

## Why Choose TVCC?

Treasure Valley Community College provides educational opportunities through several exciting avenues. Our lower-division college courses are fully accredited and transferable to four-year colleges throughout the country. We offer more than 25 professional-technical programs designed to prepare students to enter today's job market with skills and confidence. Our distance education program provides both traditional and nontraditional students with lower-level college credit courses, workshops, and seminars. The college has an open-door admission policy. In general, you may enroll in classes if you are 18 years of age or older. Students who are under 18 years of age and have graduated from an accredited or standard high school, or who have completed the GED are eligible for admission.

## Applying for Admission:

1. Complete an admission application and submit it to TVCC
2. Send official high school, GED, or college transcripts to TVCC, Student Service Center, Admissions Dept., 650 College Blvd., Ontario, OR 97914-3423
3. Take the placement test. Entry services advising available Mon. through Thur. 8 a.m. to 6 p.m., Fri. 8 a.m. to 5 p.m.

## Testing Services Center

To assist with advising and appropriate class selection, please call 541-881-5799 to schedule an appointment for testing. Eligibility to enroll in some courses (i.e., math and writing) is based on a demonstrated skill level by completing the appropriate prerequisite or by achieving the appropriate test score on the placement test. (Calculators are permitted.) Placement testing is administered in the college's Testing Services Center, located in the Four Rivers Cultural Center building. Students with a documented disability may arrange reasonable accommodations. There is no charge for the first placement test. Retesting is \$10.

## Planning For Enrollment

Planning an overall course of study or a quarterly schedule of classes can be overwhelming. To assist, TVCC students are assigned an advisor and encouraged to meet prior to each quarter. An advisor can help establish a possible major, provide information about campus support, and help students understand issues related to degree requirements, graduation, policies, and procedures.

Students who are 16 or 17 years of age and have not graduated from high school may enroll if their high school issues a release, allowing admission to TVCC. In addition, students under the age of 18 meet with the Dean of Student Services.

International Students should contact the admissions department at the Student Services Center for details regarding admission and testing information.

Students transferring from other higher education institutions are encouraged to consult with an advisor to determine the transferability of prior coursework and how those courses may meet the requirements within a TVCC program. However, only after completing an application for admissions will prior college transcripts be officially evaluated by TVCC.

GED testing is available on the TVCC campus. This battery of tests includes examinations of writing, social studies, science, literature and mathematics. The fee for this test battery is \$115. For additional information contact (541) 881-5820.

This Schedule of Classes reflects an accurate picture of Treasure Valley Community College at the time of publication. However, offerings are subject to change without notice. A class may be cancelled due to low enrollment. Therefore, the College reserves the right to make any necessary changes in the matters discussed herein, including procedures, policies, calendar, course instructor, curriculum, course content, emphasis and cost. Students enrolling in classes at TVCC shall be subject to rules, limits and conditions set forth in the current Catalog, Schedule of Classes and other official publications of this institution. Students are advised to consult with their transfer institution for verification of the transferability of specific TVCC courses.

## Programs and Degrees

Treasure Valley Community College awards three nationally recognized degrees:

- Associate of Arts
- Associate of Science
- Associate of Applied Science

In addition to the three nationally recognized degrees, an Associate of General Studies degree is offered. The AGS is not considered a transfer degree; please consult the TVCC catalog for more information.

The Associate of Arts degree is awarded to students who complete a full two-year lower division college transfer program that includes requirements set jointly by Oregon's community colleges and the Oregon State System of Higher Education. This degree provides for Block Transfer to Oregon's and Idaho's four-year public colleges and universities. All lower division requirements of the transfer institution are met with the Associate of Arts degree.

The Associate of Science degree is a college transfer degree designed for students whose lower division major required coursework does not allow for completion of the Associate of Arts degree requirements, but who intend to transfer to a four-year college. This degree does not Block Transfer to Oregon colleges. The Associate of Science will transfer and provide all the lower division requirements in an agreement that TVCC enjoys with all the Idaho public four-year colleges and universities.

The Associate of Applied Science degree is awarded to students who have completed the requirements of a two-year professional technical program.

Students planning to transfer to four-year colleges should maintain contact with the four-year college admissions office regarding transfer requirements and program requirements.

## Student Services Center hours

Fall, Winter and Spring terms:

8:00 a.m. to 6:00 p.m.	Mon.- Thursday
8:00 a.m. to 5:00 p.m.	Friday

(Student Services Center hours are extended the first week of registration.)

Summer term and between quarters:

8:00 a.m. to 5:00 p.m.	Weekdays
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## Tuition Rates

*All tuition and fee rates are subject to change. For the most current rates, please visit [www.tvcc.cc](http://www.tvcc.cc)*

### OREGON RESIDENTS

Tuition, per credit.....	\$82
Student activity fee, per credit.....	\$4
Universal fee, per credit.....	\$10
Tuition, 15-20 credits.....	\$1230.00 per quarter
Quarterly student fee**.....	\$210.00 maximum
<b>TOTAL.....</b>	<b>\$1440.00</b>

### OUT-OF-STATE RESIDENTS

Tuition, per credit.....	\$92
Student activity fee, per credit.....	\$4
Universal fee, per credit.....	\$10
Tuition, 15-20 credits.....	\$1380.00 per quarter
Quarterly student fee**.....	\$210.00 maximum
<b>TOTAL.....</b>	<b>\$1590.00</b>

### IDAHO CENTERS

Tuition, per credit.....	\$99
Student activity fee, per credit.....	\$4
Universal fee, per credit.....	\$10
<b>TOTAL.....</b>	<b>\$113 per credit</b>

*No tuition window for Idaho Centers.*

### ONLINE COURSES

Tuition, per credit.....	\$97
Student activity fee, per credit.....	\$4
Universal fee, per credit.....	\$10
<b>TOTAL.....</b>	<b>\$111 per credit</b>

*No tuition window for online courses.*

### OFF-SITE COURSES IN OREGON

Tuition, per credit.....	\$97
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*No tuition window for off-site centers.*

### INTERNATIONAL STUDENTS

Tuition, per credit.....	\$134
Student activity fee, per credit.....	\$4
Universal fee, per credit.....	\$10
Tuition, 15-20 credits.....	\$2010.00 per quarter
Quarterly student fee**.....	\$210.00 maximum
<b>TOTAL.....</b>	<b>\$2220.00</b>

## Quarterly Student Fees

A non-refundable student fee is assessed to all students based upon total credits. This fee supports student activities through the Associated Student Government. Twenty dollars of this fee (or the entire fee if the total due is less than \$20) is due at the time of registration. *All tuition rates shown above are subject to change.* Some classes such as art, sciences, music and technical offerings may have additional fees. Students should check with the Student Services Center to find out what classes have fees and the amounts.

## Applicable Refunds

Students who Add or Drop a class or need to withdraw totally should begin the process in the Student Services Center. You can obtain the correct forms and if necessary meet with an advisor in the Academic Advising area for assistance. Withdrawal from class(es) is a student's responsibility.

- The refund policies adopted by TVCC have been developed to comply with all federal regulations, and acknowledge the costs that the college has incurred regarding your enrollment. Every effort has been made to provide our students with flexibility while meeting all legal requirements. The policies we will follow in any transaction regarding refund are:
- Refunds issued to students resulting from Add-Drop or Withdrawal will be issued at the rate of 100% during the first two weeks of fall, winter and spring quarters, and during the first week in summer quarter. No refund is available after the second week in fall, winter and spring, or after the first week of classes in summer quarter.
- Federal law governs the return of Title IV funds disbursed for a student who completely withdraws or stops attending classes. If the student withdraws with-in the first 60% of the quarter, funds are "earned" in proportion to the length of time they remain enrolled. The remainder must be returned to the federal programs.

If the charges incurred by the student are greater than the aid disbursed, the college must return all funds. If the institutional charges incurred are less than the Title IV funds, the student and the College each return aid. The student repays any "unearned" loan funds under the terms of the promissory note. If the student owes grant money, they will be ineligible until full payment or satisfactory payment arrangements have been made.

Students who do not withdraw from class but stop attending, or who register but never attend classes will receive the grades assigned by the instructors and will not receive a refund of tuition or fees. Failure to officially withdraw may impact your future financial aid or enrollment status. Students may be administratively removed from the class roster for non-attendance, but this does not release you from the need to officially withdraw or financial obligations.

## Student Insurance

As a full-time student, insurance is included within your registration. If you do not desire this coverage, you may withdraw from the group by completing a waiver of coverage at registration. Part-time students (3-11 credits) may enroll in this program by completing an Enrollment Form and making payment directly to the carrier. For additional information regarding the insurance benefit, contact the Student Services Center (541) 881-5800.

## Student records / Rights to privacy

All Students at Treasure Valley Community College are protected by the Family Educational Rights and Privacy Act (FERPA) of 1974. Your privacy is protected with certain restrictions on the disclosure of your student educational records and information. You have the following rights, protection and privacy of your educational records at Treasure Valley Community College.

1. The right to inspect and review your student education records within 45 days of the day the college receives a request for access. The Student should submit a written request to the Registrar's Office identifying the records(s) they which to inspect.
2. The right to request the amendment of the student's education records the student believes are inaccurate.
3. The right to authorize disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. The College will disclose the following information authorized by FERPA on all students:
  - Student's name(s)
  - Telephone number
  - Major or field of study
  - Dates of attendance
  - Degrees and awards received

Directory Information can be released by the College unless the Office of the Dean of Student Services or the Registrar's Office has received a written notice signed by the student requesting non-disclosure of all student information.

Upon request, the College may disclose selected education records to the military recruitment services pursuant to the Solomon Amendment. The college will not disclose student records to family members or any inquiries outside the college (with the exception of certain law enforcement and grand jury subpoenas) without notice to the student and/or written authorization.

4. Students have the right to file a complaint with the U.S. Department of Education concerning alleged failure by the college to comply with the requirements of FERPA. The name and address of the Office that administers FERPA:

Family Policy Compliance Office  
US Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

Contact the Registrar's Office at (541) 881-5804, if you wish to inspect, review or restrict disclosure your student educational records or if you have any questions regarding your rights under the Family Educational Rights and Privacy Act.

## Use of Social Security Numbers

OAR 581-041-0460 and ORS 341.290(17) authorizes the voluntary

use of your social security number. The number will be used by the college for reporting, research, and record keeping. The College will also provide your number to the Oregon Community College Unified Reporting System (OCCURS) that is a clearinghouse that gathers information about students and programs to meet state and federal reporting requirements. Your number will be used only for the purposes authorized by statute. State and federal law protects the privacy of your records.

## Equal Opportunity, Anti-Discrimination

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

Harassment and discriminatory behavior is prohibited and will not be tolerated within the Treasure Valley Community College District. Any person who believes he or she has been discriminated against or harassed by a TVCC employee, representative, agent or student should file a complaint with the Dean of Student Services. In circumstances involving sexual harassment the Affirmative Action Officer should also be contacted. District includes TVCC facilities, premises and non-TVCC premises if the student is at any TVCC sponsored, TVCC approved or TVCC related activity or function, such as field trips or athletic events. There shall be no retaliation by TVCC or the accused of any person who, in good faith, reports harassment.

## Students with Disabilities

TVCC promotes equal educational opportunities for students with disabilities through its commitment to a barrier-free campus. TVCC's Americans With Disabilities Act (ADA) Compliance officer can be reached at (541) 881-5706. We encourage students and staff to contact Disability Services in Barber Hall at (541) 881-5804 with questions regarding accommodation for students with disabilities. The college supports this commitment by providing in-class services, resource/referral information, adaptive equipment, consultation with student and instructors, and advocating for the removal of attitudinal and architectural barriers.

TVCC also has adaptive technology for computers and videos in the Library and Learning Center. These services are available to permanently and temporarily disabled students in all credit and non-credit programs. The TVCC campus is an accessible facility. Upon request, classes held at other locations will be relocated to barrier-free facilities for physically challenged students.

## Alcohol and Drug-Free Program

TVCC is committed to providing an environment that fosters excellence in learning for its students and community, and in work performance for all of its employees. The misuse and illegal use of alcohol and other drugs is contrary to this effort. In keeping with state and federal statutes, the illegal use, possession, distribution, manufacture, or sale of alcohol and other drugs, and/or being under the influence of alcohol and other drugs is not permitted on college

other college-sponsored activities such as athletic events, field trips, etc. The use of tobacco products in campus buildings is prohibited. TVCC will impose disciplinary sanctions on students and employees (consistent with local, state, and federal law), up to and including expulsion or termination of employment and referral for prosecution for violation of these policies. (Student Rights, Freedoms & Responsibilities and Board Policy #512).

### Parking at TVCC

Parking permits are not required. Handicapped parking spots are limited to those cars that have handicapped parking permits and decals issued by the Department of Motor Vehicles of the state of registration. "No parking" areas are loading zones, safety zones, and areas where parked cars would interfere with pedestrian or vehicle traffic flow. We appreciate your cooperation in helping to maintain access and safety on campus. For more information contact Bernie Babcock at (541) 881-5706.

### TVCC Bookstore

Books and supplies may be purchased at the College Bookstore located in the Student Services Center on the college campus, (541) 881-5750, or at the Caldwell Center in Idaho, 208-454-6830.

Hours: 8:00 a.m. to 5:00 p.m. Mon.- Friday

Refunds - You may receive full refunds for books the first two weeks of each term for which they were purchased. All books must be returned in the original condition with the sales receipt.

Used Book Buy Back - Each term during finals week the Bookstore pays cash (up to 50 percent of the purchase price) for used text-

books needed for the next term. Books that are no longer needed, will be purchased for a used book wholesaler using an established pricelist.

### TVCC Library

The TVCC Library is located on the second floor of the Weese Building. The Library currently houses about 30,000 volumes and collects about 75 periodicals in paper format. The Library also maintains computer databases, an extensive microfiche collection, a computer lab for student use, plus public access computers. The Library is a member of SAGE, a southeastern consortia of 76 public, school and academic libraries. This consortium provides simultaneous access to the automated card catalogs of participating libraries. Materials not available in the Library may be requested through Inter-Library Loan.

Hours - Academic Year:

1:00 p.m. to 9:00 p.m.	Sunday
7:00 a.m. to 9:00 p.m.	Monday- Thursday
7:00 a.m. to 5:00 p.m.	Friday
Closed	Saturday

Hours - Summer

7:00 a.m. to 7:00 p.m.	Monday- Thursday
8:00 a.m. to 5:00 p.m.	Friday

Hours - Between Terms:

8:00 a.m. to 5:00 p.m.	Monday - Friday
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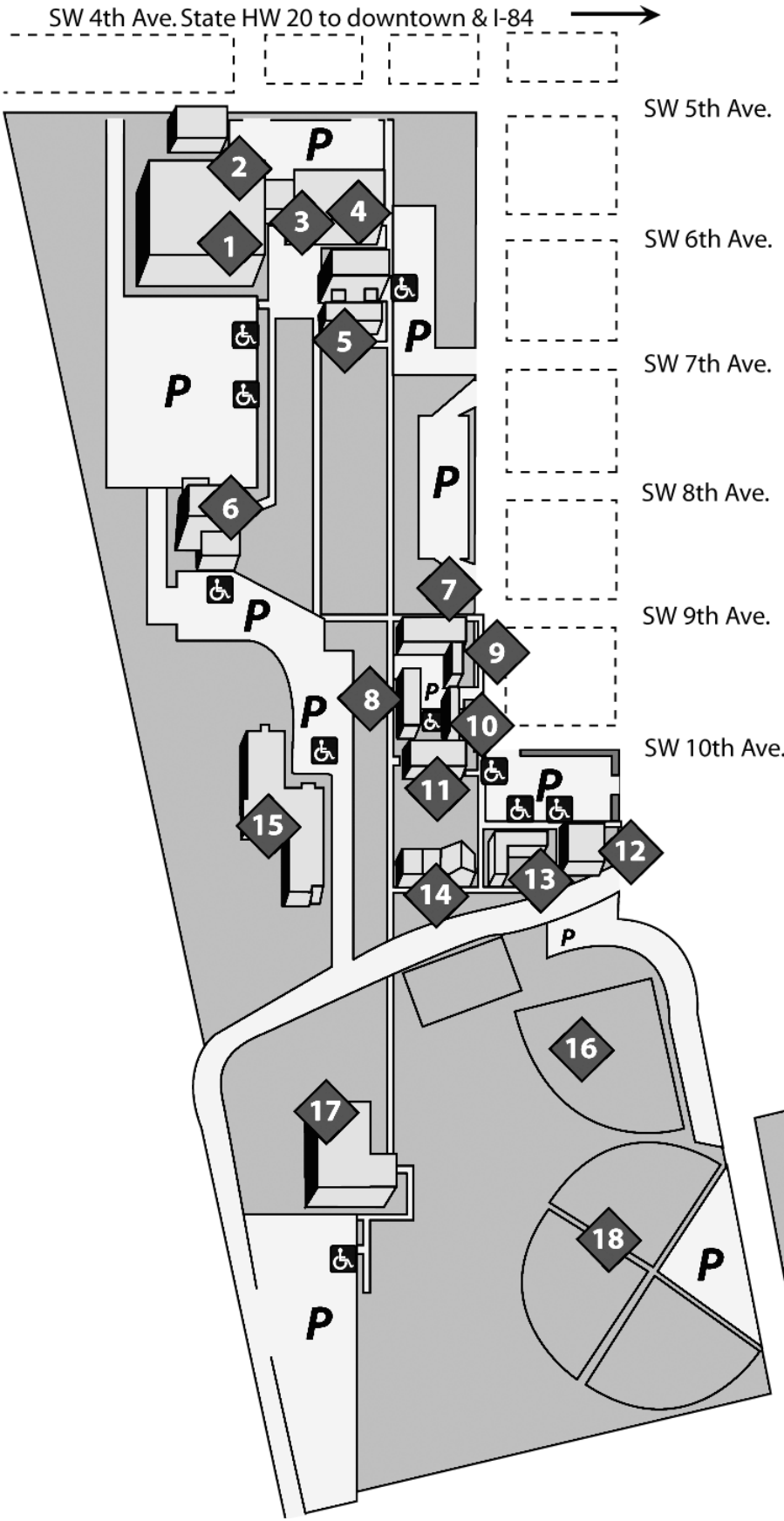
### TVCC Child Care Center

The mission of the TVCC Child Care Center is to provide quality, affordable childcare for the students of TVCC and cooperating agencies. For information, call (541) 881-5791.

## A Sample Finals Schedule

If your class begins Monday at		Your Final Exam will be:				
	Monday of Finals Week	Tuesday of Finals Week	Wednesday of Finals	Thursday of Finals Week	Friday of Finals Week	
7:30 or 8:00 a.m.	8:00 a.m. - 10:00 a.m.					Final exams for schedule conflicts will be held at either 8:00 a.m. - 10:00 a.m. or 10:00 a.m. - 12:00 p.m.
9:00 a.m.			8:00 a.m. - 10:00 a.m.			
10:00 a.m.	10:00 a.m. - 12:00 p.m.					
11:00 a.m.			10:00 a.m. - 12:00 p.m.			
12:00 p.m.	12:00 p.m. - 2:00 p.m.					
1:00 p.m.			12:00 p.m. - 2:00 p.m.			
2:00 p.m.	2:00 p.m. - 4:00 p.m.					
3:00 p.m.			2:00 p.m. - 4:00 p.m.			
4:00 p.m.	4:00 p.m. - 6:00 p.m.					
If your class begins Tuesday at		Your Final Exam will be:				
7:30 or 8:00 a.m.		8:00 a.m. - 10:00 a.m.				Final exams for schedule conflicts will be held at either 8:00 a.m. - 10:00 a.m. or 10:00 a.m. - 12:00 p.m.
9:00 a.m.				8:00 a.m. - 10:00 a.m.		
10:00 a.m.		10:00 a.m. - 12:00 p.m.				
11:00 a.m.				10:00 a.m. - 12:00 p.m.		
12:00 p.m.		12:00 p.m. - 2:00 p.m.				
1:00 p.m.				12:00 p.m. - 2:00 p.m.		
2:00 p.m.		2:00 p.m. - 4:00 p.m.				
3:00 p.m.				2:00 p.m. - 4:00 p.m.		
4:00 p.m.		4:00 p.m. - 6:00 p.m.				

# TVCC Ontario Campus Map



1. Performing Arts Center
2. EOU Malheur County Center
3. Bookstore
4. Student Services Center  
Enrollment Services, Testing Center,  
Advising, Financial Aid, Business  
Office
5. Barber Hall  
Math, Science, Business & English  
depts., Switchboard & Information
6. Weese Building  
President's Offices, Dining Hall,  
Library, Student Government
7. Vo-Tech Building  
Agriculture & Industrial Ed. depts.
8. Tech Lab Building  
Nursing department
9. Drafting Lab
10. Workforce Training Center
11. Oregon Trail Building  
Social Sciences, Education & Adult  
Ed. depts.
12. Art Building
13. Albertson Building & BizCenter
14. Physical Plant & Print Shop
15. Residence Hall
16. Elks Memorial Baseball Field
17. John J. Easley Memorial Gymnasium
18. Ore-Ida Sports Complex
19. Drama Shop
20. Oregon Readiness Center