

# CHAPTER 7: STUDENT LIFE, STUDENT SUCCESS, STUDENT SERVICES AND SPECIAL ACADEMIC PROGRAMS



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## OFFICE OF STUDENT LIFE

### Philosophy

Involvement is the key to your success at Evergreen Valley College! The Office of Student Life seeks to create a nurturing campus environment by enhancing your co-curricular experiences, which will increase your likelihood to succeed. This office plays an integral role in student retention by offering students a place to meet new people, gain leadership skills, and have fun. By serving as the hub of campus events and activities and collaborating with other campus departments, programs, and organizations, we meet the various needs of our diverse student population. Students should visit the Office of Student Life, to gain leadership skills, learn how to join the Associated Student Government, existing student organizations, or to create a student organization of their own.

We encourage you to drop by the Office of Student Life which is located on the 2nd floor of the Gullo Student Center. Ask any Student Life staff member how to get involved, join student government, a student club, or just get campus information. Whether you wish to be a spectator, a participant, or a leader, we can assist you in your journey at EVC. .

### Student Activities

Student Activities are guided by the belief that college learning extends beyond the classroom. Leadership and co-curricular events and activities provide a “laboratory” for learning within a collaborative environment. Student activities augment classroom instruction by fostering unique and expanded educational and cultural experiences. These experiences prepare students for future civic and social responsibilities through community service, learning, and leadership development experiences. They also foster personal growth and facilitate interaction between students, faculty, and administrators from varied backgrounds in diverse settings through organization of social and recreational activities.

Understanding that the definition of student activities includes co-curricular as well as social and cultural activities, a wide range of diverse activities is encouraged and sponsored by the students, faculty, and administration. Many student activities are supported by the Associated Students in cooperation with various campus organizations. Programs are funded through the \$5 per semester AS Activities/Membership fee.

### How can students get involved in Student Life at EVC?

- Attend campus events and activities during the year such as:
  - Welcome Week
  - Spooktacular Student Information Day
  - AS Club Rush (student club information/recruitment)
  - Support events during the year such as Latino Heritage Month, Black History, Womyen’s Herstory, Asian Heritage, Tet celebrations, and Cinco de Mayo festivities

- Join the Associated Students; participate in campus government
- Join a student organization or start your own
- Plan campus events and activities for students
- Attend a leadership development session

Students interested in the many activities, organizations, and clubs available at EVC should contact the Office of Student Life located in G-205 or by phone at (408) 274-7900 ext. 6768. Information is also available online <http://www.evc.edu/current-students/student-life>.

### **Associated Students Government of Evergreen Valley College**

The Associated Students Government of Evergreen Valley College (ASG), with offices located on the second floor of Gullo I (G-201), holds open meetings weekly to address issues that affect the entire student body, develops policies that impact and promote student life, and funds student-focused events and activities. Elections are held annually every spring semester, and officers serve for the following academic year. Appointments for various ASEVC positions occur throughout the academic year.

Students interested in Student Government opportunities and activities, should contact the ASG Office in G-201, or phone (408) 274-7900 ext. 6694. Information is also available online at <http://www.evc.edu/current-students/student-life/associated-student-government>

### **Services**

- Coordinating campus-wide (cultural, educational, recreational and social) events & activities for students.
- Off-campus vendors and information tables.
- Approval for posting of flyers on campus.

### **The Gullo Student Centers**

Located In Gullo I:

- Fresh and Natural Food Court (grill, pizza, deli sandwiches, hot entrees, espresso bar, salad bar, fresh fruit & pastries).
- The Campus Store is proud to serve students, faculty, staff and community. We carry all your course material needs, school supplies, logo products, backpacks, candy, and gifts. We are located upstairs in the Gullo Student Center.

We are committed to keeping the cost of your course materials low by providing several purchase options including New, Used, Rental, and Digital.

Rent your books with our simple rental program and save up to 65% off the cost of purchasing new textbook. All you have to do is provide a credit card, accept the terms and conditions, and voila! Books: rented.

Go digital with BryteWave and use your textbooks on any device, anytime with online and offline access. Take notes, highlight all within your BryteWave textbook. Get better organized and save up to 60% off the cost of new books.

You also have the option to sell back your textbooks with our buyback program. We buy back textbooks every day. However, we pay the highest dollar value

during finals week – up to 50% of the price you paid. Even if we are overstocked or the book has not been requested for next term, we may still purchase it at the national market price.

Call:(408)223-6765

E-mail: [evc@bkstr.com](mailto:evc@bkstr.com)

Website: <http://www.evcstore.com>

- ATM Machine (Santa Clara County Federal Credit Union) is located on the lower level in the southeast corner of the cafeteria. ATM is for withdrawals only.
- Student Lounge (second floor) with Big Screen TV for viewing broadcast television.
- Associated Student Government Office (G -201).
- Associated Student Government President's Office (G-204).
- Office of Student Life (G-205).
- Vending Machines (G-106) are available for students.

Located In Gullo II:

- Multi-purpose room
- Conference room
- Veteran's Center

### **CALWORKS PROGRAM**

The CalWORKs (California Work Opportunities and Responsibility to Kids) provides services to parents receiving TANF (Temporary Aid to Needy Families) or cash aid. The CalWORKs Program offers degree and vocational training programs for TANF students.

Based on a solid foundation of support services, the CalWORKs Program is specifically created to enable students to pursue both educational and career opportunities. The CalWORKs Program helps assist students to increase economic self-sufficiency by pursuing a higher education at our college. Through the college's certificated and degree programs, students obtain directly transferable skills to the marketplace in a variety of disciplines. Our goal is to help students transition from gaining an education in an in-demand field, to finding and securing meaningful employment during their college experience and after they have graduated.

Through the CalWORKs Work/Study Program, we have a limited number of jobs on and off campus to assist students in gaining hands-on experience during their education at the college. Each student can request to meet with the Community Engagement Specialist to assess their career goals and determine what kind of workplace experience would be most beneficial to them. As part of our program, we offer cover letter preparation, interview techniques, workplace behavior, and managing work and home responsibilities.

To support CalWORKs student in their studies, the program provides a dedicated EVC CalWORKs Program Director, Program Coordinator, Educational Counselor, Program Assistant, Community Engagement Specialist, Student Mentor, and Student Tutor who work together to make each student's school to work transition a rewarding experience. Through funding from the County of Santa Clara, students receive: childcare support services, transportation, books, supplies, and

other school-related expenses. This program also links with EOP&S/CARE, DSP, Equity Plus, Financial Aid, Admissions and Records, Tutoring, and many other campus related services. Additionally, we provide links to county and community resources to assist students with many different kinds of needs such as: housing, counseling, childcare, and Second Harvest monthly food distribution.

The CalWORKs Office is located in room SC-201. For more information call (408) 274-7900 ext. 6874, or visit our website at <http://www.evc.edu/current-students/support-programs/calworks>. Office hours are Monday through Thursday 8:30am - 12pm and 1pm - 4:00pm. Fridays from 8:30am to 12:00pm.

### **CAMPUS TUTORING PROGRAM**

Tutorial services are provided to students by qualified student tutors in various academic areas. Tutors support the students' regular instructional programs through individual and small-group drop-in tutoring. Tutoring is also provided on a drop-in basis. Weekly Conversation and Grammar groups are also available for students as well as Study Skills workshops. Online tutoring for English and ESL is another resource for EVC students. Embedded tutoring is also available to assist students in the classroom. Courses with embedded tutoring vary from semester to semester. Tutoring resources have been established to provide support, motivation, and encouragement for students. To receive tutoring services, a student must register for an II 210 Supervised Tutoring section in either center. This is a noncredit course, free to students registered at Evergreen Valley College.

Students who are interested in becoming tutors should be enrolled at the college for at least six units, have a grade of "B" or higher in the course that they want to tutor as well as a cumulative GPA of 3.0, successfully complete the Individualized Tutor Training Seminar (II 90), have strong communication skills, and be recommended by an instructor.

#### **Locations:**

**The Campus Tutoring Center** is located in the Library Technology Building in Room LE-237. Spring and Fall semester hours are Mondays-Thursdays from 9am-6pm and Fridays from 9am-1pm. For more information please call (408)274-7900 ext. 6802, or visit our website at <http://www.evc.edu/current-students/tutoring-center>

**The Math and Science Resource Center** is located in the Acacia Building in Room AD-141. Spring and Fall semester hours are Mondays-Thursdays from 9am-6pm and Fridays from 9am-1pm. For more information please phone (408) 274-7900, ext. 6883, or visit online at <http://www.evc.edu/academics/departments/math-science-resource-center>

### **COUNSELING**

The Counseling Department at Evergreen Valley College (EVC) provides students with the opportunity to obtain guidance in developing their academic and personal goals. Students receive essential information and support regarding transfer requirements, developing their Educational Plan, career options, adjusting to college life and time management. EVC Counselors are professional, credentialed faculty who work to support students' individual needs. The Counseling Department

offers many resources and services to assist students in declaring an academic major or career goal and in developing an Educational Plan for college completion. In accordance with the Student Success Act of 2012, it is mandatory for students to complete a Comprehensive (2 year) Ed Plan after completing 15-degree applicable units.

The counseling faculty also teach a variety of college courses focusing on introduction to college and orientation, career exploration and skills to be successful in college and life.

Day and evening counseling services are available on both an appointment and a walk-in basis. For office hours, more information and/or to schedule a counseling appointment, contact the EVC Counseling Department, located in the Student Services Center, Room SC-250, at (408) 270-6475, [counselingappts@evc.edu](mailto:counselingappts@evc.edu), or visit online at: <http://www.evc.edu/current-students/counseling>.

### **DISABILITIES SUPPORT PROGRAM (DSP)**

The Disabilities Support Program (DSP) provides academic adjustments, auxiliary aids, support services, and instructional programs for students with disabilities who are attending Evergreen Valley College.

A variety of services are available to eligible students including academic and vocational counseling, American Sign Language interpreting, captioning, provision of print materials in alternate formats, tutorial assistance, and test-taking accommodations.

Services offered through the Disabilities Support Program comply with Section 504 and 508 of the Federal Rehabilitation Act of 1973, as amended; the Americans with Disabilities Act of 1990, as amended, and Title V of the California Code of Regulations, as amended.

For office hours or for more information, visit the Disabilities Support Program office in the Student Services Center, Room SC-120, or call (408) 270-6447 (voice). Information is also available online at <http://www.evc.edu/current-students/support-programs/dsp-s>.

### **EXTENDED OPPORTUNITY PROGRAM AND SERVICES (EOPS)**

The Extended Opportunity Program and Services (EOPS), offers financial assistance and academic support for obtaining a college education. EOPS is a California funded student support program designed specifically for students facing financial and educational challenges. The mission of EOPS is to provide financial and academic services to eligible students seeking a vocational certificate, associate degree or transfer opportunity to a traditional college or university.

The EOPS program has counselors, an outreach specialist, administrative support, student workers and a program director dedicated to the overall success of students coming from diverse cultural, social, educational and economic backgrounds. EOPS welcomes students from all stages of life and perspectives. The program is here to assist in the success of EOPS students.

The EOPS Office is located in the Student Services Center, (Room SC118). For more information please call 408-270-6455. Office hours and application information are also available online at [www.evc.edu/eops](http://www.evc.edu/eops).

**To be eligible you must:**

- Be a California resident or AB540 as determined by the Evergreen Valley College Admissions and Records Office
- Qualify for the Board of Governors Fee Waiver, (BOGFW) Part A or B
- Have completed less than 70 units of college-degree applicable credits (including all prior college coursework)
- Enroll in a minimum of 12 course units per semester\* (\*Exceptions as approved by the Disabilities Support Program)
- Be educationally disadvantaged as defined by EOPS State Guidelines, by any one of the following:
  1. You do not qualify for minimum college level Math or English required for associate's degree
  2. You do not possess a high school diploma or GED certificate
  3. You graduated from high school with a GPA of less than 2.5
  4. You are the first in your family to attend college (of any kind)
  5. You were enrolled in remedial-level education
  6. In judgment of EOPS Director/designee, have the ability to benefit from EOPS services

**Cooperative Agencies Resources for Education (CARE) Program**

Assistance for Single Parents

CARE is a California-funded program designed to help EOPS students who are single parents. In conjunction with the Santa Clara County Department of Social Services and other community agencies, the CARE program offers over and above services to single parents pursuing higher education.

The CARE Program provides students with grants, school supplies, child care information, transportation assistance, and food vouchers. These services are in addition to the services provided to EOPS students.

To be eligible for CARE services you must:

- Meet all EOPS requirements
- Be a parent and at least 18 years of age
- Be a single head of household
- Have at least one dependent child under the age of 14
- Be receiving Temporary Assistance for Needy Families (TANF), benefits

Both an EOPS and CARE application are required. CARE applications are available in the EOPS Main Office, located in the Student Service Center, Room SC118. For more information please call 408-270-6429, or online at <http://www.evc.edu/current-students/support-programs/eop-s-care>.

**INTERNATIONAL PROGRAMS AND SERVICES**

Evergreen Valley College actively welcomes international students on our campus and encourages all international students to become part of our community!, As part of our program offerings, we link our international students with both on and off campus resources to ensure that they have a positive academic experience and transition to life in the United States. Our program has several staff members including International Counselor, Coordinator, and Program Specialist to work with our students to make sure that they have access to the resources they need to be successful. International student applicants, current international students wishing to transfer to EVC from other U.S. colleges, or others interested in international student information, should go to the International Programs and Services Office (IPSO) located in SC-201.

A complete guide to the International Student Application materials is available online on the International Programs and Services webpage: <http://www.evc.edu/future-students/admissions-and-records/international-students>.

The spring semester application is due no later than **November 15**. Fall semester applications are due no later than **May 15**.

Applications must include:

1. International (F-1) Student Application Form.
2. Application for Admission to Evergreen Valley College.
3. TOEFL (Test of English as a Foreign Language). Minimum score based on test type: 500 paper based exam; 173 computer based exam; 61 internet based exam or an IELTS score of 6.0.
4. Note: If applicant has completed degree applicable courses in English with a grade of "C" or better (at an accredited U.S. college/university), the TOEFL may be waived.
5. Original bank verification (signed by certifying official) with a minimum balance of \$20,000 (U.S. currency) from parent/ sponsor dated within 6 months of application date.
6. Letter of Financial support, or Affidavit of Support Form (notarized) from parents or sponsor.
7. Official transcripts from all prior colleges/universities.
8. Passport sized photograph.
9. TB Skin Test results. If results are positive, a chest x-ray report will be required. Exams must be dated within 6 months of application date.

International students who plan to transfer to Evergreen Valley College should contact the International Programs and Services Office regarding additional documentation that may be required. Please see the International Students Program web page for complete application guidelines.

California residents are charged \$46 per unit. In addition to the \$46 per unit registration fee paid by regular students, non-resident students and International Students are required to pay \$211 per unit in tuition and a Capital Outlay fee of \$4. Note: Fees shown are those in effect at the time of publishing and are subject to change without notice. Payment can be made by cash, credit card, money order or check. Students who fail to pay tuition within 14 days of the start of the semester will not



be allowed to register and may be dropped from their courses, resulting in immediate notification to the USCIS.

Each international student is strongly urged to carry a health insurance policy. Regardless of whether or not health insurance is purchased, each international student is asked to have a tuberculin (TB) skin test prior to admittance to Evergreen Valley College.

An international student must complete 12 units each Fall and Spring semester, with an average grade of "C" or better. All 12 units must be taken at Evergreen Valley College, unless you have prior approval from the International Student Counselor or Dean of Enrollment Services.

International students must inform the International Student Office located in SC-201, whenever he/she: moves, changes name, drops below 12 units, wishes to travel outside the continental U.S., or otherwise fails to uphold the regulations dictated by law. Failure to do so may jeopardize the student's visa status in the United States.

**International students must be familiar with and adhere to Immigration regulations, and EVC student contract and enrollment. The International Programs and Services Office is located in SC-201. The office hours are Monday – Thursday 8:30-4:30 and Friday 8:30-12:00.**

### LEARNING RESOURCE CENTER

The centralized Learning Resource Center (LRC) provides a variety of learning resources for students. These include Library Services, Open Computer Lab Services, and Campus Tutoring Services.

The mission of the Learning Resource Center (LRC) is to enable students to improve their academic performance and enhance their educational experience by engaging in student-centered learning activities. These include topical workshops, study groups, discipline-based seminars, tutorial sessions, and interactive subject area computer programs.

In an atmosphere carefully structured to be conducive to learning and meeting the individual student's academic goals, the student can take advantage of a myriad of instructional activities and learning tools.

The Learning Resource Center is located on the lower level of the Library Technology Building LE-200. Spring and Fall semester hours are Mondays-Thursdays from 8 am-8 pm and Fridays from 8 am-2 pm For more information, please call (408) 2747900, ext. 6333 or visit our website at <http://www.evc.edu/current-students/open-computer-lab>.

### LIBRARY SERVICES

The EVC Library, located on the third floor of the Library/Educational Technology Building, is a place for study and research. It houses the Electronic Research Area, a computer lab providing access to Microsoft Office products and networked printers, the Internet, and the library's collection of full-text databases and eBooks. The library also houses a collection of approximately 50,000 items, including books,

periodicals, and media (videos, DVDs, music CDs, and other media).

Course textbooks are available on reserve for students for in-library use or for checkout. Search for materials from on or off campus via the library's homepage (by searching the Library Catalog) at <http://www.evc.edu>. The catalog includes items owned by both the Evergreen Valley College and San José City College Libraries. Loan periods for library items vary by type of material so please check with staff for details.

Students must obtain an EVC Student ID card from Admissions and Records to check out Library materials or to use computers in the Electronic Research Area. Photocopiers and printing services, which are available for a small fee, also require a valid Student ID card.

Librarians teach information competency skills to help students learn the basics of research or to master more advanced skills. Classes may be tailored for the needs or outcomes of a specific assignment. If you are an instructor who is interested in setting up a session for your class, please contact the Reference Desk to make an appointment. Also contact the desk if you wish to locate and identify library materials to support instruction and coursework or if you wish to make a purchase recommendation. Library faculty offer a three-unit online course, Electronic Research and the Internet (LIB 015), to teach students information competency skills. This course is offered in the fall and spring semesters

Additional services and resources include adaptive computer technologies, laptop computers, free unsecured wireless Internet, ongoing cultural/art displays, research guides, and study rooms for groups.

Reference librarians and library technicians are available to help during all library hours.

For hours of operation and more information please call (408) 270-6433, or visit our website at <http://www.evc.edu/library/>.

### OASISS

Outreach & Advocacy Services for Immigrant Student Success (OASISS) is a center designed to serve immigrant students in a safe space and with personnel that is sensitive, knowledgeable and experienced working with DREAMers.

Our mission is to provide DREAMer and immigrant students with the necessary tools and information to succeed in pursuing a higher education and professional career.

Programs and Services Include:

- Strengthen a college-going and success culture among students
- Assist students with applying for AB540 and Dream Act benefits
- Educational/career counseling and workshops in Spanish & English
- Assistance in filling out Financial Aid applications (for qualifying students)

- Provide English as a Second Language (ESL) assessments at local school and centers
- Supervision of student's academic progress
- An "Inclusive Community" program where students can interact, network and support each other
- Provide resources to increase parental support and guidance

Call: 408-274-7900 x6079

Email: OASISS@evc.edu

Location: Student Service Center Room SC-214

Website: [www.evc.edu/current-students/student-success/oasiss](http://www.evc.edu/current-students/student-success/oasiss)

### **STUDENT SUCCESS CENTER**

The mission of the Student Success Center (SSC) is to empower and support all EVC students to accomplish their educational, career and personal goals by offering orientation, assessment, counseling, transfer, work experience, early alert and student follow-up services based on our college guiding principles of equity, opportunity and social justice.

The SSC includes all core services that enhance students' opportunities to succeed in their academic plans. The center has set up an accessible and comprehensive process to help students succeed.

The SSC also processes academic, probation and dismissal progress, as well as reinstatement after dismissal. The center offers Student Success workshops, counseling courses and referral services to ensure students take the necessary action to achieve their academic and personal goals. In addition, the SSC includes pre-college services and college courses provided to high school students in our area.

The Student Success team invites students to navigate the website, visit the center, or connect with us via email or phone to learn about our comprehensive and accessible support programs and services.

#### **Student Success Programs and Services**

- Academic Progress
- Articulation
- Assessment Center
- Transfer & Career Center
- Counseling-Educational Planning
- Early Alert
- Evaluation of student progress
- Follow-up services for at-risk students
- Orientation (in-person and online)
- Probation/Dismissal
- Referrals to specialized support services
- Special Academic Programs
- Support Programs
- Student Success Ambassadors Program
- Student Success Committee
- Student Success Workshops

- Transfer Events & Services
- Work Experience

For more information, help and to make an appointment with a counselor visit the Student Success Center.

Call: 408-270-6475

Email [StudentSuccess@evc.edu](mailto:StudentSuccess@evc.edu)

Location: SC 250

Website: [www.evc.edu/current-students/student-success](http://www.evc.edu/current-students/student-success)

### **EARLY ALERT**

The success of each and every EVC student matters. The goal of the Early Alert program is to support students' success by providing intervention support and follow-up services.

Early Alert is a team approach involving a close partnership among instructors, counselors, support staff, and the District ITSS. Designed to be supportive rather than punitive, Early Alert is not reflected on students' transcripts and does not affect their GPA or their financial aid.

#### **Location**

Second Floor – Dr. Mauro Chavez Student Services Center Building, Student Success Center. For information call (408) 270-6475 or email [studentsuccess@evc.edu](mailto:studentsuccess@evc.edu)

Visit online at [http://www.evc.edu/StudentAffairs/Documents/Early\\_Alert\\_FAQs\\_for\\_Students.pdf](http://www.evc.edu/StudentAffairs/Documents/Early_Alert_FAQs_for_Students.pdf)

### **STUDENT SUCCESS AMBASSADOR PROGRAM**

The Student Success Ambassador Program (SSAP) at Evergreen Valley College (EVC) seeks to support student success and promote EVC. Student Success Ambassadors (SSA) serve as representatives of the Student Success Center and the college at large, working with faculty, staff, other students and members of the community to promote EVC academic programs, support services and Student Success Center activities. They assist with orientations, recruitment, high-school visits, campus tours, special events, community service, speaking engagements and participate in campus wide hiring committees. They also oversee the Student Success Ambassadors Hub which functions as an informational station located at the entrance of the Student Success Center.

Student Success Ambassadors:

- Gain leadership experience
- Meet new peers and professionals
- Challenge themselves and work beside experts
- Serve as peer mentors to other EVC students

This experience is great for college applications and resumes. If you are interested in becoming a SSA, email [studentsuccess@evc.edu](mailto:studentsuccess@evc.edu)

### **TRANSFER & CAREER CENTER**

The Transfer & Career Center's mission is to help students achieve their transfer and career goals by providing students with the tools and guidance to be successful. The center staff, resources, and support services enable students to identify a

major or field of interest. The center also provides access to online tools and one-on-one assistance to help prepare students for the transfer process or explore the career trajectory of their choice. The center strives to provide educational equity by addressing the diverse needs of the EVC student population. The center staff can help students understand the eligibility criteria and the admissions process for CSU, UC, and private institutions through the use of web-based tools and resources. The center is also a place to explore careers, choose a major, research and apply for jobs & internships, prepare for interviews, and connect with employers.

**Transfer & Career Center Services**

- Information on TAP/TAG, and ADT's (AA-T, AS-T)
- Transfer Day – Fall Semester (September)
- Transfer & Career workshops – How to Find a Summer Internship, Job Fair Success, Writing a Resume, Identifying Majors & Exploring Careers, and many more
- University representative table visits
- Advising sessions with UC, CSU, and Private University Representatives
- Campus tours and field trips
- Job Fair
- Student Success Workshops (in-person and online)

**Resources Available in the Center**

- College/University catalogs & brochures
- Transfer & Career Reference materials and websites
- ASSIST.org (web-based student transfer information system)
- Web-based career exploration tools - Cacareerzone.org, Cacareercafe.com and more
- Choose Your Major: Career Cafe workshops and a wide array of other personality and career assessments
- Eureka.org (The California Career Information System)
- Cooperative Education Work Experience\*

**Location**

Second Floor – Dr. Mauro Chavez Student Services Center Building, Student Success Center. For office hours and more information call (408) 270-6470 or email TCC@evc.edu. Visit online at <http://www.evc.edu/current-students/student-success/transfer-career-center>

**\*Cooperative Education Work Experience**

The Cooperative Education Work Experience program is a collaborative effort by the college and the community to provide opportunities for students to discover their interests and aptitudes. The program enables students to develop professional attitudes, work habits, and understandings about the world of work. The curriculum taught will assist students in becoming successful employees. Study and work are integrated, making both more relevant and rewarding.

Co-op Ed Work Experience is designed to assist students expand their career options and develop new job skills. General Work Experience allows students to work and earn college credit. Students can earn 3 units of credit for a maximum of 6 units of

credit. Occupational Work Experience allows students to earn college credit in their field of study by providing evidence that they are enrolled in a vocational program. Students can earn up to 8 units per semester for a maximum total of 16 units. In order to participate in the program students must have an internship or be employed at the time of enrollment. All internships or employment must be approved by program coordinator to be able to earn units.

**Co-op Ed Work Experience includes:**

- Assistance and support for students participating in the work experience program
- Internships and employment opportunities (Placement is not guaranteed)
- Online career assessment through Eureka
- Career Guidance workshops on Resume Writing, Interviewing Skills, How to Get a Job, Changing Careers
- Career advisement and referrals to employment resources
- Career Fair
- Employability Workshops and Seminars

**Location**

Second Floor - Dr. Mauro Chavez Student Services Center Building, Student Success Center. For office hours and more information call 408-274-7900 x6857.

Visit online at: <http://www.evc.edu/current-students/work-experience>.

**STUDENT HEALTH CENTER**

The Student Health Center is committed to promoting optimal health as well as providing urgent medical care for our diverse student population. We serve our students in a culturally appropriate and timely manner. Our focus, during clinic visits and campus wide initiatives, is on student-centered learning, to prevent disease and maintain health through the achievement of balance in body, mind and spirit. Our goal is to promote health as a means for students to achieve their personal, academic and professional goals.

**All services are completely confidential.**

Accidents incurred on campus should be reported immediately to the Campus Police Department at 408-270-6468. They will contact the Student Health Center, if appropriate, or will arrange for emergency services as needed.

The Student Health Center is open during the fall and spring sessions and closed during the summer and winter sessions.

**Services Available**

- Physical examinations and preventive health screenings including PAP Smears and STD testing
- Health education and counseling on nutrition, exercise and healthy lifestyles
- Urgent care for acute illnesses or injuries
- Diagnosis and management of acute conditions
- Initial diagnosis and management of chronic conditions, with appropriate referrals for ongoing care
- Physician consultation for medical questions or concerns

- Immunizations and TB skin testing, as available
- Pregnancy tests and Birth Control
- Selected low-cost medications, as available
- Low cost laboratory tests as ordered by the provider
- Referrals to community health agencies, continuity practices, and specialists as needed

Services not covered include but are not limited to the following:

- Ambulance, family coverage, fees involving off-campus care, hospitalizations, laboratory costs, ongoing medical care, pharmacy costs, or X-ray costs.

The current health fee is \$19.00 per semester and is mandatory for all students, with the following exceptions:

- Concurrently enrolled high school students with an approved R-40 and/or R-42 form on file
- Indentured apprentices fulfilling related instruction requirements (proper documentation required)
- Students who are dependent exclusively upon prayer for healing, in accordance with teachings of a bona fide religious sect, denomination, or organization (proper documentation required)
- Students enrolled only for classes meeting off-campus
- Students taking Friday evening, Saturday or Sunday classes only
- Students taking short-term classes, which meet on campus seven times or less

Requests for waiver or refund of Health Fee are made at the Office of Admissions & Records. These requests may be made at the beginning of each semester.

### Financial and Legal Limitations

Although the College provides health services for enrolled students, it is in no way financially responsible for the total medical care of the student, nor is it legally liable for accidents occurring on campus.

### Location

The Student Health Center is located in SC-124, on the lower floor of the Student Services Center. For more information or to make an appointment, please call (408) 270-6480.

Office Hours:

- Mondays – 8:30-12:00 and 1:00-4:30
- Tuesdays – 8:30-12:00 and 1:00-4:30
- Wednesdays: 8:30-12:00 and 1:00-4:30
- Thursdays: 8:30-12:00 and 1:00-4:30
- Fridays: Closed

### Psychological Services

Student Mental Health and Wellness resources are available to all currently registered students at EVC. Personal Counseling appointments are offered on campus Mondays through Thursdays by appointment, usually between the hours of 9am to 5pm. Our department is open throughout the 16-week Fall and Spring semesters, but we are not available during the Winter and Summer sessions. Registered Interns provide confidential counseling in a safe environment under the supervision of a licensed Clinician.

Personal counseling services on campus aim to help students cope with emotional and/or behavioral issues that may pose an obstacle to optimum academic success. We offer individual, couples, and group counseling to students with culturally and ethnically diverse backgrounds who may be experiencing some of the following concerns:

- \* Work and College Stress
- \* Anxiety and Depression
- \* Drug/Alcohol Problems
- \* Loss and Grief
- \* Life Changes
- \* Family Problems
- \* Relationship Issues
- \* Adjustment Issues

Services may be requested in Student Health Services (SC-124) or by calling 408-270-6480.

### Crisis Support

Crisis support and resources are available to students who are experiencing severe distress and require immediate support and intervention. Crisis support services are available on a walk in basis at the Student Health Center during business hours. No appointment is needed. Students who are not in need of immediate support and can wait 2-3 days to be seen are encouraged to make an appointment through Health Services during business hours. Hours of operation for Psychological Services are subject to change, especially during summer quarter or academic breaks. Visit our website or call 408-270-6480 for more information.

### TRIO TALENT SEARCH

What is TRiO Talent Search?

TRiO Talent Search (TS) is a federally funded program designed to encourage high school students to complete their high school education and pursue higher education.

TS provides low-income, first-generation students with opportunities and assistance to explore their potential for academic, social, and personal growth. Its purpose is to provide equal access to post-secondary education for high school students by providing them with adequate preparation to enter college. Talent Search assists students with college selection and application process, assistance in career planning, scholarships, and financial aid to attend college.

### Program Requirements

In order to participate in the program, applicants must meet the following criteria:

- Students must be between the ages of 11 and 27 and have completed the fifth grade
- Attend one of the target schools:
  - James Lick High School
  - Latino College Prep
  - Mt. Pleasant High School
  - San Jose High School
  - Lincoln High School
  - Overfelt High School
- Be a US Citizen or permanent resident
- Be a potential first-generation college student (this means neither parent has a bachelor's degree from a four-year post-secondary institution)



- Meet income guidelines established by the US Department of Education (this income is taxable income, not gross based on family size)
- Have a High School cumulative GPA of 2.0 or higher
- Show potential to attend post-secondary institution and need for the program services offered

**Our Services:**

**Advising**

- Career, Academic: Secondary & Postsecondary, College, Financial Aid, Financial Literacy and Workshops for the families of participants

**Postsecondary Placement**

- College admission advising, Financial Aid application assistance, College Campus Visits & Assistance in preparing for college entrance exams

**Academic Preparation**

- Study Skills development, Test-taking strategies and Tutoring

**Course and grade monitoring**

- 4 year Academic Plans, Career Exploration, Career inventories, Job site tours, Career/Professional Mentoring

If you need assistance completing the application, please contact your TRiO office at (408) 531-6146. Please complete each section of the program application and submit required documents. Incomplete application will delay processing and student services. Once you have completed your application, please submit to your Outreach Specialist or mail to the following address. Talent Search, Evergreen Valley College, 3095 Yerba Buena Rd. San Jose, CA 95135. Student Services Center Rm SC 209.

**TRIO UPWARD BOUND PROGRAM**

Evergreen Valley College TRiO Upward Bound Program provides high school students with fundamental support in preparation for college entrance. The program provides opportunities for participants to succeed in pre-college performance and ultimately in higher education pursuits. Upward Bound serves high school students from low-income families and students from families in which neither parent holds a bachelor's degree. The goal of Upward Bound is to increase the rate in which participants complete secondary education, enroll in and ultimately graduate from post-secondary institutions.

Program services include:

- Mentoring
- Academic Tutoring
- Academic/Cultural Field Trips
- 6 Week Summer Residential Program at a college or university
- Workshops/Seminars

The TRiO program works with High Schools in the San Jose area.

**Location**

Second Floor – Dr. Mauro Chavez Student Services Center Building, Student Success Center. For office hours and more information call (408) 223-6764 or email UpwardBound@evc.edu.

Visit online at <http://www.evc.edu/future-students/pre-college-programs/trio-upward-bound>

**VETERANS FREEDOM CENTER**

Transitioning from military life to campus life can be difficult for many veterans. Veterans can find it challenging to readjust while balancing other responsibilities, coping with military related injuries, or finding peers on campus. Evergreen Valley College provides services specifically for veterans on campus, such as a tailored veteran orientation, veteran's resource center that has a lounge, computer lab with math tutor, a dedicated Veterans Counselor, Learning Specialist, Community Engagement Specialist, and County Veterans Services Representative. EVC's deliberate steps to ease the transition for veteran students benefits them, their families, and the community. Veterans Freedom Center (VFC) is located in Gullo II building phone: (408)223-6789, or email EVCVet@evc.edu.

**L.D. Learning Specialist is available Monday, Tuesday, and Wednesday (call for appointment, or walk-ins are welcome).**

Are you having challenges with learning, note taking, test taking, math, and writing papers and would like to speak to someone? If you would like to be evaluated for learning needs accommodations, the Veterans Freedom Center, Learning Specialist can assist you to identify whether you are eligible for academic accommodations and support services. Schedule an appointment through Veterans Freedom Center (VFC) phone: (408)223-6789, or email EVCVet@evc.edu.

**County of Santa Clara Veterans Services Representative II., Armando Murillo**, provides services at the Veterans Freedom Center from **1:00 to 4:00 PM every 1st and 3rd Wednesday** of the month (a minimum of appointments needed for representative to come on scheduled day). The Santa Clara County Veteran Services Representative II is experienced and knowledgeable; he advises Veterans and dependents on a wide variety of veterans' rights and benefits. He interviews veterans and their dependents to determine nature of their needs or concerns: Advises clients of the provisions of the applicable federal, state and local laws and regulations and researches, reviews and explains legislative actions and regulatory changes.

1. Assists veterans and their dependents in obtaining local, state and federal benefits, establishing rights related to filing claims for benefits such as, pensions, compensation, insurance, rehabilitation, education, hospitalization, medical care, and burial and in presenting evidence to prove veteran's disabilities.

2. Secures documentary evidence such as military, medical, birth, marriages and divorce records and other required legal documents for veterans and their dependents.

3. Prepares and submits appeals, when justified, in cases where a claim is denied;

1. Assists veterans and their dependents in obtaining local, state and federal benefits, establishing rights related to filing claims for benefits such as, pensions, compensation, insurance, rehabilitation, education, hospitalization, medical care, and burial and in presenting evidence to prove veteran's disabilities.
2. Secures documentary evidence such as military, medical, birth, marriages and divorce records and other required legal documents for veterans and their dependents.
3. Prepares and submits appeals, when justified, in cases where a claim is denied;

The following list includes areas that the County provides assistance with: State College Waiver, Educations benefits, Disability Compensation Claims, GI Bill & Dependents Ed. Assistance, Life Insurance Home Loans, Dependents' & Survivor's' Benefits, Vocational Rehabilitation, Health Care, Special Monthly Compensation, Request for Military Records, Discharge Upgrade Information, Information & Referral Assistance, Help with Post-Traumatic Stress, Pension Claims,

State License Plates, Appeal of VA Decision, Local resources, and home visits by appointment only. Contact Veterans Freedom Center to schedule an appointment (408)223-6789, or email [EVCVet@evc.edu](mailto:EVCVet@evc.edu) or walk-ins welcome.

**Veteran Counselor (408) 531-6123** The Veterans Freedom Center maintains a competent, highly-trained and diversely experienced counselor. The primary goal of the Counselor is to provide opportunities for student Veterans to clarify their personal, academic, and career values and goals; develop self-confidence, self-esteem, and self-direction, to make informed decisions, and utilize resources. The following comprehensive counseling services.

**Academic Counseling:** Academic counseling includes educational goal-setting, exploring educational options and opportunities, evaluating educational potential, and providing the student with clear, concise and up-to-date educational information.

**Career Counseling:** Career counseling provides the student with an opportunity for clarification and integration of career and educational goals, study of careers and life-styles, vocational and career testing, and acts as a liaison linking Veterans to College Counseling services such as presentations of resource speakers, special career counseling events and career decision making courses.

**Personal Counseling:** Personal counseling is provided on a limited basis to students who seek assistance in resolving personal, relational, self-identity, or health-related problems which are limiting or interfering with the student's ability to successfully pursue a college education.

**Veterans Educational Benefits** Veterans enrolled at the College may be eligible for educational benefits under the Veterans Administration Educational Benefits Program. These benefits include a monthly educational allowance. Most, but not all, of the courses at the College are approved for payment of VA benefits. Interested veterans and/or eligible dependents must complete a Veterans Benefits Request Form <http://www.evc.edu/StudentAffairs/Documents/Veterans%20Benefit%20Request%20Form%20EVC.pdf> for each enrollment period (Semester) in which they wish to receive educational benefits. All Veteran students and dependents applying for benefits are required to have an approved Education Plan initiated through the steps found on our Veterans Freedom Center website <http://www.evc.edu/current-students/admissions-and-records/veterans-freedom-center>. Veterans collecting **educational benefits will be subject to the following academic standards** of the Veterans Administration for continuing eligibility: 1. Must maintain a minimum of at least a 2.0 (C) cumulative grade point average in course work attempted. 2. Veterans falling below a 2.0 (C) cumulative grade point average will be given a maximum of two (2) semesters to correct the academic deficiency and bring their cumulative grade point average to at least the 2.0 (C) minimum requirements. 3. Veterans may be reinstated when the student's progress is satisfactory i.e. cumulative grade point of 2.0 (C) or higher.

### To receive Post 9-11 GI Bill Benefit:

Full Time minimum unit requirement is 12 units  
Part Time minimum unit requirement is 7 units

### YOUTH EMPOWERMENT STRATEGIES FOR SUCCESS (YESS) (FORMERLY ILP)

The YESS Program at Evergreen Valley College supports the academic and personal goals of current and former foster youth. Our goal is to equip and empower students with post-secondary education and self-efficacy through student support services and the navigation of barriers that affect success. The YESS program is located in the Student Services Center, SC110. For more information, call 408.274-7900 ext. 6547 or <http://www.evc.edu/current-students/support-programs/yess-fkce>

### SPECIAL ACADEMIC PROGRAMS

#### AFFIRM Program

The AFFIRM (Academic Force for Inspiration, Retention and Matriculation) Program's philosophy is that the classroom experience must be rewarding to students, and that they should be exposed to and/or involved in a variety of specialized learning strategies in supportive learning environments. The major focus of the AFFIRM Program is to assist students in developing positive self-images as successful college students while providing them with the opportunity to acquire a solid foundation of basic skills in a supportive environment.

The AFFIRM program is an academic program and offers basic skills courses that include English 330, 104, Math 111, and Math 013. Transfer level courses include Counseling 015 (transferrable to CSUs only), Chemistry 015, English 001A, and Political Science 001. All courses offered will enhance success and progress towards the desired goal.

The AFFIRM Program, although specifically designed for African-American students, also serves all students who desire the nurturing services that are offered by the program, regardless of race.

The overall goal of the AFFIRM Program is to provide academic and personal assistance that will significantly increase graduation and transfer rates of all students in the program.

#### AFFIRM Program Admissions Criteria

Students who are admitted to the AFFIRM Program must be at the English 322/330 level (Reading and Writing Level 1); at-level placements can be determined through the placement test scores and/or a writing sample. The AFFIRM counselor is responsible for screening students who enroll in the AFFIRM Program. Students who are not at the English 322/330 levels will be placed in other appropriate classes, and will be eligible to use all other AFFIRM services, such as counseling, tutoring, book loans, scholarships, etc.

#### Support Services

##### 1. Academic Counseling

A counselor is assigned to work specifically with all AFFIRM students. Academic counseling makes it possible for each student to discuss and explore options about

their future goals and to develop an educational plan that maps the route by listing courses in sequence that will assist them to attain their goals.

**2. Tutoring**

Students receive one-on-one assistance with their course work with experienced tutors. This service provides students with the encouragement and support needed to succeed; it has significantly contributed to the increased retention rate of AFFIRM students.

**3. Scholarships and book loans**

These are made available to assist as many students as possible. The two AFFIRM scholarships are awarded in spring semester only. The AFFIRM Program also offers book loans for both fall and spring semesters.

For office hours and information, call the AFFIRM Program (AC-130) at (408) 274-7900 ext. 6853, or visit online at <http://www.evc.edu/academics/special-academic-programs/affirm>

**ASPIRE Program**

The ASPIRE (Asian/Pacific Islander Resources for Excellence) Program is designed to enhance the academic and personal success of Asian/Pacific Islander students, utilizing the commitment and skills of faculty, staff, and mentors.

The ASPIRE Program offers courses in Communication Studies, English, Ethnic Studies, History, Math, and Political Science. Success in these courses will provide the foundation for student achievement of academic and career goals. These courses employ culture-specific course materials and learning strategies.

The key support components of the ASPIRE Program are culturally sensitive tutoring, counseling, mentoring, book loan and scholarship opportunities. ASPIRE tutoring helps students succeed in their courses.

For office hours and additional information, please contact the ASPIRE Office at (408) 274-7900, ext. 6227 or visit our website at <http://www.evc.edu/aspire/>.

**Distance Education Program**

The Distance Education Program at Evergreen Valley College offers a variety of college credit courses for students interested in learning on an independent basis. The program includes hybrid and online courses.

An Online course is offered 100% online. Instructors must not require students to meet face-to-face at any time, including, but not limited to office hours, homework, tests, and distribution of resource materials. Students cannot be required to attend a physical classroom when participating in an online course. Instructors must provide an orientation of their course(s) where students are given the option to attend either virtually or in person (face-to-face). Students must choose one of the options to attend the required orientation of their online course(s). The orientation time and date are published in the syllabus and the schedule of classes prior to the beginning of the semester. An online course shall utilize features of the Learning Management System, such as course documents, discussion boards, real-time chatroom, virtual classrooms, groups, assignments, external links, digital drop boxes and grade books, etc. All

course instruction, materials, assignments, and discussions are posted and done online. There is at least one required proctored exam, the time and date will be announced in the schedule of classes. Online courses require of the student and instructor the same amount of course work and hours outside of the classroom as traditional courses; they are offered in a more flexible and independent environment. Online courses must be approved by the Curriculum Committee and noted as such in any published schedule of classes.

Hybrid courses are version of distance learning courses with some distance component and some required on-campus / face-to-face meeting(s). A Hybrid course can utilize features of the Learning Management System, such as course documents, discussion boards, real-time chatroom, virtual classrooms, groups, assignments, external links, digital drop boxes and grade books, etc. The course can be offered during regularly scheduled class times or with online components that replace some of the regularly scheduled class meetings. Notice of face-to-face class sessions will be given by instructors in their syllabus and schedule of classes. Hybrid courses must be approved by the Curriculum Committee and noted as such in any published schedule of classes.

Distance Education courses are available in a variety of disciplines including astronomy, business, English, math, science, engineering, computer science, educational instructional technology intercultural studies, foreign language, and social sciences. They are equivalent to on-campus courses, and a majority of the courses meet General Education and transfer requirements. (See the section "Distance Education Programs" in the Schedule of Classes for a listing of available courses and enrollment procedures.) Distance Education courses are designed for those who are unable to attend campus classes on a regular basis, prefer independent learning, or would like to take a course at their convenience. Distance Education courses are ideal for persons working toward a college degree, continuing education students, single parents, and business professionals who want to brush up professional skills. Students who are usually successful in the Distance Education Program enjoy learning independently, are highly motivated, and possess good study skills.

The Distance Education Program Office is located in the Library Educational Technology Building, room LE- 230. For office hours and more information, call (408) 270-7900 x6246 or visit our Web page at <http://www.evc.edu/academics/special-academic-programs/distance-education>

**ENLACE Program**

The Enlace Program is designed to help Chican@/Latino@ students succeed. . The goals of Enlace are:

- Enroll and retain Chican@/Latin@ students.
- Enable Chican@/Latin@ students to successful completion of the academic core (English, math, and science).
- Guide Chican@/Latin@ students effectively through the mainstream of transfer and occupational courses in a timely manner.
- Provide a positive academic experience that helps students to achieve their maximum potential.

Latin@ community professionals contribute to the program as mentors; serving as role models; sharing their personal academic, and career experiences; and providing guidance and motivation for the students.

Three student organizations help students succeed academically, contribute to the campus and community, and develop leadership skills: the Enlace Student Association (ESA), the Enlace Honors Society (EHS), and SACNAS (Society for the Advancement of Chicanos and Native Americans in the Sciences).

The Enlace office is located in Roble (R5-134). For office hours and more information, contact the Enlace Program Coordinator at (408) 274-7900, ext. 6598, or visit our website at <http://www.evc.edu/academics/special-academic-programs/enlace>.

### Honors Program

The Evergreen Valley College Honors Program serves high achieving students in all majors and interests on our campus by:

- Allowing Honors Credit by way of individual class contracts with the instructor, which must be approved by the coordinator.
- Awarding of yearly scholarships to active Honors students.
- Providing specialized counseling.
- Providing priority registration privileges which allow active, qualified Honors students to register early.
- Acknowledging Honors work both on student's transcripts and at Graduation.
- Inviting all Honors students to participate in campus events, and to use the Honors office for homework, meetings, and other gatherings.
- Encouraging Honors students to provide 5 hours of volunteer service to the campus each semester.

New and incoming students must accrue 12 units of college credit at Evergreen Valley College and achieve a GPA of at least 3.25 before they qualify for the Honors Program. Applications are processed by checking the student's GPA, then informing the student by mail or email of acceptance. Within one semester following admittance, each Honors student must submit to the Honors Program Office at least one signed contract from an Evergreen Valley College instructor. The contract must contain a minimum of two of the Honors course criteria, be approved as meeting program standards, be academic in nature and from a transfer level class, and be completed with a grade submitted by the end of the semester. The contract submitted to the Honor Program Office must stipulate the course, the number of units, the instructor, and the Honors project the student will complete in order to remain an Honors student in good standing and an active member of the Honors program, which allows the students to be eligible for priority registration. Students also need to complete 5 hours of community service each semester in order to retain priority registration.

Please consider this opportunity if you are a serious student who wants to stand out as exceptional; this continuous academic support during your undergraduate education can make a difference now and when you transfer.

Handouts and information are always available in the office, and the hours of staffing are posted. For more information, contact the Program Coordinator at (408) 274-7900, ext. 6566, visit the office in RE 206, or see our website at <http://www.evc.edu/honors/>

### Honors at Graduation

Graduation with "President's Honors" is granted to graduating students who earn a 4.00 grade point average in all units attempted, both transfer and District. "Graduation with Honors" is granted to graduating students who earn an overall grade point average of 3.5 to 3.99 for all transfer and District units attempted. Students with P/NP grades earned after the 04-05 academic year should be aware that they may not be able to convert P/NP to letter grades to determine honors eligibility at graduation (pending board policy revision and Title 5 regulations).

### Service Learning and Public Service Program

EVC Service-Learning and Public Service Program, provides students with hands on experience in the real world, while earning college credit. Our Service-Learning faculty members offer Service-Learning assignments in lieu of exams, research papers and other requirements. Students are expected to complete a reflection assignment, connecting their service experience with what they studied in class.

With dozens of community partners to choose from, students are able to find non-profit organizations and schools that meet their course requirements, as well as their major and career goals!

#### Benefits for Student

- Learn by Doing
- Gains real life experience
- Improve UC and Private college and universities transfer applications
- Explore Careers
- Enhance resume, and scholarship applications
- Qualify for International Service-Learning scholarships
- Apply to President's Volunteer Award
- Learn to work with diverse populations
- Become good citizens of the world
- Make a Difference in the community

To find out more about this exciting program visit us at the Center for Service-Learning and Public Service, located in the Roble Building RD-216, or call 408-223-6770 to speak with our Program Specialist.

Website: <http://www.evc.edu/academics/special-academic-programs/service-learning>.