



## **STUDENT SUPPORT SERVICES AND SPECIAL PROGRAMS**

# FINANCIAL AID

**Location: Hector L. Lopez Student Services Center,  
Building 100, (760) 355-6266**

Financial Aid exists to help students who might otherwise be unable to complete their education because of financial problems. This aid comes in the form of grants, scholarships and work study.

Financial aid funds are administered in accordance with a nationally established policy of financial assistance for education. The basis of the policy is that students and their parents have the primary responsibility for meeting educational costs. The amount of the expected contribution from students and their family is determined by careful analysis of family financial strength, taking into consideration net income, number of dependents, allowable expenses, indebtedness and assets. The US Congress has established procedures which are used in making an evaluation of how much families can be expected to contribute.

The Free Application for Federal Student Aid (FAFSA) is available online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). The filing period for the next academic year begins January 1 of each year. Students who wish to receive aid in the fall should have their applications complete and their verification documents submitted by at least 3 months prior to enrollment.

Grants form the basis of the financial aid available at Imperial Valley College. Grants, unlike loans, do not have to be paid back. Through the single FAFSA application, students will be considered for eligibility for Pell, FSEOG Grants (federal funds), Cal Grants B and C (state funds), Work Study and Board of Governors Fee Waivers (state waiver of enrollment fees). Scholarship applications are available in the Financial Aid Office.

## WHO QUALIFIES FOR FINANCIAL AID?

To receive aid, you must:

1. Prove financial need based on federal and state guidelines.
2. Have a high school diploma or GED or pass the Ability to Benefit Test. Note: Students who do not pass the test may also be eligible under certain circumstances
3. Be enrolled as a regular student working toward a degree or certificate.
4. Be a U.S. citizen or eligible non-citizen.
5. Be making satisfactory academic progress.
6. Not be in default on any educational loan or owe a refund on an educational grant.
7. Have a social security number.
8. Register with the Selective Service System (applies to male students only).

### Free Application for Federal Student Aid (FAFSA)

To apply for financial aid, students must complete the Free Application for Federal Student Aid (FAFSA) online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). The FAFSA is used to determine eligibility for all state and federal financial aid.



*Building the future by funding education*

## NEED HELP TO PAY FOR COLLEGE?

The Imperial Valley College Foundation offers numerous scholarships to students throughout the school year.

Please contact the Financial Aid or Foundation Offices for a current list of all the scholarships that are available or visit [www.imperial.edu/scholarships](http://www.imperial.edu/scholarships)

Imperial Valley College Foundation • P.O. Box 158 • Imperial, CA 92251 • (760) 355-6113

## Financial Aid Programs at IVC

### STATE PROGRAMS

- **Board of Governors Fee Waiver:** A program for California residents attending a community college. The fee waiver pays for enrollment fees for eligible students. It does not cover parking, lab, material, health fees, or the student representation fee.
- **Cal Grant:** A state-funded grant program for California residents. All Cal Grant award offers are subject to the approval of the final state budget. [www.csac.ca.gov](http://www.csac.ca.gov)

### FEDERAL PROGRAMS

- **Federal Pell Grant:** A grant program for students who have not earned a bachelor's or professional degree. Students must file a FAFSA and demonstrate financial need.
- **Federal Supplemental Educational Opportunity Grant (FSEOG):** A program that funds grants based on demonstrated exceptional financial need. Priority is given to Pell Grant recipients. Funding at IVC is limited.
- **Federal Work Study (FWS):** A program that funds part-time job opportunities to students with financial need. Students must be enrolled in at least 6 units. Funding is very limited and is awarded on a first-come, first-served basis.

Imperial Valley College does not currently participate in any of the federal student loan programs; however, general information regarding private education loans is available upon request.

## Scholarships

Imperial Valley College offers scholarships through the college's foundation and generous donors. Students may be awarded scholarships on the basis of academic achievement, financial need, and campus or community service. Recipients are determined by the Scholarship Selection Committee, which reviews student scholarship applications and, for some scholarships, conducts an oral interview?

Scholarship applications are available at [www.ivc.edu/finaid](http://www.ivc.edu/finaid) in December of each year. Scholarship recipients are selected each spring, with award monies disbursed the following fall upon verification of the student's enrollment in a minimum of six units. Applicants are notified in May.

Scholarships are also available from sources beyond Imperial Valley College. The following sites may be helpful:

[www.FastWeb.com](http://www.FastWeb.com)

[www.College-Scholarships.com](http://www.College-Scholarships.com)

[www.FindTuition.com](http://www.FindTuition.com)

[www.LatinoCollegeDollars.org](http://www.LatinoCollegeDollars.org)

(This comprehensive directory lists all organizations that award grants and scholarships targeting eligible Latino students.)

[www.ScholarshipExperts.com](http://www.ScholarshipExperts.com)

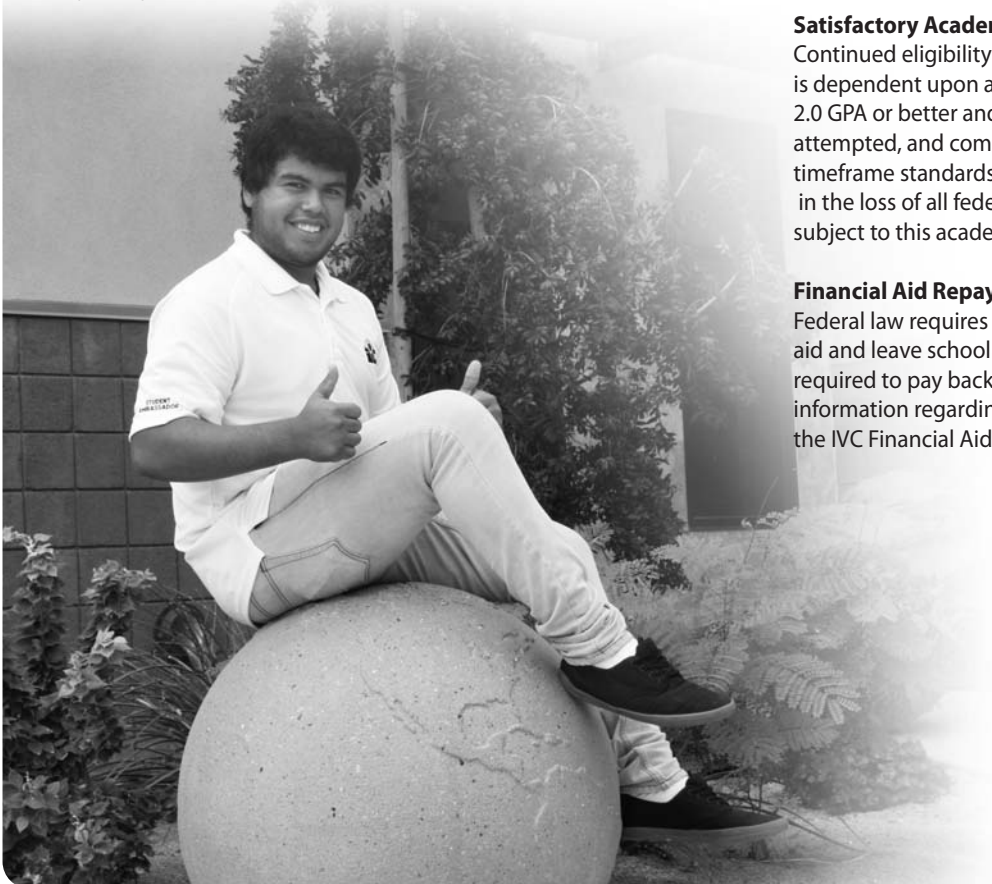
[www.Scholarships.com](http://www.Scholarships.com)

### Satisfactory Academic Progress

Continued eligibility for financial aid at Imperial Valley College is dependent upon academic success. Students must maintain a 2.0 GPA or better and complete at least 67% of all coursework attempted, and complete their program within maximum timeframe standards. Failure to meet these standards will result in the loss of all federal and state aid. The BOG Fee Waiver is not subject to this academic progress standard.

### Financial Aid Repayment

Federal law requires that all students who receive federal Title IV aid and leave school before completing 60% of the term may be required to pay back some or all of the aid received. Detailed information regarding the return of federal aid is available in the IVC Financial Aid Office or on the college website.



## COUNSELING SERVICES

**Location: Hector L. Lopez Student Services Center,  
Building 100, (760) 355-6543**

Imperial Valley College counseling services help students with a variety of educational, career, vocational, as well as personal issues/concerns. Students clarify their needs, make decisions, set goals and deal effectively with personal obstacles with the help of counseling faculty. Confidentiality is paramount in the relationship between student and counselor. An individual appointment is necessary for students who wish to meet with a counselor for academic planning, transcript evaluation and career counseling. It is advisable for students to make an appointment to allow sufficient time to have their questions answered on a one-to-one basis. Call (760) 355-6543 for information or to schedule an appointment.

### Academic Counseling

Counselors evaluate transcripts from other colleges and explore transfer options/requirements based on a declared major. Counselors work in conjunction with students to develop a personalized comprehensive Student Educational Plan (SEP) via the Internet-based DegreeWorks program.

### Career Counseling

Imperial Valley College counselors are trained to provide students with career counseling, but if students wish to perform a comprehensive research, they can enroll in Counseling 100, Personal and Career Development (COUN 100). The course will provide students with personal and career guidance, which includes interest inventories and referrals to off-campus websites to supplement their research.

### Personal Counseling

Personal counseling is provided to students upon request; students may also receive psychological services in the Health and Wellness Center. In addition, Imperial Valley College offers Counseling 100, College Success Skills (COUN 120), which includes: interpersonal communication, self-awareness, stress management, behavior change, and referral to off-campus resources.

### Drop-in Counseling

Drop-in counseling provides students with the opportunity to meet with a counselor on a "first-come, first-served" basis for answers to quick questions. The duration of a drop-in counseling session is a maximum of 30 minutes. The counseling reception will inform you what can be done during a drop-in session (i.e. forms).

## Transfer Center

**Location: Hector L. Lopez Student Services Center,  
Building 100, (760) 355-6543**

The IVC Transfer Center strives to make your transfer to the university system as smooth and seamless as possible. The Transfer Center provides information and services and sponsors special events for students who are preparing to transfer to four-year colleges and universities. The center provides information about transfer programs and general education requirements and arranges appointments with representatives from four-year colleges and universities. Assistance with online applications for admission to California State University (CSU), University of California (UC), California's Private/Independent and Out-of-State Colleges and Universities is available in the Transfer Center. The Transfer Center sponsors a Spring Semester mini-fair each semester, a College and University Day in the fall semester with representatives from colleges and universities throughout California and out-of-state universities, and conducts workshops on the transfer process.

The Transfer Center also provides counseling and resources for students that include college catalogs, articulation agreements, online computer resources, and transfer counseling.

## Disabled Student Programs and Services (DSPS)

**Location: Mel Wendrick Access Center,  
Health Sciences Building, Rm. 2107 (760) 355-6434/6313**

The function of the Disabled Student Programs and Services (DSPS) unit is to accommodate for students disabilities regardless of a person's educational limitations, enabling that individual to participate in the educational experience at Imperial Valley College to achieve their academic and vocational goals.

The students are eligible for accommodations related to their disability under Section 504 of the Rehabilitation Act and the American with Disabilities Act. Any student interested in receiving services must contact the DSPS well before classes start to establish eligibility to insure timely provisions of services. Information can be found on our website: <http://www.imperial.edu/students/dsps>. Participation in the program is voluntary.

Eligible students who have a verifiable disability may qualify for support services through DSPS. Services are provided to students with physical, learning, vision, hearing, communication, psychological disabilities and other health impairments.

Educational accommodations arranged through the DSPS office include priority registration; counseling, testing accommodations, note takers, interpreters for deaf students, LD assessment, equipment such as print enlargers, tape recorders and other alternate media, adapted computer lab and instruction. Liaison with community agencies is also an important component of the DSPS program. The Workability III program, in collaboration with the Department of Rehabilitation (DOR) offers pre-employment workshops, as well as direct job placement, and post employment follow-up for clients of DOR. The campus is physically accessible.

## Extended Opportunity Program and Services (EOPS)

Location: Hector L. Lopez Student Services Center, Building 100, (760) 355-6407

Extended Opportunity Programs and Services (EOPS) is a state funded program designed to provide academic support services to low income and educationally disadvantaged students. EOPS is composed of a group of professionals ready to assist you with the resolution of both academic and personal issues. Our staff is set up to understand the problems of our culturally diverse population and strives to meet student needs that are as diverse as our student population. EOPS services include academic, personal, and career counseling, priority registration, tutoring, book grants, EOPS grants, EOPS work-study positions, assistance with the transfer process, and referrals to campus resources as well as referrals to community agencies that provide resources beneficial to EOPS students. You may submit your application online (located in the college's website under EOPS) or pick up an application at the EOPS office beginning May 1 for the fall semester and November 1 for the spring semester.

## Cooperative Agencies Resources for Education (CARE)

Location: Hector L. Lopez Student Services Center, Building 100, (760) 355-6407

The primary goal of the CARE program is to provide additional support services that ensure the academic success of single parents who also are CalWORKs participants. There is a heavy emphasis on personal counseling and on referrals to community agencies that provide services beneficial to CARE students. The CARE program also provides academic and career counseling, childcare stipends, priority registration as well as all of the services provided to EOPS students. Students applying to the CARE program must also apply to the EOPS program. Further information may be obtained at the EOPS office.

Website: <http://www.imperial.edu/students/eops/>

## CalWORKs Program (CalWORKs)

Location: Hector L. Lopez Student Services Center, Building 100, (760) 355-6407

Imperial Valley College's California Work Opportunities and Responsibilities to Kinds (CalWORKs) program partners with Imperial County Department of Social Services to provide a number of supportive services to CalWORKs cash aid recipients. Services include college work-study, child care, transportation assistance, help to pay for books and other costs related to the approved Educational Plan along with specialized counseling.

CalWORKs recipient students are encouraged to meet with the IVC CalWORKs Counselor as soon as possible when they come to IVC.

Website: <http://www.imperial.edu/students/calworks/>

## Student Support Services (SSS)

Location: Hector L. Lopez Student Services Center, Building 100, (760) 355-6379

Student Support Services is a federally funded program designed for students who possess the potential and motivation to succeed in college. The primary goal of the program is to provide support and to ensure students the opportunity for the best possible education. Services include, but are not limited to, academic, career and personal counseling; cultural and educational field trips; and workshops.

*Hector L. Lopez Student Services Center,  
Building 100*



## VETERANS SERVICES

Veterans Services are located within the Hector L. Lopez Student Services Center, Building 100, (760) 355-6543

### Montgomery G.I. Bill Education Benefits

Imperial Valley College (IVC) is approved by the Veterans' Administration to offer eligible veterans and their dependents military service connected benefit programs leading to an Associate degree or transfer to a four-year institution. The Department of Veterans Affairs (DVA) administers several educational assistance programs for which basic eligibility may vary. Generally, only the DVA can determine an applicant's eligibility for educational assistance.

**All persons receiving educational benefits must personally contact the Veterans Counselor after enrollment every semester to continue benefits.** In addition, a Student Educational plan (SEP) must be on file by the end of the first semester. This plan must be developed and reviewed by an academic counselor.

### Priority Registration

As our way of saying thanks for serving our country, Veterans receive priority registration by completing the Priority Registration Form. This form is available by contacting the Veterans' Counselor or on IVC's Veterans' website:  
<http://www.imperial.edu/index.php?pid=4884>.

### Military Credit

Veterans can receive credit for HE 100 (2.0 units) and PE 110 (2.0 units) by presentation of the DD214 to the Veterans Counselor and registering for the courses.

Veterans can also receive up to 16 units for education experience in the Armed Services. For more information please refer to this website: [www.militaryguides.acenet.edu](http://www.militaryguides.acenet.edu) or see the Veterans' Counselor.

### Disabled Veterans

Veterans who qualify for educational benefits as disabled veterans may be entitled to special educational benefits. Veterans should visit the DVA Regional office, 8810 Rio San Diego, CA 92108 to determine their eligibility for disabled status. Veterans with disabilities are encouraged to investigate services offered through IVC's Disabled Students Programs and Services.

### Veterans' Dependents – War Orphans

Students who are children or widows of veterans who died as a result of military service or are dependents of veterans who were totally disabled as a result of war service (or peacetime military service since September 16, 1940) may be eligible for assistance from the Veterans Administration or the State of California. Inquiries regarding these benefits should be made through the DVA Regional Office.

### Student Liability

The veteran/dependent student assumes full liability for any overpayment of veteran's education allowance benefits. **The final responsibility for monitoring the process of qualifying for educational benefits rest with the individual applicant.** FAILURE TO TAKE THE PROPER CLASSES CAN RESULT IN THE REDUCTION OR TERMINATION OF BENEFITS.

### Veteran/Dependent Student Lack-of-Scholastic Progress

Students will not be certified for enrollment if placed on Scholastic or Lack-of-Progress Dismissal status. If you have previously been placed on Scholastic Probation and have a cumulative grade point average of less than 2.0 in the last two consecutive semesters of enrollment and are eligible for certification of Veteran Benefits, you will be dismissed at the end of each semester as a veteran student (lose veteran certification) as required under Veterans Administration approval criteria regulations.

Students who have previously been placed on Lack-of-Progress Probation and have 50% or more enrollment grades of "W", "I", or "NP" recorded in the last two consecutive semesters of enrollment will be dismissed at the end of each semester as a veteran student (lose veteran certification) as required under Veterans Administration approval criteria regulations.

### Tutorial Services

Tutorial services are available to all veterans who meet established VA criteria.

### Transcripts

All official transcripts of prior college work and military schools must be on file in the Records Office by the end of the first semester of attendance at this college. Certification for benefits for the second semester will be withheld if transcripts are not received. See the Veteran's Counselor for necessary forms.

### Units Required for Entitlement of Benefits

The following number of units are required each semester to certify students for educational and training allowances. Short-term courses are computed proportionately for payment purposes. Please see the Veterans Counselor for more information. \*Chapters 32 and 106 only.

12 units or more full allowance  
9 - 11.5 units three-fourths allowance  
6 - 8.5 units one-half allowance  
2 - 5.5 units one-fourth allowance\*

**Post 9/11 (Chapter 33) entitlements differ. Please see the Veteran's Counselor for more information.**

### Repeated Classes

By district policy, the veteran is eligible to repeat courses in which a "D" grade has been received; however, the course may be certified for benefits only if a grade of "C" or better is earned towards a degree or other necessary prerequisites are met.

### Winter/Summer Sessions

Veteran benefits are also available for the winter/summer sessions. Contact the Veterans Counselor for more information.

### Withdrawal/Change of Classes

Veterans are required to notify the campus Veteran's Counselor when they stop attending class, withdraw from the college or add or drop a class. Such changes should be reported immediately after filing an official withdrawal. Failure to comply with this regulation will be grounds for decertification.

# ONLINE SERVICES AND DISTANCE EDUCATION

## Student Email

Students are automatically provided a **username@students.imperial.edu** email account shortly after submitting their CCCApply application to the college. Usernames are assigned automatically (customized names are not provided), and accounts will remain available even after the student has completed their studies at the college. When the account is created, the password will automatically be synced with your current WebSTAR password. Students can change their email password by updating their WebSTAR password (your email password should be updated in 5 minutes or less automatically).

You can login to your account by visiting: **www.outlook.com**. Once a student has logged into their student email account, they can setup email forwarding so that copies of their student email can also be sent to a personal email address.

For the most current information about how to use your student email account, please log on to: **my.imperial.edu/student-email** (your Student ID and WebSTAR password will be required).

**Important Notice:** This address will be the primary email address we'll use to contact you while you are studying at Imperial Valley College (this includes all Financial Aid contacts). You will also be required to use this account for a number of new services we will be launching in the near future for students. Students are expected to check their email on a frequent basis in order to stay current with college-related communications. Students have the responsibility to recognize that certain communications may be time-critical. The best strategy is to get accustomed to checking your student email account at least once a day while you are a student at IVC, especially during critical times such as registration.

## Distance Education

### Distance Education: Online Courses

Offering an alternative to the traditional classroom environment, the Distance Education program at Imperial Valley College provides students the option to earn college credits via online or hybrid courses. Delivered through the Internet, these courses are either fully online (with class meetings scheduled only for an orientation and for midterm and final exams); or, they are hybrid courses (with a combination of online work and classroom activities). IVC uses the Etudes course management system (CMS) to deliver online classes. All students interested in taking online classes should have access to a computer connected to the Internet, and they should be comfortable navigating online. On-campus computers are available in the library and in various other labs on the main campus. Students enroll in online courses through the regular registration process. Fees and academic credits are the same as they are for traditional face-to-face courses. Please consult the Schedule of Classes for additional details, or visit the Distance Education web site at **www.imperial.edu/de**.

### Online Classes

We've been building IVC's DE program since 2005 and we are quite pleased with what we've accomplished. Starting out with only 60 online students our first time around--we've grown to a massive online community. We are pleased to bring you several online courses and we are working hard to provide our students with even more quality online classes. IVC's Distance Education Team welcomes you to the future of online learning!

### Distance Education Counseling

Online counseling is available for IVC students taking online courses. Services are provided by: Ralph Marquez, Distance Education Counselor, email: **ralph.marquez@imperial.edu**, Office/Phone: Hector L. Lopez Student Center, Building 100, (760) 355-6253.



## ADDITIONAL RESOURCES AND CENTERS FOR STUDENTS

### Athletics

Intercollegiate competition is held in a variety of sports. IVC competes in the Pacific Coast Athletic Conference. The Pacific Coast Athletic Conference includes Grossmont, Mira Costa, Palomar, San Diego City, San Diego Mesa, San Diego Miramar, Cuyamaca, and Southwestern Colleges.

### Bookstore and College Center

The college bookstore is maintained by the district through a lease arrangement with a private company. All college textbooks and necessary supplies are available. The College Center building contains an eating and social venue. It also has a snack and coffee bar that sells refreshments and meals to students, staff and the general public.

### Child Development Centers

The Preschool and Infant/Toddler centers are demonstration lab programs that meet the educational, research, and service needs of the institution and community at large. The Preschool program (children 3.5-5 years of age) and the Infant/Toddler program (new-born- three years of age) is located in buildings 2200 and 2300. Service is available to families who meet the California Department of Education qualifications for enrollment. The centers are open Monday-Friday from 7:15-5:30. Breakfast, lunch and snack are provided through the California Adult and Child Food Program. Location: Buildings 2200 and 2300. Phone: (760) 355-6528 or (760) 355-6232.

### Community Service Classes

Community service classes are offered as fee-based courses in areas of public and community interest including on-line classes. Community service classes include traffic school, motorcycle safety, foreign language, computers and other general areas of interest. Community service classes are open to everyone and are supported by class fees. See the current Imperial Valley College Class Schedule for community service courses or go online at [www.imperial.edu/community](http://www.imperial.edu/community).

### Exercise Science, Wellness, and Sport Program

IVC strongly believes in the efficacy of health education for all despite age, sex, or physical condition, a class is available and appropriate to the physical performance level of each student.

Exemptions may be granted for:

- Physical condition (medical excuse required).

Upon petitioning for graduation, a student must show a minimum proficiency in the following:

- Successful completion of PE 100 plus one elective PE activity unit (3.0 units required).

Students in physical education activity classes are required to dress appropriately. Appropriate dress for activity classes includes tennis shoes, shorts, sweat pants or jogging apparel, and tee shirts or a similar top for vigorous activity.

### IVC Honors Program

The Imperial Valley College Honors Program is designed for a diverse community of motivated students who have a passion for learning and the desire to expand their personal and academic horizons. The Honors Program stimulates and nurtures the curiosity of its students and makes it possible for the students to examine concepts and topics beyond customary coursework and programs. Honors students have the opportunity to work closely with faculty in designated Honors courses through various independent study programs designed to enhance regular classroom objectives. The Honors Program provides an enthusiastic learning community of faculty and students.

### Non-Credit Education

Non-credit education is an alternative instructional delivery system. It increases the access for students with diverse backgrounds. Non-credit instruction provides opportunities for students to improve their earning power, literacy skills, and access to higher education. Non-credit courses are designed to provide life-long learning opportunities in three primary instructional areas including:

1. Literacy: includes adult basic education and English as a Second Language.
2. Workforce Preparation: includes short-term career technical education.
3. Family and Community Education: includes instructional offerings in areas that provide family, health, and life skill development.

Non-credit courses are open to California residents over the age of 18 and are free. See the current Imperial Valley College Class Schedule for non-credit courses or go online at [www.imperial.edu/community](http://www.imperial.edu/community).





## Student Activities

Student affairs are governed by the Associated Student Government of Imperial Valley College. Those students who are socially inclined will find an opportunity for the development of their interests in clubs and the social affairs of the year. Others who are interested in athletics will benefit from a variety of intercollegiate sports and those who are interested in music, publications, or student government will find many opportunities for participation in these activities.

## Student Health Services

As an Imperial Valley College student: Your pre-paid semester healthfee entitles you to Student Health Services. Pioneers Memorial Healthcare District was selected as the provider for Student Health Services and offers basic health services with an emphasis on health prevention and education programs.

To access the services offered, every student must 1) bring a current IVC Identification Card, 2) bring a current copy of WebSTAR classes, and 3) inform the healthcare staff you are a student at IVC. All students are strongly encouraged to carry outside insurance coverage for situations or issues not covered by Student Health Services. Student can receive services at the following locations:

### **STUDENT HEALTH SERVICES**

Services only provided at the following locations

#### **Student Health Center (SHC on campus)**

380 East Aten Road, Building 2100 Health Science  
Imperial, CA 92251  
(760) 355-6310  
8:30 – 4:30 Mon–Thurs. (tentatively)  
8:30 – 12:30 Fri

#### **Calexico Health Center (CHC)**

450 East Birch St.  
Calexico, CA 92231  
(760) 768-6262  
3pm until midnight Mon – Fri  
1pm until midnight Sat & Sun

#### **El Centro – Clinicas de Salud del Pueblo**

651 Wake Avenue, Suite A  
El Centro, CA 92243  
(760) 352-2257  
Normal Business Hours Mon – Fri

#### **Occupational Health Center (OHC)**

751 West Legion Road, Suite 103  
Brawley, CA 92227  
(760) 351-4400

#### **Pioneers Memorial Hospital Emergency Room (ER)**

207 West Legion Road  
Brawley, CA 92227

*\*\* Times of operation are subject to change.*

### **IN CASE OF EMERGENCY**

If you have a life-threatening illness or injury that requires an ambulance, call 911 immediately.  
Emergency costs are not covered by Student Health Services

The **Student Health Fee** allows students to receive health services on campus and at various health centers in the community. The fee is not related to health insurance and is required whether or not students choose to use the Center. The Board of Governors (BOG) fee waiver will not cover this fee. Students receiving a BOG will need to pay the fee. Exemptions from the fee may be granted for the following:

- Students who depend exclusively upon prayer for healing in accordance with the teachings of a bona fide religious sect, denomination, or organization.
- Students who are attending IVC under an approved apprenticeship training program.

### **Work Experience**

Work Experience is a cooperative educational program between Imperial Valley College and community employers. The college provides the organization, the coordination of class facilities, and the personnel for the program. The employers provide places to work (workstations) and on-the-job training which has educational value for the students. The unit of credit earned may be used to meet some of the graduation requirements in selected programs.



## Spencer Library and Media Center

**Location:** Building 1500.

**Circulation Desk:** (760) 355-6490.

**Reference Desk:** (760) 355-6445.

### Spencer Library

The Imperial Valley College Spencer Library provides students, faculty, and staff a wealth of information resources including books, e-books, and databases including many full-text journals, as well as print newspapers and journals. A web-based public access catalog allows users to search for book and e-book holdings. Printers and copy machines area available for student use for a reasonable fee.

Students and faculty must present a valid IVC ID card to borrow materials. Reference librarians are available to help students locate the information they need for their classes.

### Library Computers

Computer work stations in the library provide currently enrolled students access to the Internet, student email, research database, and Microsoft software. The computer facilities in the library are for education and research purposes only.

### Library Policies

Spencer Library policies, services, and hours are described in detail on the library website at: <http://www.imperial.edu/library>.

### Media Center

**Location:** Building 1500, (760) 355-6378

The Spencer Library Media Center offers resources in a variety of formats - print, web-based, microfilm, video, and CD. Over 50,000 books, 425 periodicals and newspapers, web-based subscription article databases, historical runs of periodicals on microfilm, and several hundred video tapes and musical CDs are available. Computers are available to access the Library's online catalog, databases, the web, and eBooks. Librarians and staff members are available to provide students with reference assistance and other library services. The Library is a member of the Serra Library System, the San Diego and Imperial Counties Community Colleges Learning Resources Consortium (SDICCLRC), and the Online Computer Library Center (OCLC), which is used to obtain library material not owned locally through interlibrary loan. Information about the Library and access to the online catalog and subscription databases are available through the Library's link on the IVC home page.

## Centers for Students

### Learning and Tutoring Services Centers

Learning Services includes the Study Skills Center, the Reading/Writing Lab, the Language Lab, the Business Lab, and the Math Lab. These are open to Imperial Valley College students and faculty. The Study Skills Center provides comprehensive learning assistance programs through tutorial programs, workshops, and test proctoring. Services are available during daytime and evening hours. The tutorial program provides free tutoring for a large variety of courses to all students currently enrolled at IVC. The primary goal of the program is to encourage and assist students in the development of their potential as independent learners. The tutorial program provides individual and group tutoring, ESL conversation classes, individual and group study rooms, study skills and workshops,

computer terminals, and television sets equipped with VCR and DVD. Tutoring is provided by appointment and walk-in basis. The tutors are students who have previously excelled in their own coursework and have the recommendation of their instructor. IVC faculty members also form part of our tutors.

### Business Division Computer Labs

**Location:** Room 2610, (760) 355-6451

The Business Division maintains a multimedia computer lab for students. Room 2610 is an open lab and has 30 computer workstations. Accounting, computer information systems, programming, office administration, economics, management, and marketing courses are supported as well as other courses across campus. The lab has current software applications and Internet access.

### Tutorial Services

**Location:** Room 1511, (760) 355-6384

If you need help in any of your classes, check with Tutorial Services for help. Free tutoring is available to all students on a walk-in basis in the Library. Tutors in various subjects are available throughout the day for small-group tutoring without an appointment. There is also one-on-one tutoring available to EOPS and SSS students. Come see us early in the semester, so we can help you. Workshops are also offered in study skills, test taking, note taking, and using the library effectively.

### Learning Center

**Location:** Room 1511, (760) 355-6390

An individualized course of study in any discipline using classroom materials or materials available in the Spencer Library Media Center.

### Pauline Benoit Rice IVC Language Lab

**Location:** 2600 Building, (760) 355-6292

All students enrolled in foreign languages, English as a Second Language, or speech classes can use individual multimedia learning experiences as a supplement to formal class instruction. Lab classes provide students with an intensive language exposure.

### Jean Raulston Reading/Writing Lab

**Location:** 2600 Building, (760) 355-6391

Diagnosis of reading and writing problems by instructors and para-professional tutors is followed by programmed and individualized instruction and supervision in the remediation of these weaknesses. Grammar modules, computers, workbooks, and other resources are used under the supervision of trained staff members in order to improve vocabulary, comprehension and speed of reading, and to make the student a more competent reader and writer.

### Math Lab

**Location:** Room 2500, (760) 355-6190

The primary purpose of the Math Lab is to help students in basic math, beginning algebra and intermediate algebra. The lab has 48 workstations equipped with multi-media learning resources: computers, DVD players, and VCRs. In addition, study rooms and reference books are available. Tutors are available to assist students during the time the Math Lab is open.