

TREASURE VALLEY COMMUNITY COLLEGE



A MESSAGE FROM THE PRESIDENT

On behalf of the entire faculty and staff, I would like to welcome you to Treasure Valley Community College. I hope your decision to join the students who take classes will provide you with opportunities for academic and personal growth. As a student on our main campus in Ontario, at one of our off-campus sites in Caldwell, Burns, Lakeview or Nyssa, or at a distance via the internet from home, we hope you'll discover just what a great choice you've made!

Treasure Valley Community College can help you get started on your degree or your career path. Whether your goal is to earn an occupational/technical degree, transfer to a four-year institution, improve your skills in your current occupation, make a career change, or just take classes for personal enrichment, Treasure Valley Community College is your educational partner.

This catalog not only provides information about our extensive program offerings to help you plan your goals, it also includes information about student services and other opportunities. We understand that individual needs vary when planning career schedules and an education at Treasure Valley Community College has never been more convenient with day, evening, and online classes.

Treasure Valley offers a comprehensive college experience with numerous student activities and support services available.

Student success is important to us. Our dedicated faculty and staff are committed to fulfilling our mission in providing an affordable, quality education. Students who connect and develop relationships with faculty are more likely to succeed in college. Fortunately, our faculty truly cares about students. From extended and online office hours, to new technology approaches designed to help improve student success, our teachers are passionate about identifying barriers and solutions to the challenges students face in the classroom.

As a former Treasure Valley Community College graduate myself, I can attest to the fact that choosing to attend TVCC is a great first-step for improving your future. Part of that success, though, depends on your willingness to take advantage of the programs and services your community college has to offer. Please feel free to contact us and let us know how we can help make your experience an even better one!

Best wishes to you for a successful academic year!

Sincerely,

Randy Griffin,
Acting President

Welcome (English) • Bienvenidos (Spanish) • Ongi Eturri (Basque) • Ahlan Wa Sahlan (Arabic) • Cead Mile Failte (Irish Gaelic)
Yookoso (Japanese) • Velkommen (Norwegian) • Huan Ying (Chinese) • Hush Kelibsiz (Uzbekistan) • Laskavo Prosymo (Ukrainian)
Mukelwa (Zulu) • E Como Mai (Hawaiian) • Haere Mai (Maori) • Selmat Datang (Indonesian) • Witaj (Polish) • Hos Geldniniz (Turkish)

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2009-2010 and 2010-2011

Academic Year 2009-2010				
	Summer	Fall	Winter	Spring
Priority Status Due Date for Financial Aid		May 1	Dec 4	Feb 26
Payment Due	Jun 3	Aug 12	Dec 9	Mar 10
TVCC Foundation Scholarship Priority Deadline for 2009-2010				Mar 26
Classes Begin	Jun 22	Sep 21	Jan 4	Mar 29
Last Day to Register Without Instructor Approval	Jun 26	Sep 25	Jan 8	Apr 2
Last Day to Receive a Refund (must officially withdraw)	Jun 26	Oct 2	Jan 15	Apr 9
Last Day to Drop Without "W", Declare Audit, request "S" or "U"	Jul 8	Oct 16	Jan 29	Apr 23
Last Day to Withdraw from Classes Without Responsibility for Grades		Nov 13	Feb 26	May 21
First 4-Week Session Ends	Jul 17			
Second 4-Week Session Begins	Jul 20			
Petitions for Graduation Due			Feb 1	
Advising Day for Next Term		Nov 3	Feb 23	May 4
Registration for Next Term	Apr 27	Nov 16	Mar 8	May 10
Final Exam Week		Dec 7-11	Mar 15-19	Jun 7-11
End of Term	Aug 14	Dec 7	Mar 19	Jun 11
Commencement				Jun 11

Holidays 2009-2010 (Campus Closed): Independence Day (7/3), Labor Day (9/7), Veterans Day (11/11), Thanksgiving (11/26 & 27), Winter Vacation-Includes Christmas and New Years (12/14-1/3), Martin Luther King Day (1/18), Presidents Day (2/15), Memorial Day (5/31)

Academic Year 2010-2011				
	Summer	Fall	Winter	Spring
Priority Status Due Date for Financial Aid		May 1	Dec 3	Feb 25
Payment Due	Jun 2	Aug 11	Dec 8	Mar 9
TVCC Foundation Scholarship Priority Deadline for 2009-2010				Mar 25
Classes Begin	Jun 21	Sep 20	Jan 3	Mar 28
Last Day to Register Without Instructor Approval	Jun 25	Sep 24	Jan 7	Apr 1
Last Day to Receive a Refund (must officially withdraw)	Jun 25	Oct 1	Jan 14	Apr 8
Last Day to Drop Without "W", Declare Audit, request "S" or "U"	Jul 7	Oct 15	Jan 28	Apr 22
Last Day to Withdraw from Classes Without Responsibility for Grades		Nov 12	Feb 25	May 20
First 4-Week Session Ends	Jul 16			
Second 4-Week Session Begins	Jul 19			
Petitions for Graduation Due			Jan 31	
Advising Day for Next Term		Nov 3	Feb 15	May 3
Registration for Next Term	Apr 26	Nov 16	Mar 7	May 9
Final Exam Week		Dec 6-10	Mar 14-18	Jun 6-10
End of Term	Aug 13	Dec 10	Mar 18	Jun 10
Commencement				Jun 10

Holidays 2009-2010 (Campus Closed): Independence Day (7/5), Labor Day (9/6), Veterans Day (11/11), Thanksgiving (11/25 & 26), Winter Vacation-Includes Christmas and New Years (12/13-1/2), Martin Luther King Day (1/18), Presidents Day (2/21), Memorial Day (5/30)

Ontario, Oregon Campus

- APPLY FOR ADMISSION ONLINE**
Stop by the Student Services Center, or print out an application at www.tvcc.cc/admissions/app.cfm or [www.tvcc.cc/admissions.application.pdf](http://www.tvcc.cc/admissions/application.pdf), or call (541) 881-8822 ext. 239/339 and request an application be mailed.
- APPLY FOR FINANCIAL AID**
Apply at www.fasfa.ed.gov or applications are available from the Financial Aid Department, call (541) 881-8822 ext. 286.
- TAKE THE COMPASS PLACEMENT TEST**
Call (541) 881-8822 ext. 417 to make an appointment, or go online at www.tvcc.cc/testing/testing_center.cfm to view and print current testing schedule and information.
- ATTEND AN ADVISING AND REGISTRATION SESSION**
Go online at www.tvcc.cc/advise_reg.cfm, or call (541) 881-8822 ext. 200/239 to make an appointment.
- SUBMIT OFFICIAL TRANSCRIPTS**
If you have previously attended other schools, colleges, or universities, submit an official transcript from each institution to: TVCC, 650 College Blvd, Ontario, OR 97914.
- PAY TUITION AND FEES**
Check for tuition due dates at www.tvcc.cc, or call (541) 881-8822 ext. 200 for payment options. Pay online at <http://campusweb.tvcc.cc/exweb>, enter student ID and six-digit birth date. At your personal site, select "My Accounts," then the payment option.
- BUY BOOKS AT THE TVCC BOOKSTORE**
Call (541) 881-8822 ext. 269 for more information, phone orders, and hours of operation.
- APPLY FOR HOUSING**
Visit <http://studentlife.tvcc.cc>, or call (541) 881-8822 ext. 287 for more information.
- GET YOUR FREE PHOTO STUDENT ID**
ID cards are issued at the Library. For library hours, visit www.tvcc.cc/library.

Caldwell, Idaho Center

- Stop by the Caldwell Center, or to print out an application, visit www.tvcc.cc/admissions/app.cfm or [www.tvcc.cc/admissions.application.pdf](http://www.tvcc.cc/admissions/application.pdf). If you wish to have an application mailed to you, call (208) 454-9911.
- APPLY FOR FINANCIAL AID**
Apply at www.fasfa.ed.gov or applications are available from the Financial Aid Department. Call (541) 881-8822 ext. 286, or pick one up at the Caldwell Center.
- TAKE THE COMPASS PLACEMENT TEST**
Call (208) 454-9911. No appointment necessary. Monday through Friday, 8:00 am to 3:30 p.m..
- ATTEND AN ADVISING AND REGISTRATION SESSION**
Call (208) 454-9911 for an appointment.
- SUBMIT OFFICIAL TRANSCRIPTS**
If you have previously attended other schools, colleges or universities, submit official transcript for each institution to: TVCC, 650 College Blvd, Ontario, OR 97914.
- PAY TUITION AND FEES**
Check for tuition due dates at www.tvcc.cc, or call (541) 881-8822 ext. 200 for payment options. Pay online at <http://campusweb.tvcc.cc/exweb>, enter student ID and six-digit birth date. At your personal site, select "My Accounts," then the payment option.
- BUY BOOKS AT THE TVCC CALDWELL BOOKSTORE**
Call (208) 454-9911 for more information and hours of operation.
- GET YOUR FREE PHOTO STUDENT ID CARD**
ID cards are issued at the Caldwell Center. Call the Caldwell Center at (208) 454-9911 for days and times ID cards are issued.

EQUAL OPPORTUNITY: NON-HARASSMENT AND ANTI-DISCRIMINATION

(The College) TVCC is an equal opportunity entity. TVCC, its employees and agents shall not discriminate or harass others in its employment, admissions, services, benefits, education and athletic practices or activities on the basis of race, religion, ethnicity, use of native language, color, sex, national origin, marital status, sexual orientation, age if the individual is 18 or older, physical or mental disability, veteran status (disabled or Vietnam Era), height to weight ratio, organization or political affiliations. The prohibition against harassment or discrimination based on the use of native language does not require the College to offer classes in any language other than English.

Each qualified person shall receive reasonable accommodation to ensure equal access to educational opportunities, programs and activities, in the most integrated setting. Requests for reasonable accommodation can be made by calling (541) 881-TVCC (8822) ext. 234.

This catalog is published for informational purposes and every effort is made to insure accuracy at the time of printing. However, the provisions in this catalog are not to be regarded as an irrevocable contract between the student and the college. Treasure Valley Community College reserves the right to change any provision or requirement at anytime. Students are advised to study the class schedule and to work closely with a counselor or advisor.

This document is also available at www.tvcc.cc

About TVCC

WHO WE ARE

Treasure Valley Community College - operating under the authority of Chapter 341 of the Oregon Revised Statutes, is committed to serving all constituents within its district and service area. The College opened in the fall of 1962. Classes were originally scheduled at Ontario High School during the late afternoon and early evening. The first TVCC commencement was held the following spring when students enrolled in the Licensed Practical Nursing program graduated.

Beginning with a solitary building, TVCC moved to its present location in 1965. Several buildings were added over the years and today there are 13 major buildings on campus. The enrollment has increased significantly since the early days, and the college now serves 9,000 students annually. Growth has not altered the TVCC approach to education. Caring, competent instructors and staff welcome all students to excellent, affordable educational opportunities in a pleasant rural setting. The College continues to grow and flourish, always seeking to meet the needs of its community.

THE ONTARIO CAMPUS

The 90 acre campus sits near the center of Ontario, Oregon, providing easy access for city residents. Major campus attractions include residence halls, a professional-technical complex, a multi-purpose activities center, and a gymnasium/athletic complex. The College is also the site of the Malheur County/Oregon State University Extension Service and the Eastern Oregon University Outreach Center.

Students at TVCC have easy access to shopping areas, movie theaters, restaurants, and a number of cultural and recreational facilities. Ontario maintains a small-town atmosphere while serving as a commercial, recreational, medical, and industrial center for Malheur County and the surrounding area. The city is located in the Treasure Valley, near the Snake River and little more than a mile from the Idaho border. Boise is 55 miles away and brings a cosmopolitan flavor to the valley. The area is well known for outdoor activities. Students can quickly drive to excellent skiing, hunting, fishing and hiking sites.

The Heinz Ore-Ida Sports Complex, located at TVCC, is a top local venue for team sports such as baseball, softball, tennis, and soccer. Many regional school and community athletic events are held at the complex.

The Four Rivers Cultural Center and museum opened its doors on the TVCC Campus in 1997. This first-class facility also houses the Student Services Center, the Performing Arts department, and the College Bookstore. The performing arts center, with a seating capacity of more than 600, is a major part of the complex.

The center can host large conferences and community events. It is dedicated to enhancing the appreciation and respect for all cultures. The contributions of early settlers to the region are featured, including those from ethnic groups such as the Basques, Japanese Americans, Northern Paiutes, and Hispanics. The Horace and Roa Arment Indian Artifact Collection is maintained and displayed at the Four Rivers Cultural Center. The display features a variety of arrowheads, stone tools, and other artifacts of Indian culture.

CALDWELL CENTER

The Caldwell Center is a satellite of TVCC and has provided a progressively diverse range of courses to southwest Idaho residents since 2003. Courses offered through the Caldwell Center include college preparation, college transfer and professional-technical classes. Students at the Caldwell Center are typically enrolled in courses leading to a degree, with the majority of students planning to transfer to a four-year college or university in Idaho or Oregon.

The Caldwell Center offers a broad menu of student services which include academic advising, placement testing, class registration, financial aid assistance, and career planning. In addition, students have free access to tutorial support as well as student activities. The relatively small size of the Caldwell Center allows students to experience a personal, supportive learning environment. Classes are scheduled throughout the day between 8:00 a.m. and 9:00 p.m. Classes are offered in traditional classrooms, via an interactive classroom connected with the Ontario campus, and over the web. Students may take classes at both the Caldwell Center and the Ontario campus.

As a self-support center, the Caldwell Center operates entirely on student tuition and fees for all related expenses. See page 11 for tuition and fees for Caldwell Center.

The Caldwell Center is conveniently located between the communities of Caldwell and Nampa, Idaho, approximately 45 miles from the Ontario campus. It has ample parking, with easy access to near-by convenience stores and restaurants.

COMMUNITY OUTREACH CENTERS

The college provides outreach services throughout the region. Outreach centers are located in Harney County at the Burns Outreach Center, Lake County at the Lakeview Outreach Center and Warner Creek Correctional Institution (WCCI), and at the Snake River Correctional Institution (SRCI) located in Ontario.

Outreach centers or sites provide services and classes in a variety of ways:

- Traditional classes are presented at specifically scheduled times and locations with an approved instructor.
- Non-traditional open entry/open exit classes or flexible schedules allow students to work at home or at a designated outreach center

TVCC is About Learning...

GENERAL EDUCATION LEARNING OUTCOMES

As the heart of a whole education, General Education learning outcomes are integrated into all degree programs. It is the part of the college's program that serves as the common core of each student's education, providing aspects of the college's program that are aimed at helping each graduate enjoy a lifelong process of inquiry and decision-making as a citizen of many complex and diverse communities. Students will be continually assessed during their academic career at TVCC. The General Education core curriculum is designed to help students develop and improve in the following ways:

COMMUNICATION

Students will communicate effectively orally and in writing, using appropriate language and modality.

CRITICAL THINKING

Students will explore, reach, and support appropriate conclusions through the analysis, synthesis and evaluation of information and varying opinions.

QUANTITATIVE REASONING

Students will problem solve with appropriate technology, using data, graphs and symbols.

ATTITUDES AND VALUES

Students will demonstrate personal responsibility for their learning and will respect the influences of diverse cultural perspectives.

at their convenience.

- Distance Learning classes utilize computer or video technologies. A wide range of courses are offered in a variety of formats.

MISSION STATEMENT

TVCC is a comprehensive rural community college providing excellent quality educational opportunities and cultural enhancement in a financially responsible manner throughout our service area.

VISION STATEMENT

TVCC will be an excellence driven institution with a global perspective that continues to offer quality programs as an evolving model rural comprehensive college.

GOALS

Looking to its community as both a resource for and a beneficiary of its programs, TVCC seeks to fulfill its mission by:

- providing college-university lower division courses for students to obtain an Associate Degree, or transfer to a four year institution;
- providing professional-technical courses and ..programs designed to:
 - prepare students for immediate employment
 - update and/or retrain for the changing workforce
 - prepare for career advancement
- providing developmental education courses necessary to acquire basic skills needed for personal success, high school completion, or entry into academic or professional-technical programs;
- reaching out to the communities by responding to their needs for lifelong learning, continuing and community education;
- facilitating growth and development of students by providing personal and support services to meet individual needs to maximize student success;
- developing and supporting activities and facilities for the civic, cultural, social, and recreational interests of the students and the community.

ACCREDITATION

The College is accredited by the Northwest Commission on Colleges and Universities. This institutional accrediting body is recognized by the Council for Higher Education Accreditation and the U.S. Department of Education. The seven elected members of the TVCC Board of Education serve staggered four-year terms. The Board sets policy that governs all activities and programs of the college; including property, personnel and finances. The Board approves the annual budget, staff and curriculum.

FACULTY

Faculty is composed of approximately 45 full-time instructors and numerous part-time instructors. Instructors of transfer courses have a scholarly background in their major field and have earned a Master's degree or higher. Faculty in professional-technical programs have a rich background which combines education with practical, on-the-job experience. All faculty and staff are encouraged to continue professional development. Faculty members also advise students and help them develop educational plans. Many faculty members donate several hours a week to assist in student activities, clubs, and special events. Part-time instructors serve in nearly every instructional program and are an integral part of the TVCC success story.

STUDENTS

TVCC serves over 9,000 students annually. Most of the students are from Oregon or the neighboring Idaho communities. The largest group of stu-



dents is 18-23 years old but many older returning adults are also served. About 40% of the students take courses for academic transfer. More than 25% enroll in one of the many professional-technical programs offered. Other students enroll for personal enrichment, professional development, or the skill preparation necessary to enter an academic or professional-technical program. More than 55% of the students attending TVCC are women.

Because TVCC is a small college, the emphasis is on individual learning. Faculty involvement, small classes, student activities, and individualized attention contribute to an appealing academic and social atmosphere where students succeed.

FOUNDATION

Founded in 1963, the TVCC Foundation is a charitable nonprofit organization that supports TVCC by generating private funds for college programs. Managed by a board of directors comprised of community and business leaders, the Foundation secures and manages funds for scholarships, equipment, facilities, and programs.

For information on the TVCC Foundation, contact the Executive Director at 541-881-8822 ext. 201.

Scholarships for varying amounts based on a variety of criteria are provided by the Foundation. For a complete list of scholarship opportunities, please contact the TVCC Foundation at the number listed above.

Step 1

Apply for Admission

ADMISSIONS OFFICE
STUDENT SERVICES CENTER • EXT. 239

GENERAL ADMISSION

The college has an open door admission policy and welcomes all students who can benefit from the instruction offered, regardless of educational background. Any student wishing to enroll in classes should complete an application for admission found on-line at www.tvcc.cc/admissions/app.cfm or at the Student Services Center. See page 5 of this catalog for the admission process checklist.

GETTING STARTED

Apply for Admission



DEGREE SEEKING STUDENTS

Unrestricted admission is open to adults who have a high school diploma (or equivalent) or whose high school class has graduated. Other applicants may have to meet special requirements and should contact Admissions for more information.

RESTRICTED ADMISSIONS

The following instructional programs have special application procedures and requirements that must be met prior to enrollment:

- Electrical Apprenticeship
- Emergency Medical Technician
- Nursing

Contact the Student Services Center or the appropriate instructional department for further information on programs with special application procedures.

IMMUNIZATIONS

Oregon law requires all community college students enrolled in allied health programs, early childhood education, or intercollegiate sports to show proof of measles, mumps, and rubella vaccination. A select number of courses and programs at TVCC have the potential to expose students to Tuberculosis, Hepatitis-B Virus and Human Immunodeficiency Virus. Therefore, these courses will require students to provide proof of HBV and/or TB inoculation.

STUDENTS NOT SEEKING A DEGREE OR CERTIFICATE

Students not seeking a degree or certificate may register during open registration periods and do not need to submit official transcripts from other institutions attended. See the quarterly schedule for information about registration dates.

Admission FAQs

WHEN SHOULD I APPLY FOR ADMISSION?

Apply at least one quarter before attending, and we will send you information about up-coming advising and registration sessions and other information you request. You may apply and register right up to the beginning of the quarter.

IS THERE AN ADMISSION FEE? No.

CAN I GET A TOUR? Yes. Call ext. 339.

ADMISSION FOR HIGH SCHOOL STUDENTS

The College values partnerships with local high schools to provide students with a seamless education. Specific information on high school relations and enrollment procedures is available in Admissions or on the TVCC website.

COL-CRED

TVCC participates in a dual-credit program with local high schools in Oregon and Idaho. Classes are taught on the high school campus by qualified high school instructors. Students earn college credits at a reduced cost without leaving their high school. Interested students should contact the Col-Cred coordinator at ext. 339, or check with their local high school counselor for further information about this program.

COLLEGE CHOICE

High school juniors or seniors with a cumulative GPA of 3.0 or higher are eligible for this program. Qualifying students may take one class per quarter without paying tuition. Contact a local high school counselor or the TVCC program coordinator at ext. 339, for further information.

TECH-PREP 2 + 2

Students earn college credits at a reduced cost without leaving their high school. Contact the Col-Cred coordinator at ext. 339, or check with their local high school counselor for further information about this program.

STUDENTS YOUNGER THAN 18

Students under the age of 18 who have not graduated from high school or have a GED need to complete an underage enrollment application, available at the Student Services Center. Underage students must obtain permission from their high school or Educational Service District, or show proof of release from compulsory education. Students and their parents must meet with the Dean of Student Services and complete the admissions process before registering for classes.

ADMISSION FOR INTERNATIONAL STUDENTS

TVCC welcomes international students and offers a personal, supportive learning environment. International students seeking admission must provide the following:

- Proof of completing a high school diploma or equivalent
 - Proof of age - International students must be at least 18 years of age
 - A completed TVCC Application form
 - Official transcripts from all previous high schools, colleges, or universities
 - An original, current bank statement with a balance equal to the cost of one year of tuition, fees, and living expenses
 - Proof of health insurance
 - Evidence of English language proficiency. This should be furnished by all applicants whose native language is not English
- **Examples of methods for demonstrating English proficiency are shown below:**
- An official TOEFL score of at least 173 on the computer version or at least 500 on the written version
 - Graduation from a U.S. high school
 - Completion of an ESL (English as a Second Language) Program
 - Other

An international student who is transferring from another college must also submit:

- Photocopy of all previously issued I-20's
- Photocopy of the I-94 card and picture page from passport
- Completed transfer eligibility form from the previous school
- Mail or fax (541) 881-2721 all international admissions documents to:
International Admissions Coordinator
Treasure Valley Community College
650 College Boulevard
Ontario, Oregon, US 97914

Step 2

Arrange for Financial Aid if Needed

TVCC FINANCIAL AID
STUDENT SERVICES CENTER • EXT. 286

HOW TO APPLY FOR FINANCIAL AID

Federal Aid – All students may complete the Free Application for Federal Student Aid (FAFSA) on paper or online. TVCC's federal Title IV school code is 003221. The FAFSA application can be completed online at www.fafsa.ed.gov. Continuing students must reapply each academic year by completing a FAFSA or Renewal FAFSA.

State Aid – Residents of the State of Oregon may also be eligible for a variety of scholarships or grants offered by the Oregon Student Assistance Commission. All Oregon residents should complete the federal FAFSA application and apply for Oregon scholarships through the Oregon Student Assistance Commission at www.getcollegefunds.org. TVCC Financial Aid distributes grants and scholarships to students deemed eligible by the Oregon Student Assistance Commission.

Institutional Aid – The college offers a variety of tuition waivers and scholarships to students participating in school clubs, organizations, athletic teams, and performing arts programs. Tuition waivers and scholarships are offered by individual departments and interested students should contact each department for application instructions or information concerning the availability of aid.

College Scholarships – Each academic year, the TVCC Foundation awards scholarship aid to students completing a TVCC Foundation Scholarship application. Eligibility for TVCC Foundation scholarship aid is competitive and awards are determined by a committee based upon students' application materials, academic history, community involvement, and financial need. (Note: not all applicants are awarded scholarships.) TVCC Foundation Scholarship applications are available at the Ontario main campus, at any of the TVCC extension centers, or online at www.tvcc.cc/foundation. Applications are reviewed each spring for the upcoming academic year and are published with an application deadline. Refer to the TVCC Foundation Scholarship Application for the current application deadline.

"Outside" Scholarships - There are many other sources of student financial aid available through private foundations, companies, service clubs, or other organizations that are not directly managed by TVCC Financial Aid. Many scholarships require separate applications. TVCC Financial Aid maintains several outside scholarship informational resources online at <http://financialaid.tvcc.cc>.

Important details relevant to financial aid information and regulations may be found on page 13.



Financial Aid FAQs

CAN I RECEIVE FINANCIAL AID IF I'M NOT A FULL-TIME STUDENT?

Yes. Student loans are available to students registered for six or more credits. Students qualifying for a Pell grant may receive aid as a part-time student. Scholarships, tuition waivers, and eligibility requirements vary, and students should check with specific funding sources for requirements and regulations.

WHEN DO I APPLY FOR FINANCIAL AID?

Apply early: state aid and work study funding are available on a first-come, first-served basis. Fill out the FAFSA and complete all the required documents by the priority date published in the quarterly schedule.

IS THERE FINANCIAL AID AVAILABLE OTHER THAN FEDERAL FINANCIAL AID?

Yes. Check on-line at <http://financialaid.tvcc.cc> for a listing of various sources of funding, including scholarships, tuition assistance, talent grants, loans, and scholarship searches.

WHEN DO I RECEIVE MY FUNDING?

Financial aid is dispersed the 3rd Tuesday of each quarter.

GETTING STARTED

Advising



Step 3

Determine Placement in Reading, Math, and Writing

TESTING CENTER
FOUR RIVERS CULTURAL CENTER • EXT. 417

PLACEMENT TESTING

Students must take the COMPASS exam if they are seeking a college degree or certificate, or are planning to take a math or English course in college for the first time. Students who have taken math and/or writing courses at another college will not be required to take the placement exam if they provide a transcript showing successful completion.

COMPASS measures reading, math, and language-usage skills. This computer-adapted assessment program was developed specifically for community college students and is used nationwide. Scores will determine placement in English and math classes. Students who use COMPASS results when selecting classes are more likely to succeed.

The cost of assessment is included in the universal fee. Students are encouraged to take COMPASS as soon as possible. There is a \$10 fee to re-take COMPASS. Students may re-take COMPASS once per quarter.

Step 4

Talk with an Advisor and Register for Classes

ADVISING
STUDENT SERVICES CENTER • EXT. 200

PROVIDE COLLEGE TRANSCRIPTS

Submitting any previous college transcripts to admissions and requesting they be evaluated is the first step in effective advising. Any previous grade point average will not become part of TVCC's GPA, but the classes will be listed on the student's advising transcript.

ATTEND AN ADVISING AND REGISTRATION SESSION

Students meet with a general advisor at new student orientations, held before each quarter begins. Students are given general information about the college and the registration process. Students bring a copy of their placement test and college transcripts. Advisors help create a class schedule, answer questions, and clarify degree requirements.

Following the advising session, students can register for classes at the Student Service Center. Reservations for orientation can be made online at www.tvcc.cc/advise_reg.cfm or by calling ext. 200 or 239. Students unable to attend a group session can schedule an advising appointment.

Advising FAQs

HOW DO I FIGURE OUT WHAT COURSES TO TAKE AND WHEN?

Meet with your faculty advisor to plan your degree and schedule classes each quarter. Degree programs and suggested courses of studies begin on page 29 of this catalog.

HOW DO I FIND WHO MY FACULTY ADVISOR IS?

Your advisor is assigned by your program of study. You'll find your assigned advisor listed on your quarterly bill, in the personal information section of your CampusWeb account, on your advising transcript, and on the college website at <http://www.tvcc.cc/Admissions/advisorlist.cfm>.

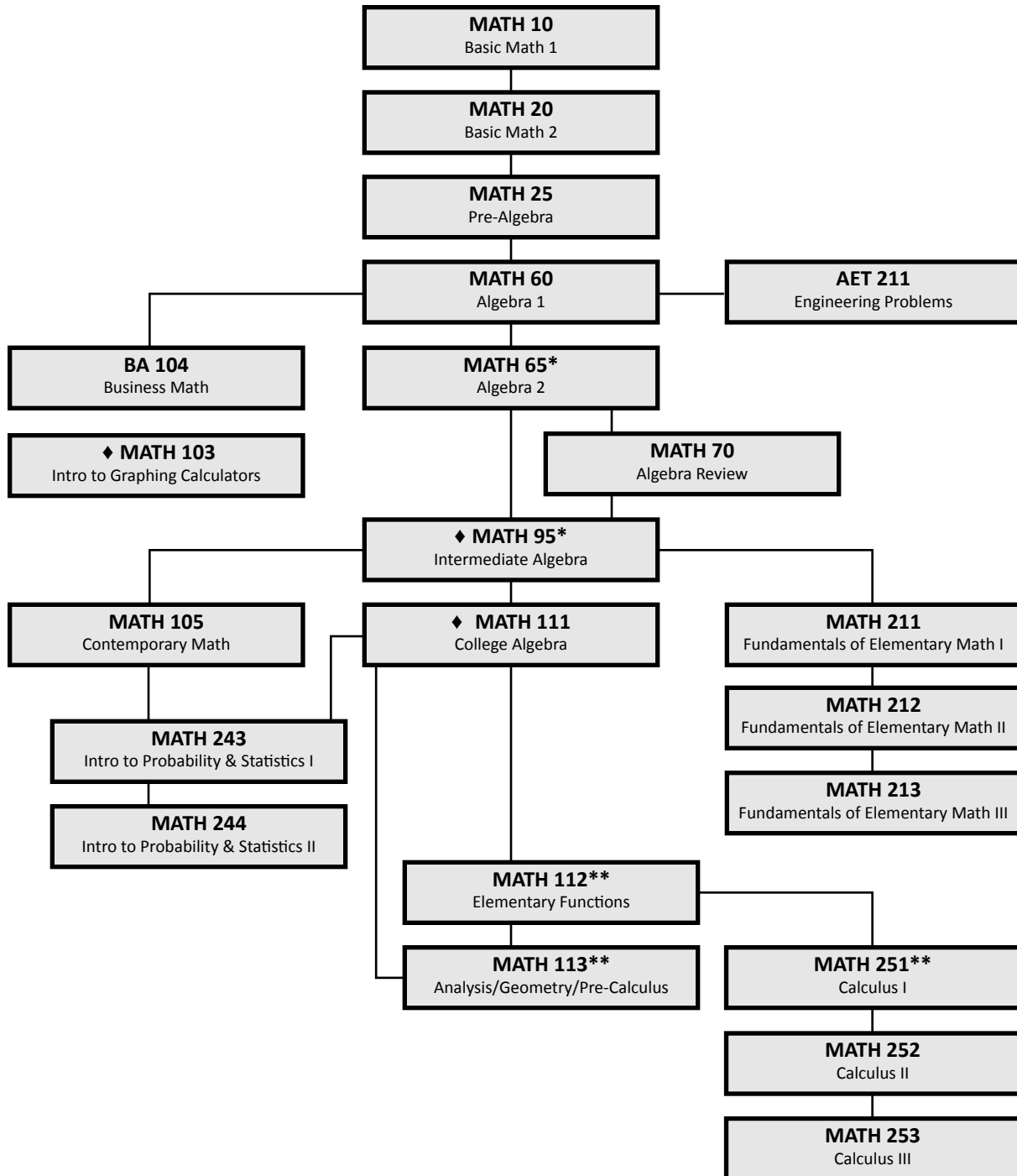
WHO CAN HELP ME CHOOSE A PROGRAM OF STUDY AND A CAREER?

Career counseling is available by making an appointment at ext. 200. Career planning classes are also available.

WHAT IS THE BEST WAY TO GET STARTED?

Come to an Advising & Registration session. You can register for a session at http://www.tvcc.cc/ar_location.cfm.

MOVING THROUGH MATH



* Must complete MATH 60 and MATH 65 with "A" to skip MATH 70.

** Completion of MATH 112 with at least a "C" is a prerequisite for MATH 251. MATH 113 is strongly recommended before MATH 251.

◆ Math 103 is a corequisite for MATH 95 and MATH 111 if MATH 70 was not completed at TVCC.

GETTING STARTED

Pay for Classes

Step 5 Pay for Classes

BUSINESS OFFICE
STUDENT SERVICES CENTER • EXT. 200/207

PAYMENT AND PAYMENT ARRANGEMENTS

Payment and payment arrangements must be made by the payment due date. Tuition rates and payment due dates are published in the quarterly schedule. Students may pay with cash or by check, Visa, or Mastercard, and may arrange for a deferred payment plan by visiting or contacting the Business Office.

The amount of tuition students pay is determined by number of credits taken and residency. There are additional fees attached to tuition. A detailed description of tuition and fee rates is found in the quarterly schedule and on page 11 of this catalog.

Students should not assume they will not be charged for classes if they do not attend - it is solely the student's responsibility to withdraw from classes. There is a 100% refund available for the first two weeks of the term (excluding summer), and any student may take advantage of the refund period by completing a withdrawal form. More information about money matters may be found in "Money Matters".



Step 6 Plan for Success

ADVISING
STUDENT SERVICES CENTER • EXT. 200

JUMPSTART

Getting registered for the first term is only the beginning. There are several resources to help students navigate the process of entering TVCC for the first time. Register for Jump Start, a three-day learning experience just before fall quarter, designed to build writing or math skills, or earn credits, introduce leadership skills, and create a sense of community with other students, staff and faculty.

FRESHMAN ORIENTATION

HDEV 112, Freshman Orientation, or HDEV 120, College Survival and Success, is a mandatory class for all first-time freshman seeking a certificate or degree. Both these courses are designed to examine individual student needs, create long term academic plans, teach college success skills, introduce college resources and expectations, and explore career opportunities.

Faculty advisors are assigned to students by their intended field of study. Students meet with their faculty advisor to create educational plans, schedule classes, and explore opportunities for employment and transfer.

Advising and counseling is available to help with career planning and choosing a program of study. Having a focused goal increases student "staying power".

Tutoring and tutoring labs are available for students who need additional assistance to be successful in math, writing, and other subjects.

Money Matters

BUSINESS OFFICE
STUDENTS SERVICES CENTER • EXT. 200/207

TUITION AND FEES FOR 2009-2010

The following tuition and fees reflect the 2009-2010 academic year and are subject to change.

OREGON RESIDENTS

- Tuition, per credit.....\$73.00
- Col-Cred tuition, per credit\$40.00
- Student Fee, per credit\$4.00
- Universal Fee, per credit\$8.00

OUT OF STATE RESIDENTS

- Tuition, per credit\$83.00
- Student Fee, per credit\$4.00
- Universal Fee, per credit\$8.00

INTERNATIONAL STUDENTS

- Tuition, per credit.....\$125.00
- Student fee, per credit\$4.00
- Universal Fee\$8.00

IDAHO CENTERS

- Tuition, per credit\$90.00
- Col-Cred tuition, per credit\$45.00
- Student Fee, per credit\$4.00
- Universal Fee, per credit\$8.00

ONLINE (INTERNET) COURSES

- Tuition, per credit\$88.00
- Student Fee, per credit\$4.00
- Universal Fee, per credit\$8.00

The tuition window for Oregon campus-class tuition is 15-20 credits (no change for tuition credit courses between 15-20 credits with tuition rates again at the 21st credit). Idaho Centers and Online/Video courses are excluded from the tuition window.

REQUIRED FEES:

- **Universal Fee:** A non-refundable fee that covers the cost of admission, registration, placement testing, and most class or lab fees. Some classes may have additional fees.
- **Student Activity Fee:** A non-refundable fee that supports student activity programs and student government.

RESIDENCY REQUIREMENTS

Students qualifying as an Oregon resident for tuition purposes must meet one of the following conditions:

- Establish Oregon as a permanent home for purposes other than attending school 12 months before starting college. The 12 month residency period must be completed before the first day of the first term of enrollment.
- Be claimed as a dependent of a person having maintained residency status in Oregon for 1 year. The 12-month residency period must be completed before the first day of the first term of enrollment.
- Be the spouse or dependent of an active-duty military person stationed in Oregon.

Proof of residency is a student responsibility. Residency for each applicant is determined from information provided at the time of application. The



college staff may require additional information to verify residency. Acceptable evidence of residency can be any of the following items:

- A valid Oregon driver's license.
- An Oregon voter registration card.
- Oregon registration of motor vehicles.
- Record of purchase of property in Oregon.
- Rent receipts (college residence hall receipts not applicable).
- Utility billing statements in the student's name.

Money FAQs

WHAT IF I CAN'T PAY MY WHOLE BILL BY THE PAYMENT DUE DATE?

You may arrange a three payment plan. Contact the Business Office for details.

CAN I GET MY MONEY BACK IF I DECIDE NOT TO ATTEND?

Yes. Students are entitled to a 100% refund of regularly scheduled classes (excluding summer) during the first two weeks of the term.

WILL MY SCHOLARSHIP BE USED FOR TUITION AUTOMATICALLY?

Not necessarily. Different organizations have specific steps to follow to access awarded scholarship monies. Check with your funding sources to make sure your monies are available at the beginning of the term.

DEFERRED PAYMENT

Students may be allowed to pay tuition and related costs in installments rather than in one lump-sum payment. The College's credit policy is as follows:

- Students who defer payment will be charged a deferment fee of up to \$25.
- All payment extensions must be approved through the Business Office.

A student who defaults on a note will not be able to defer payment in future terms. Defaulted notes will result in a late charge of \$25 and all collection costs and attorney fees incurred.

GENERAL REFUND/REPAYMENT POLICY

A refund of tuition and fees will be made in accordance with the following policy. Specific refund deadlines for each quarter are published in the academic calendar and the quarterly class schedule.

Success FAQs

DO CLASSES TRANSFER TO OTHER COLLEGES?

Yes. Lower Division transfer courses are accepted at other universities and colleges. The receiving institution decides how individual classes transfer - as electives or meeting general education requirements. Professional-technical courses may also transfer, but that is at the discretion of the receiving institution.

CAN TVCC HELP ME EARN MY GED?

TVCC offers GED preparation classes and is an official test center for the GED examination. Information is available at ext. 265.

WHAT'S THE DIFFERENCE BETWEEN AN AAS AND AN AAOT?

An Associate of Applied Science degree (AAS) offers specialized training for direct entry into the workforce, although some professional-technical courses transfer to other colleges. An Associate of Arts Oregon Transfer degree (AAOT) is designed to transfer into a bachelor's degree program and meets the freshman and sophomore general education requirements at Oregon and Idaho universities and colleges.

FINANCIAL AID

Types of Financial Aid

For classes that begin the first week of the quarter:

- 100% refund is granted upon withdrawal before the end of the 10th business day of the Fall, Winter, and Spring quarters.
- 100% refund is granted upon withdrawal before the end of the 5th business day of the Summer quarter.
- NO REFUND is granted after the 10th business day of the quarter, or after the 5th business day of the summer quarter.
- A full refund for non-credit classes will be granted if a withdrawal request is made at least two working days prior to the first day of class. Withdrawal requests must be made by calling 541-881-8822 ext. 407, or ext. 281. Appeals to this policy may be made in writing to the Division of Extended Learning.

For classes that begin after the first week of the quarter:

- Refunds are calculated as above, based upon the published starting date of the quarter.

Continuing and Community Education, and non-credit courses:

- 100% refund until the first day of class.
- NO REFUND beginning the first class day and thereafter.

FULL-TIME STUDENT COSTS

Full-time student eligibility varies according to student status (e.g. student-athlete, financial aid recipient, or international student). Students should consult the appropriate college official to determine student status. In most cases, students who enroll in 12 or more credits are considered full time. Most degree programs, however, require at least 90 credits to complete. Many students strive to complete a degree in six quarters and must average 15 credits a quarter to do so.

STUDENT INSURANCE

Coverage is included in the bill paid by full-time students and may be waived at registration. Part-time students (3-11 credits) may acquire coverage by submitting a completed enrollment form and making payment directly to the carrier. For additional information about student insurance, contact the Business Office at ext. 207.

RESIDENCY HALL FEES

Students living in the residence halls are required to purchase a meal plan. Meal plans may also be purchased separately. For additional information, contact Student Housing at ext. 278.

SENIOR CITIZEN DISCOUNT

Any Oregon resident, aged 60 or older, may enroll in a TVCC tuition-based class for 50% of the applicable tuition rate. Enrollment in most classes is on a space-available basis. The tuition reduction does not apply to classes such as video or web-based classes, or contract out-of-district programs.

WORKFORCE TUITION ASSISTANCE

TVCC will waive tuition and fees for the first quarter of attendance for displaced workers, displaced homemakers, unemployed adults, and other adults who need training or retraining. This program is available to any adult, age 24 or older, who is a first-time, full-time student at the Ontario campus in a professional-technical program leading to a certificate or degree. Participants are responsible for their own books and supplies. They must apply for federal financial aid. Any financial aid grant monies received for the first quarter will be applied toward the tuition and fees waived by TVCC.

GED TRANSITION WAIVERS

Upon completion of the TVCC GED program, students are eligible for a tuition waiver for one or two college classes, depending upon their GED scores. All TVCC GED graduates will receive a tuition waiver for one class, while students who pass three or more GED exams with a score of 500 or higher will receive a waiver for an additional class. This program cov-

ers tuition and fees associated with the class. Students must satisfy other normal admission criteria, maintain satisfactory academic progress, and arrange for financial aid for additional classes, if needed. Interested students should see their GED advisor for details.

Financial Aid

STUDENT SERVICES CENTER • EXT. 286

A variety of services and resources are offered through the TVCC Financial Aid department designed to help students locate and secure funding for college. TVCC Financial Aid administers student aid from three major sources – federal aid, state aid, and institutional aid. TVCC Financial Aid also coordinates the receipt and distribution of a variety of outside sources of student financial aid.

TYPES OF STUDENT AID AVAILABLE

Grants, scholarships, tuition waivers, work programs, and student loans are the most common types of financial aid awarded to students.

Grants are awards that are usually based on need and do not have to be repaid upon completion of a degree. Grants form the foundation of a financial aid package, upon which other aid may be added, depending on eligibility.

Scholarships are gift aid which may be based on academic achievement, particular skills, talents, abilities or interests, and may or may not be based on financial need. Most scholarships do not have to be repaid.

Tuition waivers are similar to scholarships but do not represent actual cash. Rather, tuition waivers are a cancellation of part or all of the quarterly tuition charges.

Work programs such as Federal Work Study are need-based awards and are designed to provide students with employment opportunities to help meet the cost of education.



GENERAL REQUIREMENTS

GPA Requirements



Loans are borrowed funds used to help pay educational expenses. Loans must be paid back. A variety of loans, both need-based and non-need based, are available to students and their parents.

ELIGIBILITY FOR STUDENT AID

Three components are used to determine financial need and eligibility for financial aid: Cost of Attendance, Expected Family Contribution (EFC), and enrollment status. Each college or university in the U.S. develops its own Cost of Attendance budget(s) with consideration for tuition, fees, books and supplies, room and board, transportation, dependent care expenses, loan origination fees, and personal allowance (or miscellaneous expenses). A cost of attendance budget will depend on a student's permanent address (state of residency), housing plans while in school, the number of dependents a student has (if any), and enrollment status (the number of credits enrolled in each term.) TVCC financial aid uses standardized amounts or calculations for each of these budget items and customizes a budget according to the individual's situation as described above. Expected Family Contribution (EFC) is computed by the U.S. Department of Education's processing center using the information provided on the FAFSA application. The EFC will usually appear on the Student Aid Report (SAR) in the upper right hand corner of the first page. The student's EFC is subtracted from their personalized Cost of Attendance budget to determine original Financial Need.

NOTE: The EFC does not necessarily indicate actual out-of-pocket expenses; it is merely a tool based on a standardized national formula used to calculate financial aid eligibility.

If Cost of Attendance (COA), and..... = \$10,185
Expected Family Contribution (EFC), then..... = \$1,000
Financial Need = \$9,185

From these elements, TVCC will first determine the student's eligibility for a Federal Pell Grant and then attempt to meet the remaining unmet need with other funds as available and according to the school's awarding policies.

Students will receive notification of their Cost of Attendance budget, their EFC, their financial need, and the financial aid funds they are eligible for in an award notification from TVCC Financial Aid after completing the FAFSA and all application requirements.

Eligibility for certain awards and award amounts are determined, in part, by enrollment status. Awards are adjusted or prorated according to the program rules for each award. Student financial aid recipients should maintain a close relationship with their academic advisor and register for classes early in order to allow TVCC Financial Aid adequate time to make quarterly adjustments if necessary. For more information regarding enrollment status requirements for each award program, contact TVCC Financial Aid.

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS (SAP) FOR FINANCIAL AID ELIGIBILITY

Federal regulations require a student to move toward the completion of a degree or certificate within an eligible program when receiving financial aid.

Students applying for or receiving financial aid assistance at TVCC must meet the following standards in all periods of enrollment to establish and maintain eligibility for financial aid and/or veteran's benefits.

NOTE: The office of the Dean of Students monitors and enforces Academic Standards independently of the Financial Aid and Veteran's Affairs Standards of Academic Progress.

The Financial Aid and Veteran's Affairs Standards of Academic Financial Aid Progress are monitored and enforced for all aid applicants and aid recipients in all periods of enrollment without regard to an actual offer of or receipt of financial aid monies. Students must meet all general requirements and all three standards of academic progress in order to establish and maintain eligibility for federal, state, and institutional financial aid.

General Requirements

Students must complete TVCC admission requirements.

Students must have a high school diploma or equivalent or pass an ability-to-benefit test. Students cannot be simultaneously enrolled in an elementary or secondary education program. Students must be enrolled in an Associate of Arts, Associate of Science, Associate of Applied Science, or an eligible one or two year certificate program.

1) GPA REQUIREMENT

Students must maintain a 2.00 quarterly GPA. (As computed using a 4.00 scale.) Students who have attempted 90 college & remedial credits or more must maintain a 2.00 cumulative GPA.

NOTE: Some awards have higher GPA requirements depending on their source. Please contact the awarding organization for additional information.

2) COMPLETION RATE REQUIREMENT

Each quarter, students must complete a minimum number of credits at-

GENERAL REQUIREMENTS

Credit Hours

tempted according to their enrollment status at the end of the full refund period as published in the quarterly class schedule. Students who enroll:

- Full-time Must complete: 12 credits (12 or more credits)
- 3/4 time Must complete: 9 credits (9 to 11 credits)
- 1/2 time Must complete: 6 credits (6 to 8 credits)
- Less than 6 credits ALL credits attempted

3) MAXIMUM CREDIT HOUR REQUIREMENT

Students must complete their degree or certificate program within the equivalent of 150% of the published number of credits required to complete the program. For example, the published length of an Associate of Arts degree is 90 credits; 135 attempted credits is the maximum allowed. The 150% credit evaluation is calculated as follows:

All TVCC credits attempted	-plus-	
All repeated credits attempted	-plus-	
All credits transferred from other colleges/universities	-minus-	
All remedial credits attempted (course numbers less than 100, 45 credits max)		= TOTAL

If, at any time, it is determined that a student has reached, exceeded, or cannot complete their degree requirements within the 150% limit, the student is ineligible for further aid. An appeals process exists for students who wish to exceed the limit; see the Financial Aid department for more information on this process.

Students who wish to use financial aid funds to complete a second degree or certificate at TVCC must submit an appeal to TVCC Financial Aid along with a graduation plan for the second certificate/degree.

- All attempted credits from a prior certificate degree that can apply to a second certificate degree must be counted. Other non-remedial attempted credits that apply only to the prior degree program will be excluded from the 150% calculation for the second certificate/degree program.
- Students who appeal to complete a second degree successfully must continue to meet all financial aid standards of academic progress including the maximum credit hour requirement as calculated for the new degree program.

NOTIFICATIONS

Satisfactory Progress Evaluations are made when a student initially applies for financial aid and at the conclusion of each quarter in which a student enrolls. (Students are considered enrolled if they are registered for classes at the conclusion of the full-refund period as published in the quarterly class schedule.)

FINANCIAL AID "WARNING"

Students in good standing who do not meet the standards of academic progress will be placed on financial aid "Warning" and encouraged to meet with an academic advisor to develop a plan for academic success. A financial aid "Warning" does not affect receipt of aid for subsequent quarters.

FINANCIAL AID "PROBATION"

Students who do not meet the standards of academic progress while on "Warning" will be placed on financial aid "Probation" and directed to meet with an academic advisor to develop a plan for academic success. A financial aid "Probation" does not affect receipt of aid for subsequent quarters.

FINANCIAL AID "SUSPENSION"

Students who do not meet the standards of academic progress while on "Probation" will be placed on financial aid "Suspension." A financial aid "Suspension" prevents a student from receiving further financial aid at TVCC without additional corrective action.

Students (in good standing or otherwise) who have attempted 90 credits and have less than a 2.00 cumulative GPA are immediately placed on financial aid "Suspension" and referred to an academic advisor.

APPEALS AND REINSTATEMENT

A student on "Warning", "Probation", or "Suspension" who meets all standards of academic progress in a subsequent quarter will be removed from financial aid Warning, Probation, or Suspension and placed in good standing.

Students who are placed on financial aid "Suspension" may appeal if there are extenuating circumstances, which led to academic difficulties. Forms are available at <http://financialaid.tvcc.cc/Forms.cfm> or in the Financial Aid Office. Extenuating circumstances are defined as those over which the student has no control, such as illness, death in the family, and accidents. Appeal forms must be accompanied by supporting materials that document extenuating circumstances as well as a graduation plan signed by an academic advisor.

Appeals will be reviewed by a committee. If the committee chooses not to approve an appeal, the committee's decision is final and the student must complete, at his/her own expense, one quarter of at least half-time enrollment (6 credits minimum) AND meet the standards of academic progress. The student's eligibility will be reinstated following evaluation of his/her academic progress during the quarter completed at his/her expense.

GRADING SYMBOLS

The following are credits successfully completed: "A", "A-", "B+", "B", "B-", "C+", "C", "C-", "D", "S" The following are NOT credits successfully completed: "F" = Failing, "U" = Unsatisfactory, "I" = Incomplete, "W" = Withdrawal, "AU" = Audit, "NG" = No grade, "WIP" = Work In Progress.

REPEAT, INCOMPLETE, OPEN-ENDED AND AUDIT COURSES

Courses may be repeated. Please consult with your faculty or academic advisor. "Incompletes" must be arranged with instructors and must be completed as indicated by the instructor. For financial aid purposes, courses extended beyond a single term of enrollment are NOT credits successfully completed. Audits must be arranged in advance with the instructor, are not eligible for financial aid, and do not count as classes completed for financial aid purposes.



NON-CREDIT AND REMEDIAL COURSES

Non-credit, community education, developmental education, adult basic education, and ESL courses which do not apply toward an eligible degree or certificate program, are not eligible for financial aid. Financial Aid funding for remedial courses (numbered below 100) is limited to 45 total credits.

VETERANS SERVICES

TVCC's Veteran's Services Coordinating Official acts as a liaison with the U.S. Department of Veterans Affairs. Students may be eligible to receive educational benefits if they are registered in courses that apply to the student's approved program. Each educational program must be approved by the State of Oregon's Department of Education/Veterans' Services. Students applying for veteran's educational benefits should allow eight to ten weeks before receiving benefits. The amount of benefits awarded is determined by the U.S. Department of Veterans Affairs and is based on the number of credit hours or clock hours for which a student is enrolled and the length of enrollment period for each course.

Veteran's benefits available:

- Chapter 30 Montgomery GI Bill – Active Duty
- Chapter 31 Vocational Rehabilitation (available through your local VA office)
- Chapter 32 Veteran's Education Assistance Program (VEAP)
- Chapter 33 Post 9/11 GI Bill
- Chapter 34/30 Grandfathered Vietnam Era GI Bill
- Chapter 35 Survivors/Dependents of Deceased or 100% Disabled Veterans
- Chapter 1606 Montgomery GI Bill - Selected Reserve
- Chapter 1607 Reserve Educational Assistance Program (REAP)

It is the student's responsibility to notify the TVCC coordinating official of any change in enrollment, address, program of study, enrollment at another institution, or any other change that may impact their veteran's educational benefits. Those students receiving benefits must follow the Financial Aid and Veteran's Affairs standards of satisfactory academic progress to maintain eligibility for VA benefits.

U.S. Department of Veterans Affairs regulations require that all persons using any type of veteran educational assistance program be making satisfactory academic progress toward achievement of their educational objective (program of study).

For additional details and information regarding veteran's educational benefits, contact the TVCC Veteran's affairs coordinating official at ext. 235 or www.va.gov/education.

CONSORTIUM AGREEMENT

TVCC participates with Blue Mountain Community College and Eastern Oregon University in the Eastern Oregon Collaborative Colleges Center (EOCCC) consortium. The consortium agreement allows students to be co-enrolled at participating institutions and receive financial aid at the "home" institution according to the student's combined enrollment at all participating institutions. Information regarding the consortium agreement is available online at <http://financialaid.tvcc.cc>.

In order to receive federal or state financial aid from TVCC as a student

who is concurrently enrolled at Eastern Oregon University or Blue Mountain Community College, the student must:

- complete the FAFSA application process at TVCC.
- be an admitted, degree-seeking student at TVCC.
- be enrolled in at least 1 class that satisfies degree completion requirements at TVCC during each quarter of concurrent enrollment.
- be enrolled in class(es) at the other institution that satisfy degree completion requirements at TVCC during each quarter of concurrent enrollment.
- meet with TVCC's Financial Aid and Veteran's Affairs, if applicable.
- maintain Standards of Satisfactory Academic Progress during each quarter of concurrent enrollment for all classes (both TVCC and host institution classes).

TVCC does not participate with other colleges and universities outside of the EOCCC consortium as the "home" institution but will certify enrollment or individual consortium agreements for students as the "host" institution.

WITHDRAWAL, REFUNDS, AND REPAYMENTS OF FINANCIAL AID

In accordance with federal regulations, students may be required to repay federal financial aid funds if they drop, completely withdraw, are administratively withdrawn, or fail to earn a passing grade from all classes during any quarter. If a student finds that at any point during a term he/she must drop a class, he/she must consult with their academic advisor first. If the student agrees that it is in his/her best interest to drop a class, an official add/drop form or withdrawal must be completed (either on paper or in the CampusWeb system). A student can drop classes any time during the first two weeks of the quarter (one week in the summer term) and receive a full refund of tuition and fees. Financial aid will be adjusted automatically. If the student must drop a class after the

second week of the quarter (or first week in the Summer term) he/she will receive a warning, probation, or suspension letter (please see the Financial Aid and Veteran's Affairs Standards of Satisfactory Academic Progress above) from TVCC Financial Aid at the end of the term. Students should read this letter carefully. It will contain important information about what to do next.

If a student withdraws completely from any term, some of the financial aid received may have to be repaid to TVCC, the U.S. Department of Education, or both. The student will also receive written notification concerning the options once the official withdrawal process is completed. If the student fails to officially withdraw, it is assumed that he/she attended no more than 50% of the term. If the student attends beyond the 60% point of the term he/she are considered to have earned 100% of their financial aid and will not have to repay unearned funds. Students should read carefully any correspondence received in reference to a complete withdrawal. TVCC Financial Aid is required to report overpayments of federal grants to the U.S. Department of Education's Collection unit if no repayment arrangements are made within 45 days of being notified.

A class drop, withdrawal, or administrative withdrawal may affect a student's ability to receive financial aid in the future at any college or university. Further information is available from TVCC Financial Aid.



ACADEMIC POLICIES AND REQUIREMENTS

Class Changes

Academic Policies and Requirements

Consulting academic calendars and being knowledgeable about academic requirements and policies is a crucial part of being a self-advocate and experiencing student success. Following are the academic policies students most often need to know during their college career.

CLASS CHANGES (ADD/DROP)

It is the student's responsibility to withdraw from classes. Here are important points to be aware of before dropping classes:

- Students are responsible for the grades received and all tuition and fees if they merely stop attending.
- Adding or dropping a class may change eligibility or financial aid status.
- Courses which are dropped before the end of the 4th week of the quarter will not appear on a transcript. Courses dropped during weeks five through eight of the quarter will be recorded with a "W" for withdrawal on a transcript.
- Withdrawal deadlines are in the academic calendar and the quarterly class schedule.
- Course withdrawal deadlines are different for summer quarter because the quarter is shorter.
- After the first week, the instructor's written approval is required for admission to a class.

The Student Service Center provides ADD/DROP forms and accepts the forms when completed. All changes in class schedules should be approved by an advisor.

AUDITING CLASSES

Students may choose to audit a class. An audit exempts students from examinations, but the instructor may require class attendance and participation. No college credit is received for audited courses, regular tuition charges apply, and audits are not eligible for Financial Aid. Signing up to audit or reversing audit status is permitted only through the 4th week of the quarter. Students are responsible for withdrawing from class if they are unable to attend.

LEAVE OF ABSENCE

An approved leave of absence may be granted to students facing a temporary interruption in their college enrollment if the following criteria apply:

- The student is unable to continue in any of his or her classes.
- The college can reasonably expect the student will return to complete the classes.
- The leave of absence will not exceed 180 days in a calendar year.
- The student submits a written and dated request to the Dean of Student Services detailing the reason for the request and the expected date of return.
- The student is responsible for all charges associated with failure to return within the leave of absence period.
- Detailed information is available from the Office of the Dean of Student Services.

WITHDRAWING FROM COLLEGE

It is a student's responsibility to know policies and deadlines for withdrawing from college. Students wishing to withdraw from a current quarter must fill out and submit a Complete Withdrawal form. Students may withdraw until the end of the 8th week of instruction during the regular school year, until the end of the 3rd week in a four week summer session, and until the end of the 7th week in an eight week summer session. All written petitions for a late withdrawal should be sent to the Dean of Student Ser-

vices. Students withdrawing from Continuing Education and seeking a refund should contact the Continuing Education office for more information.

ADMINISTRATIVE WITHDRAWALS

Administrative withdrawals, which are initiated by the instructor, are rare and may take place only under these circumstances:

- The course is full and there are students on the wait list, AND
- A student is absent for at least 2 class sessions or 50% of the scheduled class time during the first week of the quarter, AND
- The absent student has made no prior arrangements with the instructor for missing class.

Administrative withdrawals occur only during the first week of the quarter. Students should never assume they will be administratively withdrawn from class. Non-attending students must submit a completed withdrawal form to the Student Services Center. Students not completing the formal withdrawal process will receive failing grades and are responsible for all tuition and fees.

CLASS ATTENDANCE

Students must be registered in classes in order to attend. Students are expected to attend class each time the class meets. Excused student absences may be permitted by the instructor, but all class work must be completed. Students need to make arrangements with instructors for completion of missed work. Certain programs may require attendance and participation in clinicals, practicums, conferences and conventions. Transportation to and from these activities is the responsibility of the student. Absences due to participation in field trips, inter-collegiate games and other trips arranged by the college may be excused with advance notice to the instructor. In such cases the student is still required and responsible to make up the content and assignments missed during the absence as determined by the faculty.

GRADUATION

Degrees, diplomas and certificates are presented at formal commencement ceremonies held each year in June. It is the student's responsibility to request a graduation evaluation to ensure that all requirements are completed. A graduation petition, available from the Student Services Center (fee: \$25), should be completed and submitted by the end of the first week of February.

Transcripts

STUDENT SERVICES CENTER • EXT. 262/259

TRANSCRIPT REQUESTS

An official transcript is a copy of the student's permanent academic record. To obtain or send a transcript, contact the Student Services Center. The following information pertains to transcript requests:

- Transcripts will be released only upon written request (include name, student ID number, period of enrollment, date of birth, signature, payment, and where the transcript is to be sent).
- Transcripts will be withheld for unpaid transcript requests or any other financial obligation to the college.
- Transcripts may be ordered by mail, by fax at (541) 881-2721, or in person at the Student Services Center. The fee for an official transcript is \$3, or \$5 to have it also faxed. There is a \$1 fee for unofficial transcripts. (Visa or MasterCard accepted).
- A signed release is required before any other person may receive a copy of a student's transcript.
- Students may obtain an unofficial advising transcript by accessing their student account on Campus Web.

TRANSFERRING CREDITS TO AND FROM TVCC

The college generally accepts lower division, college-level credit earned at fully accredited colleges and universities. Transfer students should immediately consult with an advisor to see how their credits are accepted and applied. Students wishing to graduate from TVCC must provide official transcripts from all colleges previously attended if they wish those credits to be included. To formally request an evaluation of outside transcripts for graduation, students should contact the Student Services Center as soon as possible and at least two quarters prior to graduation.

Each higher education institution develops policies and procedures related to its transcript. TVCC students who transfer will see their TVCC transcript interpreted according to the policies of their destination institution.

GRADING

Grades used in computing grade point average are:

Grade	Points	Explanation
A	4.0	Outstanding Performance
A-	3.7	Superior
B+	3.3	Excellent
B	3.0	Very Good
B-	2.7	Good
C+	2.3	Better than Satisfactory
C	2.0	Satisfactory
C-	1.7	Unsatisfactory
D	1.0	Low Passing
F	0.0	Below minimum standard, no credit earned
AU	0.0	Audit (No credit earned and instructor permission is required)
I	0.0	Incomplete (No credit is earned and instructor permission is required)
S	0.0	Satisfactory (Pass/fail grading option must be requested)
U	0.0	Unsatisfactory (Pass/fail grading option must be requested)
[D]	0.0	A low grade in brackets is not calculated in the TVCC GPA
R	0.0	Repeat grade. Calculated in the GPA
*	0.0	An asterisk (*) designates a repeat grade and is not calculated in the GPA
NG	0.0	Non-graded
WIP	0.0	Work in Progress (generally indicates current quarter grades)

EXAMPLE OF GRADE POINT AVERAGE CALCULATION

The grade point average is a weighted average of the grades received by students, calculated by dividing the number of grade points earned by the number of credit hours attempted. For example:

Course	Hours	Grade	Grade Points
Psychology 203	3	C	(3x2.0) = 6
Math 111	4	A-	(4x3.7) = 14.8
HPE 120	2	A	(2x4.0) = 8
English 121	3	B+	(3x3.3) = 9.9
Total	12 credits		38.7 grade points

Dividing 38.7 grade points by 12 credits gives a grade point average of 3.23.

ACADEMIC HONORS

The academic standing of all honors students is based on the following grade point averages:

President's List	4.0
Dean's List	3.75-3.99
Honor Roll	3.50-3.74

Quarterly grade point averages are used to determine Academic

honors each term. Twelve or more credits must be earned in graded (4.0 scale) courses numbered above 100.

PASS/FAIL GRADE

Students may enroll in classes on a pass/fail basis by written arrangement with the instructor before the end of the 4th week of the quarter. Forms are available at the Student Service Center. Students earning a "C" grade or higher receive an "S" (satisfactory) grade on their transcripts. Students earning a "C-" grade or lower receive a "U" (unsatisfactory) grade. These grades are not computed in the grade point average.

Students are cautioned against taking courses on a pass/fail basis because transferability of this type of credit is limited. Students should consult with their advisors and with their intended four-year institutions before requesting an S/U grade.

WITHDRAWAL GRADE

A "W" grade indicates that a student has dropped a class. The last day of each quarter to withdraw from classes is specified on the academic calendar and is published in the quarterly schedule. Complete information on withdrawing from a class is available in the Student Services Center.

AUDIT GRADE

No credit is earned for auditing a class and receiving an "AU". Registration as an audit must be completed no later than the fourth week of the quarter, or equivalent period of the summer quarter. Required forms are available from instructors or the Student Services Center. Instructor permission is required. The cost of auditing a class is the same as taking the course for credit.

INCOMPLETE GRADE

The "I" designation indicates that a student has been granted extra time by the instructor to complete required course work. Terms of completion are specified in a contract signed by the instructor. It is the student's responsibility to initiate this contract. All work must be completed by the final day of the next academic quarter, excluding summer quarter. Not all contracts will extend a full additional quarter to complete the coursework; this is solely at the discretion of the instructor. In special circumstances, the deadline for completion may be extended with approval from the instructor and the Dean of Instruction. An "I" grade is changed to an "F" if the terms of the contract are not met within the time specified.

REPEATING A COURSE

Students may repeat any course to improve a grade. Only the credit and



TRANSCRIPTS

Non-Traditional Credit

grade earned in the last attempt are calculated in the GPA. Repeating courses can affect financial aid and VA benefits.

GRADE FORGIVENESS

Low grades (D, F) earned at TVCC may be removed from calculation of the grade point average at TVCC, if the student:

- submits a written appeal to the Dean of Student Services,
- meets the TVCC standard for satisfactory academic progress in the most recent term of enrollment at the college,
- is currently enrolled, and
- two years have passed since the low grades were earned.

Low grades previously earned will be marked in brackets [D] on the transcript but will not be included in grade point calculations. Acceptance of a grade in brackets at any other college or university is determined by that institution. Grade forgiveness can affect VA benefits

STANDARDS OF ACADEMIC PROGRESS POLICY

This policy applies if the student is enrolled for six or more credits and generates a transcript entry. Entries generate at the end of the fourth instructional week during fall, winter, and spring quarters, or after the equivalent time period during summer quarter.

- **Academic Alert:** Earning a GPA below 2.0 for one quarter places a student on Academic Alert status. The student should meet with a faculty advisor or an academic advisor in Student Services to develop an academic success plan.
- **Academic Probation:** Earning a GPA below 2.0 for a second consecutive quarter places a student on Academic Probation. The student will be required to meet with an advisor to develop an academic success plan.
- **Academic Dismissal:** Earning a GPA below 2.0 while on probation places a student on academic dismissal status. Completing less than 50% of the enrollment status for three consecutive terms will also result in academic dismissal. Students are generally dismissed for one academic year unless they appeal the decision to the Dean of Student Services. Students on academic alert or probation, who meet all standards of academic progress in a subsequent quarter taking at least 6 credits will be removed from academic alert or probation and placed in good standing.

Students who enroll must Complete:

- Full-time Must complete: 12 credits (12 or more credits)
- 3/4 time Must complete: 9 credits (9 to 11 credits)
- 1/2 time Must complete: 6 credits (6 to 8 credits)
- Less than 6 credits ALL credits attempted

Appeal for Readmission: Students dismissed for academic reasons may petition the Dean of Student Services for readmission. Readmitted students are placed on academic probation.

NOTE: A student who has also been placed on financial aid suspension must submit a financial aid suspension appeal in order to have their eligibility for financial aid reinstated. See page 14 for information about the financial aid suspension appeal process.

NON-TRADITIONAL CREDIT

The College encourages flexibility, innovation and independent study in the educational process. Nontraditional credit programs allow students to earn credit outside the classroom setting. The following programs are accepted at TVCC. Check with an advisor or the Student Services Center for additional information.

CREDIT BY CHALLENGING A COURSE

Challenge credit is earned by demonstrating proficiency in course requirements. Students who wish to challenge a class should submit a written request form, available at the Student Services Center, to the appropriate department chair to determine if a challenge exam is allowed. Not every class is subject to challenge. The method of demonstrating proficiency, usually a comprehensive exam, is determined by the appropriate department.

The following guidelines apply to challenge exams:

- The student must be currently enrolled at TVCC.
- Challenge exams may not be repeated.
- Challenge credit is not granted if credit has been earned for a more advanced course.
- A maximum of 12 challenge credits may be earned in a specific subject area.
- A maximum of 24 credits of challenge work may be applied to a TVCC certificate.
- A maximum of 45 challenge credits can be applied to a TVCC degree.
- Challenge credit is normally assigned an "S" (satisfactory grade) and will not affect the GPA. No academic record is kept for unsuccessful challenge exams.
- Challenge credit will not affect a financial aid award.
- Students must register with instructor permission and pay a \$15 fee before taking the challenge exam. In addition, a \$10 fee is charged for each credit awarded.

COLLEGE-LEVEL EXAMINATION PROGRAM (CLEP)

Students may earn credit by demonstrating competency in a broad subject area or a specific course through a nationally standardized exam. TVCC is a national testing center for CLEP Exams. Credits earned through CLEP exams are generally accepted in colleges and universities throughout



the country, but students should check with their receiving institutions to verify acceptance.

Two types of examination will be offered through CLEP: general examinations and subject area examinations. General examinations measure learning in broad areas such as science, humanities, or math. The subject area examinations are designed to test achievement in specific college subjects. Credit is awarded according to the following guidelines:

- Examinations are each 90 minutes and the cost is \$72.00 per exam.
- CLEP score must be at the 50th percentile or above in either general or subject area examinations.
- A maximum of 12 CLEP credits may be earned in a specific subject area.
- A maximum of 45 CLEP credits may be applied toward an associate degree at TVCC.
- Credit at TVCC is NOT awarded for the CLEP English Composition exam with no writing component.
- CLEP does not affect your financial aid award.
- CLEP credit is not allowed if credit has been received for a more advanced class.
- CLEP exams may not be repeated for credit.
- CLEP credit is not graded and will not affect the GPA.
- A student must earn credit at TVCC before CLEP credit is awarded.

Following are all of the CLEP exams and the score needed to earn credit at TVCC. Exams that earn elective credit should not be taken by students enrolled at TVCC. The elective credit is awarded because it appears on transcripts from other institutions. Please remember that **this chart reflects credit awards at TVCC only**. Other institutions will accept credit according to the policy at that institution.

EXAM	TYPE	SCORE/CREDITS	ACCEPTED AS:
<u>Composition and Literature</u>			
Ana. & Int. Literature	Subject		Not Accepted
Eng. Literature	General		Not accepted
Eng. Comp.	Subject		Not accepted
Com, Fr. Col.	General		Not accepted
Eng. Com. w/Ess.	Subject	50/6	WR 121, 122
<u>Foreign Languages</u>			
French 1st Yr	Subject	50/9	Elective credit
French 2nd Yr	Subject	59/9	Max. 12 credits
German 1st Yr	Subject	50/9	Elective credit
German 2nd Yr	Subject	60/9	Max. 12 credits
Spanish 1st Yr	Subject	50/12	SPAN 101, 102, 103
Spanish 2nd Yr	Subject	63/12	SPAN, 201, 202, 203
<u>Social Sciences and History</u>			
Am. Gov.	Subject	50/6	POSC 201, 202
Ed. Psych.	Subject		Not Accepted
US Hist <1877	Subject	50/3	HIST 201
US Hist >1877	Subject	50/6	HIST 202, 203



Hum. Grth/Dev.	Subject	50/3	PSYC 235
Humanities	General		Not Accepted
MacroEconomics	Subject	50/3	Course eq.
MicroEconomics	Subject	50/3	Course eq.
Psych. Intro.	Subject	50/9	PSYC201, 202, 203
Soc. Intro.	Subject	50/9	SOC 204, 205, 206
Soc. Sci./Hist.	General		Not Accepted
West. Civilizations. <1648	Subject	50/3	HIST 101
West. Civilizations <1648	Subject	50/3	HIST 102, 103

Science and Mathematics

Col. Algebra	Subject	50/4	MATH 111
Algebra, Trig.	Subject		Not accepted
Biology	Subject	50/15	BIOL211, 212, 213
Calculus	Subject		Not accepted
Chemistry	Subject	50/15	CHEM221, 222, 223
College Math.	General		Not accepted
Natural Sci.	General		Not Accepted
Pre-Calculus	General	50/4	MATH 113

Business

Acctg., Principles	Subject	50/9	Course eq.
Business Law	Subject	50/3	Course eq.
Info. Sys./Comp.	Subject	50/4	Course eq.
Mgmt., Principles of	Subject	50/3	Course eq.
Mktg., Principles of	Subject	50/3	Course eq.

*The American Council on Education recommends that the minimum score for awarding credit be the mean score of students who earned a grade of "C" in the applicable course. For more information regarding CLEP examinations, call ext. 419.

COLLEGE BOARD ADVANCED PLACEMENT (AP)

The College Entrance Examination Board Advanced Placement Program allows high school students to earn college credit for high school work. Students usually take a high school honors course to prepare for the national AP exams each May. Advanced placement exams are offered in a number of academic disciplines. Credit for these exams is granted under the following conditions:

- A maximum of 12 AP credits may be earned in a specific subject area.
- A maximum of 24 AP credits may be applied toward a TVCC certificate.
- A maximum of 45 AP credits may be applied toward a TVCC degree.
- AP credit is awarded as recommended by the American Council of Education (ACE) guidelines.
- AP credit is not graded and will not affect the GPA.
- A student must earn credit at TVCC before AP credit will be awarded.
- For additional information, contact the Registrar's office at ext. 235.

CREDIT FOR MILITARY EXPERIENCE

Credit for military experience at TVCC is awarded according to the following guidelines:

- Military credit is awarded as recommended by the American Council of Education (ACE) guidelines.
- A maximum of 12 credits for military experience may be earned in a specific subject area.
- A maximum of 24 credits for military experience may be applied toward a TVCC certificate.
- A maximum of 45 credits for military experience may be applied toward a TVCC degree.
- Military credit is not graded and will not affect the GPA.
- Military exams may not be repeated for additional credit.
- Military credit is often not applicable to an academic transfer degree.
- A student must be enrolled at TVCC before military credit will be awarded.
- For additional information, contact the Registrar's office at ext. 235.

DISTANCE EDUCATION

Web-Based Classes

Distance Education "TVCC @ A DISTANCE"

Distance education is a method for delivering classes to students who are separated from an instructor by time and/or place. Distance education is a convenient option for all students and particularly benefits those whose work or life schedules prevent them from regularly attending classes on campus, who live outside commuting distance, or are home bound.

WEB-BASED CLASSES AND DEGREE PROGRAMS

Online education makes it possible to attend class at any time of day, in any place students choose as long as they are connected to the World Wide Web. Because students communicate with their class online, they can complete most classes for an AAOT transfer degree without setting foot in a classroom, with the exception of a few on-campus science and speech lab meetings, scheduled to meet the needs of distant students. Alternatives to the on-campus labs may be possible with instructor permission. A variety of degree and certificate programs are available or currently being developed for online delivery.

Students who have the best success in Web-based classes are self-regulated learners with good time management skills.

In order to provide committed on-line student services support for distant learners the college provides students the opportunity to:

- Apply to TVCC and register for classes electronically, eliminating the need to take time from busy schedules to come to campus.
- Purchase textbooks and supplies via telephone at ext. 269 and have them shipped directly. Shipping and a small handling fee will be added to the cost of the order.
- Utilize the college's password protected electronic library services system, providing quality resources, independent of time and place.
- Speak with an admissions or student services advisor via telephone, or contact by email, to discuss educational planning and academic issues.
- Access limited technical assistance at ext. 219 during regular business hours to support students who have difficulty logging into online courses.

Technical requirements for online courses include:

- A computer running a compatible Web browser
- Connection to the Internet
- Virus protection software (updated regularly)



Registered for Your First Web class ?

Follow these steps to a successful start.

- 1** Check with the bookstore for textbook information. Order the books you need and arrange for shipping if you can't get to campus. You can call them at 541-881-8822 ext. 269.
- 2** Activate your TVCC student email if this is your first term at the college, or if you have been away for more than one term. Setup instructions can be found at www.tvcc.cc/email/email-login.
- 3** Self-enroll in the online Blackboard tutorial to make sure you and your computer are ready for class. Instructions for enrolling will be sent via your TVCC student email account.
- 4** Attend a "New Online Student" orientation if this is your first web class. Check your TVCC student email for details. The orientation is offered online and on-campus (Caldwell/Ontario) at the beginning of each term.
- 5** Log into Blackboard the first day of class. <http://bb.tvcc.cc>. Verify that each of your web-based courses appear on the right side of your screen.

NEED HELP?

The TVCC Help Desk can be reached at 541-881-8822 ext. 369 or help-desk@tvcc.cc

Some online courses have additional technical or software requirements. Students should consult the class schedule of the course they are considering. Minimum technical requirements are subject to change. Current information about technical requirements is available at: http://www.tvcc.cc/Distance_Ed/tech.

Classes are available to enrolled students approximately three days prior to the beginning of a term. This is to allow for student technical assistance prior to the first day of class by TVCC Help Desk assistants.

SMART CLASSROOM

Interactive video conferencing classes (IPV) - A variety of classes, primarily originating with faculty on the Ontario Campus, are delivered to Caldwell and local area high school video conferencing sites in real time. Students interact with faculty and fellow students via two-way video and audio communication.

Student Rights and Responsibilities

The Associated Students of Treasure Valley Community College have prepared a document outlining student rights and responsibilities. The document is available at <http://studentlife.tvcc.cc/rights.htm>.

STUDENT EDUCATIONAL RECORDS

STUDENT RIGHT TO PRIVACY (FERPA)

TVCC abides by the Family Education Rights and Privacy Act of 1974 (Pell - Buckley Amendment). This act was designated to protect the privacy of education records. It also establishes the right of students to inspect their educational records and provides guidelines for correcting inaccurate or misleading data. The policy is available in the Student Services Center.

The College reserves the right to withhold transcripts from students who are in debt to the institution. Students have the right to discuss the matter with a representative empowered to resolve such disputes.

PARENTAL ACCESS TO EDUCATION RECORDS

Educational records may be released to parents under the following circumstances: (1) through written consent of the student, and/or (2) in compliance with a subpoena.

STUDENT DIRECTORY INFORMATION

The College considers the following to be public information and will release it upon request without the student's written permission ORS 341.290 and OAR 581-041- 0480.

- Name
- Hometown
- Enrollment status (full or part-time)
- Major field of study
- Dates of enrollment
- Degree(s) earned and honors posted and received
- Participation in recognized activities and sports
- Weight and height of members of athletic teams
- For military purposes only, age and address

Note: Students who do not wish the information listed above to be released by the college must submit a signed statement each term requesting that this information be withheld. Once such a request is received from a student, it will be honored until a written statement directing otherwise is received. Contact the Student Services Center for the necessary form and additional information.

Student Resources

ACADEMIC ADVISING

STUDENT SERVICES CENTER • EXT. 419/200

Students are assigned an advisor in their program of study. New or prospective students should contact the Student Service Center for assistance with scheduling classes or beginning their educational planning.

BOOKSTORE

STUDENT SERVICES CENTER • EXT. 269

Students can find all required texts and class materials at the bookstore at a competitive price. Items such as campus pride products, pens, paper, batteries, art supplies, backpacks, computer discs, electronic products, postage stamps, greeting cards, gifts, candy, and gum are available.

Students at the Caldwell Center have the option of coming to Ontario to buy their books, or buying them in Caldwell. Harney County students may order their books by phone and will receive them in the mail.

The bookstore also provides a text buyback service (available at both Ontario and Caldwell campuses). More information on the buyback program and other services is available at www.tvcc.cc/bookstore. The Bookstore is open from 9 a.m. to 5 p.m. Monday through Friday with extended hours during the first week of the registration.

BOOK RETURNS

Textbook publishers have strict return policies which effect the bookstore's return policy shown below.

All textbook sales are final unless each of the following conditions are met. There is only one exception to this policy: If a student drops a class within the first two weeks of class and has purchased a textbook, a full refund will be given only if the books have no names or marks in them, and are accompanied by the cash register receipt, PLUS an "Add & Drop" slip. All sales of workbooks, study aids, lab manuals, consumable books and key notes are final. Any defective book will be replaced free of charge. Students should return the book as soon as possible.

USED BOOK POLICY

The bookstore will pay up to 50% of the purchase price for used books that are current. Buyback occurs 9 a.m. to 4 p.m. Tuesday through Friday during finals week of each term. Books no longer in use may be purchased at the same time by a used book company. Prices paid will vary.

COOPERATIVE WORK EXPERIENCE

ALBERTSON TRAINING CENTER • EXT. 322

Cooperative Work Experience (CWE) enables students to put into practice the skills that they learn in the classroom. This "hands-on" experience improves skills and creates new and exciting employment opportunities.

Students work in positions that apply to their chosen career fields. Assistance is available through the CWE department to find an appropriate



STUDENT RESOURCES

Counseling Services

work site. Types of work experience include job shadowing, mentoring, internships, paid work experience, and non-paid work experience. Students may earn up to twelve CWE credits toward their degree. For each credit earned, they must document 36 hours at the job site. Contact an advisor and the CWE Coordinator for information.

ACADEMIC COUNSELING SERVICES

STUDENT SERVICES CENTER • EXT. 419/200

The College provides counseling services to assist in academic planning, offering individual help with program and course planning, career decision making, and personal adjustment to college life.

COUNSELING AND DISABILITY SERVICES

BARBER HALL • EXT. 234

TVCC supports students with disabilities through a barrier-free campus. Accommodation services provided by the college include in-class and academic services, advising, resource/referral information, adaptive equipment, and assistive technology. Students with disabilities should contact the DS office before the beginning of the quarter in order to receive appropriate accommodations in a timely manner. Disability services are available to permanently and temporarily disabled students in all programs and locations. Disability Services may be accessed at ext. 234 or TDD: (541)881-2723. Ontario bus transportation is available (881-0000), and can transport wheelchairs. TVCC provides disabled parking areas.

The “Students with Disabilities Handbook” is available in the Student Services Center or through the disability services link at http://www.tvcc.cc/Disability_Services

Career counseling includes assessment using Discover, a computer-based career information resource. It provides an in-depth assessment of a student’s interests, abilities, and values. This system provides detailed information on more than 500 job titles, educational institutions and programs, financial aid, and military training.

FOOD AND HOUSING

WEESE BUILDING • EXT. 278

The Chukar Grill serves a variety of meals and entrees seven days a week. It is open to the community as well as resident students. In addition, the Barber Bistro serves “light fare and lattes” until early afternoons five days a week, making the Bistro a favorite place for students to gather.

The College also offers affordable and convenient living on campus. The Residence Life Program is central to the College mission of providing the best comprehensive educational experience. Students living in the residence hall are within close walking distance to classrooms, the library, faculty offices, recreational facilities, and the Weese building. Residents purchase a meal plan so they do not have to prepare their own meals or shop for food. The residence hall has an on-site laundry facility, and convenient access to a fitness center and athletic complex.

Living and participating in the residence hall environment can have a positive effect upon self-image. Residence hall experiences can enhance self-confidence, self-esteem, and self-reliance. Students will learn to become independent and enjoy living within a thriving learning community.

- A completed application, signed contract, and deposit are required to reserve a room in the residence hall. More information is available online at www.tvcc.cc or by contacting the Residence Life Office at ext. 278.
- Housing applications and contracts are available at the Residence Life Office, Student Services Center, Student Activities Office, and online.

- Forfeiture of the deposit results from damage or failure to follow proper check out procedures.
- The housing deposit may be applied to other charges owed to the college.
- Additional charges will be assessed if the room deposit is insufficient to pay for assessed charges.
- All students living in the residence hall are required to purchase a meal plan. Descriptions of the meal plans and prices can be found online at www.tvcc.cc.
- A meal plan may be purchased by students not living in the residence hall.

RESIDENCE HALL REFUND RATES

Formal withdrawal from the residence hall by the deadlines shown is required to qualify for a refund. In all cases, there is a cancellation fee and the deposit is non-refundable.

- 100% refund before the first day of class
- 90% refund after the first day of class
- 50% refund after the seventh day of class
- 25% refund after the sixteenth day of class
- No refund after the thirtieth day of class

GED TESTING

STUDENT SERVICES CENTER • EXT. 417/200

TVCC is an official testing center for the General Educational Development Testing Program (GED). This test provides the opportunity for adults who have not graduated from high school to obtain a High School Equivalency Certificate. Tests may be arranged through the Student Service Center.

INTERNATIONAL STUDENT SERVICES

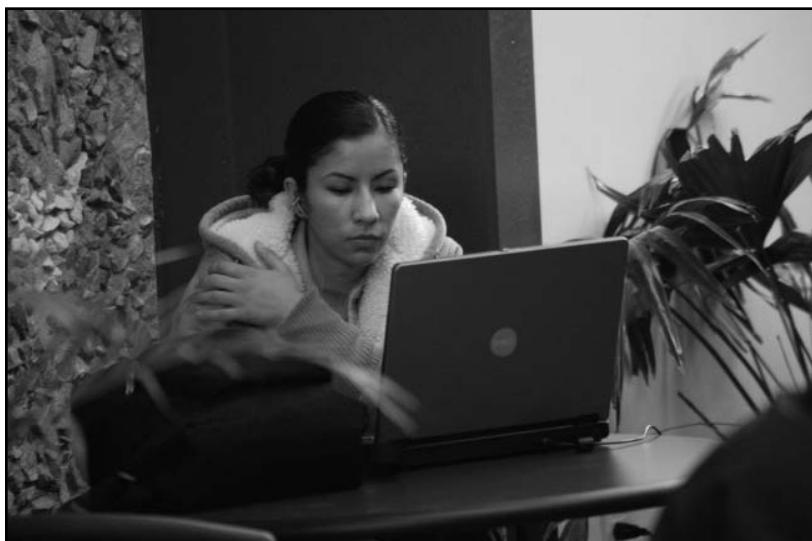
STUDENT SERVICES CENTER • EXT. 281

The International Student Services Office provides assistance in all matters of concern to international students. This includes admissions, academic advising, immigration advising, and help adjusting to living in a new cultural environment. Information is available at ext. 281 and in the admissions section of this catalog.

LIBRARY

WEESE BUILDING • EXT. 248

The TVCC Library, located on the second floor of the Weese Building, maintains a collection of books, periodicals, newspapers, videos, compact discs, videotaped courses, and microfiches. Also in the library is a student computer lab, with access to word processing, the Internet, full-text periodical databases, and the campus network.



The library staff supports the curriculum, provides instruction and assistance to students, aids the professional development of the College staff, and serves the cultural and recreational interests of area citizens. The public is welcome. Whenever possible, the TVCC Library serves as a backup resource for other libraries and their patrons. Requests for materials not owned by the library will be made through an international computerized inter-library loan system.

The TVCC library is a member of the Sage Library System, a combined catalog of 76 school, public and academic libraries in 10 eastern Oregon counties. This consortium has a state-of-the-art automation system that allows patrons of each library to search the holdings of the others simultaneously. Patrons may request their own material from other consortium members. Requested materials from consortium partners can be acquired quickly and easily.

Library patrons have access to GALE and SIRS, full text databases for quick and easy research. Mini classes are held four times per week to provide instruction for use of the Sage System, Gale, and SIRS. These databases may be accessed from computers anywhere on campus or from home.

The library currently houses about 33,000 books and 125 periodicals, including college catalogs and information materials from other higher education institutions. Patrons also have access to a copy machine, computers, printers, video cassette players, and a microfiche reader/printer. The library is devoted to the successful pursuit of learning and suggestions for improvement, including purchasing requests, are always welcome.

PARKING

Free parking is available for students and visitors in designated campus locations. Tickets will be issued to anyone parking in restricted areas. ADA designated parking is available.

TESTING CENTER

STUDENT SERVICES CENTER • EXT. 417/200

The Testing Center offers testing at regularly scheduled hours, for distance delivery courses, the COMPASS placement exam, CLEP testing, and contracted testing for industry. Information about testing center hours and policies can be found online at <http://www.tvcc.cc/Testing>.

TUTORING

Tutoring is available in a variety of subjects. TVCC operates math and writing labs and provides individual tutoring. If students need academic assistance, they should check first with their instructor and then with the Advising office at ext. 234.

Student Life

WEESE BUILDING • EXT. 243

ASSOCIATED STUDENT GOVERNMENT

WEESE BUILDING • EXT. 243

The Associated Student Government represents students to the TVCC administration. ASG officers participate on various governance committees, work with special projects, and address student needs on campus. In addition to helping set campus policies, ASG manages funds for campus activities and programs, and assists with the development of student leadership. Information is available by calling the Student Programs Office.

ATHLETICS

GYM • EXT. 274/276

Athletics are an important part of the college experience. Students are invited to try out for any of the athletic teams. The College is dedicated



to providing an equitable balance of athletic opportunities for both men and women. Intercollegiate opportunities for women include: soccer, volleyball, cross-country, basketball, tennis, track, golf, softball, and rodeo. Men may participate in soccer, cross-country, basketball, baseball, tennis, track, golf, and rodeo.

TVCC is a member of the Northwest Athletic Association of Community Colleges (NWAACC) and subject to its rules of eligibility. The TVCC Chukars compete against teams from Oregon and Washington. Highly successful teams and individuals earn the right to compete regionally and sometimes nationally.

CLUBS/ORGANIZATIONS

WEESE BUILDING • EXT. 243

Clubs and organizations exist as an opportunity for students to participate in an environment of fellowship, leadership, and service within a group of their peers. There are many clubs and organizations at the College including Phi Theta Kappa Honor Society, Agricultural Ambassadors, Entrepreneurship Club, Campus Christian Fellowship, Student Education Association, Latter Day Saints Student Association, and the Outdoor Club.

MUSIC

PERFORMING ARTS CENTER • EXT. 367

The Music Program at TVCC makes available to students many performing groups in vocal and instrumental music. Recognized for superior quality, the TVCC Concert Choir, Vocal Jazz Ensemble, Treasure Valley Chorale, Prime Time Jazz Band, Treasure Valley Symphony, Brass Choir, and Treasure Valley Community Band perform regularly, and one or more groups tour annually in the U.S. or abroad.

PHI THETA KAPPA

BARBER HALL • EXT. 313

Phi Theta Kappa is the national honor society for junior and community colleges. TVCC's chapter, Omicron Phi, recognizes and promotes academic excellence. Membership is open to men and women who possess the recognized qualities of citizenship and scholarship. Omicron Phi is an active organization and has received regional awards at the PTK regional conference for their achievements.

RODEO

VO-TECH BUILDING • EXT. 305

The College has an active rodeo program which includes both instruction and practice using livestock. The program is co-educational with opportunities to learn and/or sharpen skills in both timed and rough-stock events, with qualified coaches in both areas. Intercollegiate rodeo competition is part of the program, with the college team participating in 10 to 12 NIRA



(National Intercollegiate Rodeo Association) sanctioned rodeos per year. TVCC is a member of the Northwest Region, National Intercollegiate Rodeo Association and is subject to its rules regarding eligibility and academic standing. The college Rodeo Club sponsors an official NIRA rodeo in the community each year. The Rodeo Club is open to anyone who wishes to promote the sport of rodeo.

STUDENT ACTIVITIES AND EVENTS

WEESE BUILDING • EXT. 243

The Student Activities Board is responsible for providing a comprehensive program of student initiated activities and events designed to meet the cultural, educational, social, and recreational needs of students. During the year, students will have the opportunity to attend educational lectures, concerts, comedy shows, special events, recreational activities, and intramurals.

THEATRE ARTS

PERFORMING ARTS CENTER • EXT. 367

The Theatre Arts Program presents at least three productions each year. The productions include a musical as well as popular comedies and dramas. Anyone may appear in or work on productions presented by the college, and no experience is necessary. It is not necessary to enroll in theatre arts classes to participate, but credit may be earned for participating in productions. The Theater Arts Program also participates in the annual excursion to the Oregon Shakespeare Festival.

Adult Education

OREGON TRAIL BUILDING • EXT. 265

The Adult Education Department provides services and courses tailored to meet the needs of students who need to prepare for college-level coursework, adults who have not completed high school, community members interested in improving English language skills, and adults seeking to improve employability. The Adult Education Department consists of College Preparation, General Education Development (GED; in English and Spanish), English for Speakers of other Languages (ESL).

CLASS SITES

All Adult Education programs are offered on the Ontario campus. College Prep is also offered at the Caldwell Center, and adult basic skills development, GED and ESL are offered at outreach sites at Nyssa and Burns. ESL/Family literacy evening classes are currently offered at Vale Elementary School and Annex Elementary during the winter quarter. See the college quarterly schedule for classes and times.

LEARNING CENTER AND COMPUTER LAB

The Learning Center is located in the Oregon Trail Building on the Ontario campus. The Learning Center has scheduled hours for individual study. A computer lab is open to all students in the Adult Education Department thirty-three hours per week. Projects requiring computer use are assigned in all classes and special computer programs are available to help students with the English language, GED, math, writing, reading and computer skills. In addition students may enroll in an individualized computer comfort class which gives students practice in such basic computer skills as creating, saving, revising a document and basic keyboarding.

STUDENT ORIENTATIONS

EXT. 265

All new students who take classes through the Adult Education department, with the exception of College Prep, attend an initial orientation, and all students must register for classes. Orientation includes an overview of classes, testing to determine academic level, and identification of any special needs or goals. From this assessment, students are placed into appropriate classes. Those who need special tutoring are referred to the tutor coordinator.

Orientation sessions for prospective students in the GED and Adult Basic Education programs are held twice a quarter, and orientation for prospective ESL students is held once a month. Times and places can be found by calling ext. 265 or in the quarterly schedule.

COLLEGE PREP. (TUITION-BASED CLASSES)

EXT. 267

College Prep courses in reading, math and writing prepare students to enter college-level academic and professional-technical programs. Classes include READ 11, READ 12, MATH 10, MATH 20, and WR 40. See specific course descriptions for more detail. Students place into these classes through the college placement exam. College Prep students may access the Learning Center during open hours for additional assistance, including use of the computer lab for assignments or skill practice and access to teacher arranged open/guided study.

ADULT BASIC SKILLS/GED PREP. (FREE)

EXT. 430

This program provides classes for adults with a variety of goals. Students may wish to improve reading, improve employment opportunities, learn basic computer skills, prepare for entrance into academic and/or professional technical programs, or pursue personal growth by upgrading their basic skills.

Adults who have not received a high school diploma may enroll in the General Education Development (GED) program. This program is designed to prepare students to pass the GED test, which is composed of five subject areas: reading, writing, mathematics, science, and social studies. Students must be at least 16 years of age to enroll in the program, and students under the age of 18 need special permission from their parents and/or educational facilities.

Students working on their GED on the Ontario campus are assigned to 5-week long group classes based on needs and skill levels. The same students are also assigned times to work in the Learning Center for individualized study, either during daytime hours or two evenings per week. See quarterly college schedules for information on classes at Nyssa and Burns.

GED IN SPANISH (FREE)

EXT. 265

This program is for students whose first language is Spanish and who have not completed high school, or who want a valid U.S. GED to enter the

workforce. Instruction is available in Spanish for GED preparation and for pre-GED literacy in the five areas of reading, writing, math, science, and social science. There is an orientation in Spanish each month; call ext. 316 or 265 for a reservation. Special tutors and materials are also available to help students pass the written driver's test in Spanish.

GED EN ESPAÑOL (GRATIS)

EXT. 265

Este programa es para estudiantes que tienen español como su lengua madre y no han terminado la secundaria o los que quieren un GED valido en los estados unidos para el empleo. Hay instrucción en español para la preparación de GED en las cinco materiales de literatura, escritura, matemáticas, ciencias, y ciencias sociales. Hay una orientación cada mes, llame a (541) 881-8822 ext.316 or 265, para reservar su lugar. También hay tutores y materias para el examen de manejar disponible.

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (FREE)

EXT. 316

This program assists adults who speak a language other than English to acquire skills in reading and speaking English. Although other language groups are represented, Spanish-speakers compose more than 90% of the ESL classes. Bilingual Spanish/English speaking staff are available for Spanish speakers. Resource people from the community are available for non-Spanish speaking English language learners.

In order to meet the work and family schedules of ESL students, classes are offered mornings and evenings. The morning class is typically multi-level. The evening classes, which are larger, are divided into beginning and advanced levels. Students typically attend two, 3-hour classes per week. Additional classes are offered during the winter months when more students are available to attend.

PREPARATION FOR AMERICAN CITIZENSHIP (FREE)

EXT. 265

American citizenship classes are offered in English. The most current version of the citizenship questions is used and classes have been adjusted to reflect new emphases in the citizenship exam. Individuals who meet the age requirement are eligible to take the citizenship interview in their native language. A tutor and materials are available to help students study for the citizenship exam in Spanish.

Serving the Community

In keeping with the College mission of providing quality life-long learning opportunities and responding to the needs and interests of its communities, the College offers the following programs:

Community Education

STUDENT SERVICES CENTER • EXT. 407/281/358

Community Education offers classes and programs that cover the complete spectrum of interests, including academic, cultural, business related, arts, crafts, physical fitness, health, parenting, technology, computers, basic office skills and computing, and personal growth and development classes in both traditional and non-traditional settings. Classes are designed primarily for the adult population, but open to everyone 16 years or older, and are offered at various times, locations, and frequency throughout the year.

Courses are usually offered in one to three hour class increments conduct-



ed over a specific period of time. Most courses will not be graded nor will the student receive formal college credit for taking these courses. College credit and/or professional continuing education credit can be obtained for specific courses, if the respective courses meet certain educational prerequisites. Community Education courses are offered at TVCC's main campus and other locations including Nyssa, Burns, and Lakeview.

Scheduled classes and course offerings are announced in a quarterly brochure. Students can register for courses through the mail, by telephone using a credit card to secure payment, or in person at the Community Education Office or Off-Campus Centers. Registration can also be done online at www.tvcc.cc/del.

Continuing Education

STUDENT SERVICES CENTER • EXT. 281/358

Continuing Education provides a comprehensive program to meet the needs of both traditional and non-traditional students. Adults of all ages, who have never attended college or who already have degrees, can choose specific courses to meet their educational needs. Continuing Education offers some credit courses, which can lead toward the completion of a degree, certificate, license, or apprenticeship. Designed for the adult population, the Continuing Education program serves community members by providing:

- Flexible scheduling and affordable classes and courses, which are offered in innovative, formats at convenient times and locations.
- Weekend, evening, and open entry/open exit classes, which meet the needs of students with employment and family responsibilities.
- Occupational, supplemental, or professional development courses in:
 - Computer Networking and/or certification
 - Electrical Apprenticeship
 - Pesticide Related licensing
 - Real Estate Pre-license
 - EMT-Basic & Intermediate

Full and short term courses, workshops, seminars, and trainings.

Serving Business and Industry

The college supports economic development by providing services to businesses, including business advising, workshops and classes to enhance the skills of business owners and employees, and customized training to meet specific employer skill needs.

SERVING BUSINESS

The BizCenter

The BizCenter ALBERTSON BUILDING • EXT. 356

The TVCC BizCenter (part of the Oregon Small Business Development Center Network) offers complete, one-stop business assistance and advising services to new and existing businesses in eastern Oregon and western Idaho. The following are the primary services offered through the BizCenter.

BUSINESS ADVISING

The BizCenter employs a professional and knowledgeable team of advisors who can help business owners set and reach their goals. Advisors offer free, confidential, one-on-one business advising services to clients. Advisors provide in-depth assistance on a variety of topics, including how-to-start, business planning, financial management, loan packaging, marketing and more.

TRAINING

Throughout the year, the BizCenter offers a wide variety of workshops designed to enhance the skills and knowledge of business owners and employees. Topics can include sales and marketing, human resources, financial management, QuickBooks, and more.

Reasonably priced classes are offered throughout the day and evening as well as on-line, 24/7. In addition to regular class offerings, the BizCenter offers several specialized curricula.

ED2GO—Powerful Employee Development Tool For Busy People. ED2GO is the BizCenter's on-line provider of over 300 instructor-facilitated, on-line courses. The Ed2Go curriculum offers convenient, affordable and accessible employee and personal training programs. Courses are comprehensive and self-contained. Expert instructors interact with students during the 6 weeks of instruction, and students have 24 hour access.

Oregon Construction Contractors Board (CCB) Certified Curriculum and CCB License Application Assistance. The BizCenter offers a CCB-approved 16-hour training program through a self-paced, instructor-supported, interactive CD curriculum. In addition, the BizCenter offers comprehensive CCB license application and business advisory assistance as part of this curriculum package. Oregon law requires anyone who works for compensation in any construction activity involving improvements to real property to be licensed with the Oregon Construction Contractors Board (CCB). Completing the required training and passing the state test must be done before a license can be obtained. The training covers business practices and laws that relate to construction contractors (these are not trade related classes). The purpose of the training is to help individuals understand laws and business practices for a contracting business in Oregon, and prepare individuals to pass the test for a CCB license. To find out more about business services, to schedule an individualized business advisory appointment or to find out about affordable workshops and to get added to the BizCenter Monthly ENews, highlighting upcoming workshops and relevant business articles. For more information contact the BizCenter at ext. 356 or online at bizcenter@tvcc.cc.

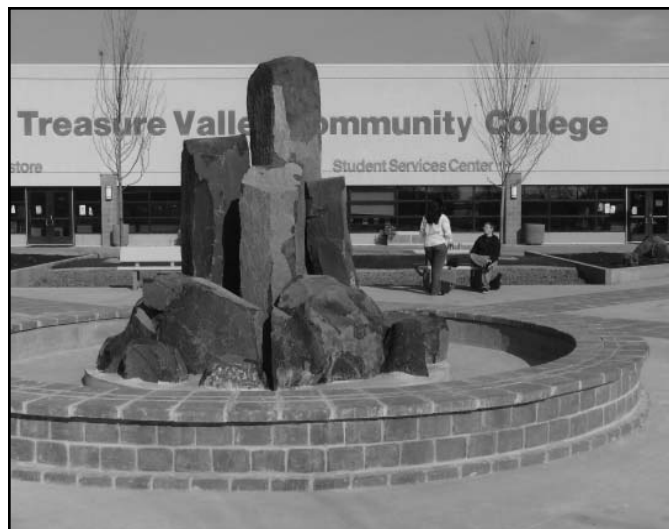
CUSTOMIZED TRAINING STUDENT SERVICES CENTER • EXT. 281/358

An experienced, responsive staff are available to assist employers who have specific training needs. The staff will work in a timely manner with the employer to develop a customized training package that can be delivered on-site or at TVCC or other appropriate facilities. TVCC facilities include large classrooms, a 20-station computer lab and industrial shop area.

Virtually any training is possible, depending on the unique needs of the

employer. Training programs are typically short-term and competency-based. Examples of training include computer skills, customer service, management and supervisory skills, occupational Spanish, strategic planning, project management, meeting facilitation, organizational team building, production system improvement, welding, lean manufacturing, CAD, CPR/First aid and OSHA safety training.

For information or assistance with customized training, employers are encouraged to call Customized Training at ext. 358.



Faculty and Staff



FACULTY AND STAFF

A to H

BOARD OF DIRECTORS

Peter Lawson	Chair
Cheryl Cruson	Director
John Forsyth	Director
Ryan Gentry	Director
Jed Meyers	Director
Mary Ann Standage	Director
Scott Wilson	Director

ADMINISTRATION

Randy R. Griffin - Acting President/Dean of Administrative Services
A.S., Treasure Valley Community College; B.S., Eastern Oregon University
Susan Tinker - Interim Dean of Instruction
B.S., M.Ed, University of Washington
Eric Ellis - Dean of Student Services
B.A., College of Idaho; M.A., Pepperdine University

FACULTY AND STAFF

Janell Abston - Custodial Operations Coordinator
Pamela Adams - SRCI ABSD Instructor; B.A., Genesco; M.Ed., University of Idaho
Jennifer Ainsworth - DEL Secretary
Edward Alves - SRCI Director of Correctional Education; B.S., Arizona State University; M.A., University of Phoenix
Dawnita Anderson - Accounting Clerk All Accounts
Kathy Anderson - Physical Plant Custodian
Marsha Armstrong - Nursing Instructor; A.S., Southern Oregon University, M.N., Oregon Health Sciences University
Robert Armstrong - Music Instructor; B.A., University of Alaska; M.A., Washington State University
Ed Aronson - Director of Athletics; B.S., Boise State University
Don Asay - Business Instructor; B.A., Brigham Young University; J.D., University of Utah
Janet Asay - English Instructor; A.A., Grossmont College, B.A., M.A., California State University
Bernie Babcock - Director of Physical Plant/Campus Security; A.A., Treasure Valley Community College; B.S., Eastern Oregon University
Lauri Babcock - SRCI Education Diagnostician; A.A., Treasure Valley Community College; B.S., Eastern Oregon University; M.A., Liberty University
Robin Bagent - Instructional Designer; B.S., M.D.E., M.B.A., University of Maryland
Daisy Balluf - Student Service Center Representative
Kent Banner - Business Instructor; B.A., Brigham Young University; M.B.A., Portland State University
Theresa Basford - Grant Coordinator; A.A.S., A.A., Treasure Valley Community College; B.S., Eastern Oregon University; M.S., Capella University
Rick Baumann - Athletics instructor; B.S., Idaho State University; M.S., Boise State University
Candace Bell - Caldwell Center Office Assistant
Darin Bell - Accounting Assistant; B.S., Brigham Young University - Hawaii; M.B.A., Eastern Oregon University
Kathy Bell - Physical Education Instructor; B.S., Eastern Montana College; M.S., United States Sports Academy
Katie Bennett - Theater Director; B.A., University of California at Berkeley; M.A., University of South Carolina
Suzanne Bergam - Financial Aid Advisor
Mike Bishop - SRCI Construction Technician Program Assistant
Joy Bloch - Caldwell Center Student Services Coordinator; M.E., College of Idaho
Suzanne Bolyard - Adult Basic Education Instructor; M.E., Eastern Oregon University

Greg Borman - Mathematics Instructor; B.S., California State University Chico; M.S., University of Idaho
Terry Bowers - Academic Support Coordinator
Jessica Breidinger - Retention and Disabilities Coordinator; B.S., Eastern Oregon University
Patti Briscoe - Instructor Aide/HEP Case Manager
Stacey Burzota - Deans' Secretary
Carol Buttice - Student Service Center Representative; A.A., Treasure Valley Community College; B.S., Eastern Oregon University
Susan Cahill - Program Manager, Lakeview; A.S., Southern Oregon University
Debra Cant - Adult Basic Education Instructor; A.A., Oregon Institute of Technology; B.S., Oregon State University; M.E., University of Idaho
Debra Carpenter - BizCenter Office Manager
Scott Carpenter - Information Support Services Director; A.S., Grossmont College; B.S., American Sentinel
Greg Contreras - Caldwell Center Educational Planner; B.S. Oregon State University
Justin Core - Director of Student Programs; A.A.S., Pierce College; B.S., Eastern Washington University
Marion (Emma) Cornell - Warner Creek Facility Instructor/Coordinator; B.A., Oberlin College; M.A., University of Oklahoma; Ph.D., University of California-Davis
Virginia Crow - Library Technician
Erin Cunningham - Athletic Coordinator
Angela Dahlin - English Instructor; M.A., Oregon State University
Linda Dart - Caldwell Center Office Assistant
Joyce Davis - Early Childhood Education Instructor; B.A., Florida Atlantic University; M.E., University of Miami
Robert (Scott) Davis - Social Science Instructor; A.A., Miami-Dade Community College, B.S., Florida Atlantic University, M.S., Florida International University
Teresa Davison - SRCI WBE Secretary; A.A., Treasure Valley Community College
Diahann Derrick - Financial Aid Associate Director; B.A., Boise State University
SuEllen Esplin - Athletics Instructor; B.S., Southern Utah University
Sue Evey - Nursing Instructor; B.S., Idaho State University; M.S., Idaho State University
Lori Eyler - Director of Advising; B.A., University of Oregon; M.S., Northwest Nazarene University
Cynthia Feibert - Science Instructor; B.S., University of California Berkeley; M.A., University of California Santa Cruz
Roger Findley - Natural Resources Instructor; B.S., M.S., Oregon State University
Ted Fink - Art Instructor; B.A., Brooks Institute; M.S., San Jose State University
Carol Fitzgerald - SRCI Instructor; B.A., Boise State University
Jay Flinders - Housing Custodian
Stacia Gerulf - Academic Advisor; M.S., Washington State University
Dennis Gill - English Instructor; A.A., Treasure Valley Community College; B.S., Western Oregon University; M.E., Eastern Oregon University
Jonathan Gillen - Comptroller; B.S., Southern Oregon University; M.B.A. Northwest Nazarene University
Betty Gonzalez - HEP Administrative Assistant
June Griffin - SRCI Program Coordinator; A.S., Treasure Valley Community College
Gerry Hampshire - Social Science Instructor; A.A., Palomar Community College; B.S., J.D., Western State University of Law; M.A., Boise State University
Shane (Sonny) Hansen - Agriculture Instructor; B.S., Oregon State University
Terri Hansen - Caldwell Center Office Assistant
Lane Hartnett - Industrial Education Instructor; A.S., Treasure Valley Community College

Karen Hendrickson - Burns Center Program Manager; A.A., Highline Community College; B.A., Western Washington University; M.A., University of California

Sue Hewett - Registrar Clerk/Room Scheduling

Wally Ann Holcomb - Financial Aid Secretary; A.A.S., Treasure Valley Community College

Christina Ingalls - Theatre Technician

Rocky Ingalls - Database Support Administrator

Robert (Robin) Jackson - Art Instructor; B.S., University of Oregon; M.A., University of Puget Sound

Garth Johnson - SRCI ABSD Instructor; B.A., M.A., Brigham Young University

JoAnn Karel - Database Support Specialist

Sandra Kellog - Nursing Instructor; A.D.N, B.S.N., Boise State University; M.S., University of Phoenix

Michelle Kinzer - Library Technician/Department Secretary

Fran Knight - Caldwell Center Education Planner; B.A. Heritage University

Debbie Kriegh - Registrar

Everett Kyniston - SRCI Building Construction Instructor

Arwyn Larson - Science Instructor; B.S., M.S., Oregon State University

Stephanie Laubacher - Performing Arts Secretary; A.A., Treasure Valley Community College

Abby Lee - Director of Public Information; M.S., Boise State University

Mary Lee - Adult Learning Center Instructor Aide/Account Specialist

Merie Linegar - Accounts Payable Clerk

Julie Lynch - SRCI Corrections Education Coordinator

Christina Macklin - Library Manager

Kathy MacLean - SRCI Special Education Instructor; B.A., San Jose State University

Phillip Mahaffey - English Instructor; B.A., Hardin-Simmons University; M.A., Texas Tech University; M.F.A., Eastern Washington University

Montana Mangum - Transcript Evaluator

Ryan Masingill - Athletics Instructor; B.A., College of Idaho

Dustin Mason - Computer Information Systems Instructor

Maureen McDonough - Director of Nursing; A.D., Boise State University; B.S., Oregon Health Science University; M.S., Idaho State University

Linda McDowell - HEP Adult Basic Education; B.A., Lewis-Clark State College

Travis McFetridge - Residence Life Manager; B.S., George Fox University

Bonnie McGehee - Administrative Assistant; A.S., Treasure Valley Community College

Ted Millard - Physical Plant Grounds

Sheena Moore - Bookstore Clerk

Yolanda Morales - HEP Adult Basic Education; M.A., Pacific Oaks College

Sandy Newman - Bookstore Manager; A.A., Treasure Valley Community College

Tiem Nguyen - Physical Plant Maintenance

Marcus Nichols - Natural Resources Instructor; M.S., Southern Illinois University Carbondale

Nancy Olson - Nursing Department Secretary

Brad Phillips - SRCI Construction Technologies Shop Supervisor



Mikaela Pierce - Para Ed Secretary

Verna Pike - SRCI Intake/Placement/Orientation Coordinator; B.S., M.S., Colorado Tech University

Sandra Porter - Animal Sciences Instructor; B.S., University of Idaho

Michelle Potter - Physical Plant Daily Operations Manager; A.A., Treasure Valley Community College; B.S., Eastern Oregon University

Keith Raab - Financial Aid Director; B.A., Brigham Young University; M.B.A., Northwest Nazarene University

Ernesto Ramirez - HEP Director; M.E., Boise State University

Annie Reeve - Nursing Instructor; B.S., Loma Linda University

Rebecca Replogle - Music Instructor; B.M., M.M., University of Mississippi

Steve Reukauf - Physical Plant

David Reynolds - Mathematics Instructor; A.A., Lane Community College; B.A., University of Oregon; M.S., Washington State University

Richard Reynolds - Science Professor; B.S., Pennsylvania State University; M.S., Michigan State University; Ph.D., University of Maryland

Patricia Rhodes - Math Instructor; B.A., Humboldt State University; M.A., University of California

Sheryl Romans - Program Coordinator Community and Continuing Education, A.S., Treasure Valley Community College; B.S., Eastern Oregon University

Gina Roper - Administrative Assistant; A.A., Lassen Community College

Tina Ross - Student Activities Coordinator

Shawna Saito - Copy Center Assistant

Faith Salinas - Human Resources Secretary

Mary Ann Scarlett - Customer Service Center Supervisor; A.A., Boise State Junior College

Lori Schlager - Student Services Center Frontline

Jim Schmid - SRCI ABSD Instructor; B.S., School for International Training

Ellen Sheffield - ABSD Instructor SRCI; A.A., Treasure Valley Community College; B.S., Boise State University

Darryl Sholey - SRCI Instructor; M.E., Virginia Commonwealth University

Linda Simmons - Director Community and Continuing Education

Debbie Skousen - Social Science Instructor; A.A., Treasure Valley Community College; B.A., M.E., College of Idaho

Shawn Smith - Director of Human Resources; A.A., Treasure Valley Community College; B.A., Oregon State University

Mendy Stanford - Nursing Instructor; B.S., Montana State University, M.S., University of Phoenix

Nila Stephens - Admissions Secretary

Ken Strickland - Supervising Electrician

Bill Strowd - Science Instructor; B.S., M.S., University of Idaho

Marie Ott Strunk - Science Professor; A.S., Merced Community College; B.A., Stanislaus State University; M.S., University of Nevada-Reno; Ph.D., University of Nevada-Reno

Adolpho Suarez - Physical Plant/Maintenance; A.S., Treasure Valley Community College

Ina Syphers - Business Instructor; B.S., Eastern Oregon State College; M.A., Boise State University

Melia Talamantez - Caldwell Center Office Assistant

Doug Teetzen - Web Developer

Andrea Testi - Business Center Director; B.A., M.S., State University of New York

Travis Thrall - Network Support Engineer; A.A., Lewis-Clark State College

Clayton Tolman - Physical Plant Grounds Maintenance

Timothy (TJ) Toomey - Welding Instructor; A.S., Treasure Valley Community College

Robert (Wes) Tucker - Business Professor; B.S., M.B.A., Oregon State University; M.A., Ph.D., University of Idaho

Pricilla Valero - Multicultural Student Services Coordinator; B.A., University of Oregon

Drake Wallick - Mathematics Instructor; B.S., Metropolitan State College; M.A., University of Idaho

Joseph Ward - Security Manager

Renae Weber - Mathematics Professor; B.S., M.S., Oregon State University; D.E., University of Oregon

FACULTY AND STAFF

W to Z

Tara Williamson - Bookstore Clerk

Darren Wilson - Physical Plant Grounds

Debbie Wilson - Testing Center; A.A., Treasure Valley Community College

Marc Wilson - English Instructor; A.A., Treasure Valley Community College; B.S., Western Oregon University; M.A., Portland State University

Kerby Winters - Science Instructor; B.S., Idaho State University, M.S., Montana State University

Cathy Yasuda - Executive Director, Foundation; B.S., University of Oregon

Jeremy Yraguen - SRCI Test Administrator; B.S., Lewis-Clark State College