intersession and/or summer term, if enrolled.

Honors Program

(661) 722-6300, ext. 6494 | <https://www.avc.edu/honors/>

The Honors Transfer Alliance Program offers the opportunity for priority admission to many major universities throughout the state. A seminar-like atmosphere stems from the small class size (maximum of 18), leading to lively discussions between students and professors. Students are encouraged to work closely with faculty to pursue creative and/or independent projects. The program also stresses writing, research and critical thinking skills. The course offerings are designed to facilitate transfer to a four-year university.

Information & Welcome Center

(661) 722-6300, ext. 6331 | <https://www.avc.edu/student-services/info/welcome>

The Information and Welcome Center, located in the Student Services lobby, provides information on college programs, policies and procedures and services. It serves the community by providing recruitment activities for prospective students, campus tours, welcome tables, orientations, college and financial aid workshops.

Instructional Multimedia Center (IMC)

(661) 722-6300, ext. 6451 | <https://www.avc.edu/student-services/imc>

The Instructional Multimedia Center (IMC) is located on the first floor of the Business Education Building. IMC assists students to become skilled in the selection and use of multimedia tools and technologies. Students are encouraged to use the IMC as a resource for term papers, research, to enhance and improve study skills and for personal growth. IMC houses media from all disciplines as well as classroom lectures and foreign language tapes.

International Students Program (ISP)

(661) 722-6300, ext. 6432 | www.avc.edu/student-services/intl/

International students planning to apply for admission to Antelope Valley College must complete an AVC admission application and provide additional documents prior to being evaluated for admission. F-1 Visa admission application packets are provided to a sponsor or international students by the program coordinator. Visit the ISP website for application deadlines.

Job Placement Center

(661) 722-6300, ext. 6358 | <https://www.avc.edu/student-services/jpc>

The Job Placement Center assists students, alumni, and community to become fully prepared for job search, on and off campus, in order to become gainfully employed.

Learning Center

(661) 722-6300, ext. 6458 | <https://www.avc.edu/student-services/lc>

The Learning Center provides academic support—tutoring, workshops, and resources—to AVC students in addition to computer access to the internet, word processing, printing, media enriched language instruction, and video/computer-assisted instruction.

Library

(661) 722-6300, ext. 6533 | <https://www.avc.edu/student-services/library>

The college Library contains a collection of books and periodicals to support AVC's academic and vocational programs. It is an excellent place to develop critical thinking and lifetime learning skills, as well as explore areas for personal growth. Librarians are available to assist students in meeting their research needs. The Library maintains a quiet study environment.

Office for Students with Disabilities (OSD)

(661) 722-6300, ext. 6360 | <https://www.avc.edu/student-services/osd>

OSD provides support services, specialized instruction, and educational accommodations to students with disabilities.

Parking

A parking permit is required to park a vehicle anywhere on campus . (Permits must be displayed as per the instructions located on the back of the permit .) A semester permit may be purchased in combination with the Associated Student Organization sticker for a total of \$20. Summer parking permits are \$7.50 . In lieu of a semester permit, students may purchase daily permits from vending machines located in each parking lot. These permits cost \$1 and are good only on the day they are purchased . Parking without a permit or with a permit improperly displayed, may result in a \$33 parking citation.

P.R.I.D.E. Office (Personal Responsibility In Developing Excellence)

(661) 722-6300, ext. 6365 | <https://www.avc.edu/student-services/counseling/dismissal>

The PRIDE Office exists to assist students who are having academic/progress completion difficulty. PRIDE Counselors can help students understand their academic record, evaluate their academic situation, create SMART goals, and develop a Plan of Action.

Safety & Security

(661) 722-6300, ext. 6399 | <https://www.avc.edu/administration/police>

The Antelope Valley College Safety and Security Office protect and serve AVC students, employees and guests. Working as a team with every division of the AVC campus, Safety and Security, along with local law

enforcement and community groups, instills a safe learning environment to all who come to Antelope Valley College.

SOAR

(661) 722-6509 | <https://www.avc.edu/academics/avsoar/>

SOAR (Students on the Academic Rise) High School is a specialized high school located on the Antelope Valley College campus but it is part of the Antelope Valley Joint Union High School District. It is an Early College High School which integrates college courses into the high school school curriculum. SOAR students are treated as college students and successful students will receive both a high school diploma and an Associate's college degree within five years. For enrollment information visit <https://www.avc.edu/academics/avsoar/enrollmentinfo>.

STAR

(661) 722-6300, ext. 6084 | <https://www.avc.edu/studentervices/star>

STAR is a federal Student Support Services program that provides support services to first generation, low income and/or students with disabilities. It is designed to identify promising students and provide instructional support services above and beyond what is currently being offered. The STAR Program's aim is to help students excel!

Student Development & College Activities

(661) 722-6300, ext. 6354 | <https://www.avc.edu/studentervices/studentlife>

The Student Development Program is designed to assist in developing citizenship and leadership. An attempt is made to provide activities of interest to each student.

Study Abroad

<https://www.avc.edu/studentervices/studyabroad/>

Antelope Valley College is part of the Southern California Foothills Consortium for Study Abroad. This partnership allows students to make normal progress toward their undergraduate degrees while utilizing foreign resources and cross-cultural experiences. Financial aid is available to eligible students.

Success Center

(661) 722-6300, ext. 6844

The Success Center is located in the Learning Center, Rooms 113 & 114. It is a networking hub for community, teachers, students and administrators. It can be a place to hold office hours, teach quilting or whatever the community wants. It is designed to be an organic, living thing on campus.

Student Equity

(661) 722-6300, ext. 6375 | <https://www.avc.edu/administration/organizations/equity>

The goal of the Student Equity Department is to engage, connect, and value their students and their success by hosting events, implementing programs and activities that nurture, direct, and create focus in their lives both academically and socially giving them a sense of community. Events and activities aim to provide culturally enriching opportunities to enhance literary knowledge, tolerance, historical empathy, and critical thinking. Programs such as [Umoja](#); the [Books H.E.L.P. Program](#), [Students' Raising Children \(SRC\) Childcare](#)

[Subsidy](#); [AVTA Campus Connect](#); [Guardian Scholars](#); and [Faculty Student High Engagement Program](#) are just a few ways Student Equity assists students.

Transfer Center

(661) 722-6300, ext. 6343 | <https://www.avc.edu/student-services/transfer>

The Transfer Center is essentially a liaison between Antelope Valley College and the campuses of the University of California, California State University System, independent, and out-of-state campuses. The Transfer Center can assist students in their transfer preparation to the college or university of their choice.

Transcript Office

(661) 722-6300, ext. 6130 | <https://www.avc.edu/student-services/transcripts>

The Transcript Office processes official transcript requests, receives official transcripts from other institutions, and processes enrollment verifications & subpoenas.

Veterans Resource Center

(661) 722-6300, ext. 6342 | <https://www.avc.edu/student-services/veterans>

The Veterans Resource center provides assistance through education, certification and guidance to military veterans and their dependents in achieving their educational objectives and to effectively promote the retention, graduation, and transfer of military veteran students and their dependents. Located in the Student Services Building, Room 126, the VRC has 4 computers, a printer, conference tables and office chairs perfect for all your study groups or club meetings. There is also a comfortable lounge area to read or hang out with fellow veterans!

Undocumented Non-Citizens (AVC Dreamers)

(661) 722-6300, ext. 6331 | <https://www.avc.edu/information/policies/ab540>

The mission of the Dreamers program is to serve all undocumented students at Antelope Valley College and the community with information and resources to promote college admissions, persistence, graduation, transfer and careers.

Policies & Procedures



[AB540 Undocumented Non-Citizens](#)

[Academic Freedom Policy](#)

[Academic Honesty Policy](#)

[Academic Policies](#)

[Add/Drop Procedure](#)

[Audit Policy](#)

[Complaint Process](#)

[Computer Use & Electronic Mail Guidelines](#)

[Drug-Free Campus Policy & Procedure](#)

[Guidelines for Access to Public Records](#)

[Non-Discrimination & Sexual Harassment Policy](#)

[Open Enrollment Policy & Procedure](#)

[Student Code of Conduct](#)

[Student Due Process/ Grade Changes](#)

[Student Rights & Grievances](#)

[Student Rights to Privacy of Educational Records \(FERPA\)](#)