**Vision:**
To provide quality education that transforms lives.

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

**Institutional Learning Outcomes (ILOs):**

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

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

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

**Career and Specialized Knowledge**
- Demonstrates knowledge, skills and abilities related to student educational goals, including career, transfer and personal enrichment.
On behalf of the Board of Trustees, faculty, administrators, and staff, thank you for choosing Antelope Valley College (AVC). We are delighted that you will be pursuing your educational goals at AVC.

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

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

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

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

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

Mr. Ed Knudson
Superintendent | President
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Associate Degree Programs

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

Career Technical Programs

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

Transfer/General Education Courses

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

Basic Skills Courses

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

Personal Enrichment and Professional Development

Community service offerings, non-credit, not-for-credit classes and services that develop the knowledge, skills, and attitudes necessary for students to be effective members of the community. These classes enhance the community’s social, cultural, and economic well being. Non-credit course offerings may lead to a Certificate of Completion and/or Certificate of Competency.
AA-AS General Education
Accounting
Administrative Assistant
Administrative Medical Assistant
Administration of Justice
Administration of Justice Associate of Science for Transfer (AST) Degree
Advanced Manufacturing Locally Approved Certificates
Aeronautical and Aviation Technology
Air Conditioning & Refrigeration Specialist
Air Conditioning Specialist
Aircraft Fabrication and Assembly-Blueprints and Structures
Airframe Manufacturing Technology B.S.
Alcohol and Other Drug Studies
Anthropology Associate of Arts for Transfer (AAT) Degree
Art History Associate of Arts Transfer (AAT) Degree
Auto Body (Collision Repair Specialist)
Auto Body (Refinishing Specialist)
Auto Tech (Driveability, Emissions, and Electrical
Auto Tech (Engines and Drive Trains)
Avionics Technology
Biological Sciences
Biology Associate of Science for Transfer (AST) Degree
Business Administration Associate of Science for Transfer (AST) Degree
Business Information Professional
Chemistry Associate of Science for Transfer (AST) Degree
Child Family Education
Clinical Medical Assistant
Communication Studies Associate Arts Transfer (AAT) Degree
Computer Aided Drafting and Manufacturing
Computer Engineering
Computer Science Associate of Science for Transfer (AST) Degree
Computers- Business Computer Information Science
Computers- Computer Applications
Computers- Computer Networking
Computers- Computer Software Developer
Dance
Deaf Studies- American Sign Language
Deaf Studies- Interpreting Training
Digital Media Computer Animation
Digital Media- Digital Photographic Imaging
Digital Media- Digital Printing
Digital Media - Interactive Media - Web Design
Digital Media- Video Design Production
Drafting- Computer Aided Design
Early Childhood Education Associate of Science for Transfer (AST) Degree
Economics Associate of Arts for Transfer (AAT) Degree
Education- Instructional Aide
Electrical Engineering
Electrical Technology
Electronics Technology
- English Associate of Arts for Transfer (AAT) Degree
- Environmental Horticulture- Agricultural Parks- Landscape Management
- ESL High Intermediate Certificate
- Film, TV, Electronic Media Associate of Arts for Transfer (AAT) Degree
- Fire Technology
- Fire Technology- Wildland Fire Technology
- Firefighter 1 - Wildland Fire Fighter Academy Certificates
- General Business
- Geographic Information Systems Certificates
- Geography Associate of Arts for Transfer (AAT) Degree
- Geographic Information Systems Locally Approved Certificate
- Geology Associate of Science for Transfer (AST) Degree
- Ground Maintenance Certificates
- History Associate of Arts for Transfer (AAT) Degree
- Industrial Manufacturing Technician Apprenticeship Certificate
- IT Cybersecurity
- Kinesiology Associate of Arts for Transfer (AAT) Degree
- Landscape Construction- Agricultural Parks- Landscape Management
- Liberal Arts and Sciences
- LVN to Registered Nursing Advanced Placement
- Mathematics Associate of Science Transfer (AST) Degree
- Mechanical Engineering
- Medical Assisting
- Music-Commercial
- Music Associate of Arts for Transfer (AAT) Degree
- Office Specialist
- Philosophy Associate of Arts for Transfer (AAT) Degree
- Photography - Commercial
- Physics Associate of Science for Transfer (AST) Degree
- Physical Sciences
- Physics Associate of Science for Transfer (AST) Degree
- Political Science Associate of Arts Transfer (AAT) Degree
- Pre- Radiologic Technology Associates of Science Degree
- Pre-Respiratory Care Therapy Associates of Science Degree
- Pre-Registered Nursing Associates of Science Degree
- Psychology Associate of Arts for Transfer (AAT) Degree
- Radiologic Technology Associate of Science Degree
- Real State Certificate- AS (Broker)
- Real Estate Salesperson Certificate
- Refrigeration Specialist
- Registered Nursing Associate of Science Degree
- Respiratory Therapy Associate of Science Degree
- School-Aged Child Care
- Sociology Associate of Arts Transfer (AAT) Degree
- Spanish Associate of Arts for Transfer (AAT) Degree (Standard Track)
- Spanish Associate of Arts for Transfer (AAT) Degree (Heritage Learners Track)
- Studio Arts Associate of Arts Transfer (AAT) Degree
- Theater Arts Associate of Arts for Transfer (AAT) Degree
- YOGA Certificate
- Welding
- Vocational Nursing Certificate
ESL COURSES

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

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

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

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

ESL Course Sequence

CURSOS de ESL

El colegio de AVC ofrece diferentes niveles de inglés como segundo idioma, esto se conoce por las siglas de ESL. Los estudiantes pueden tomar diferentes niveles dependiendo de la base y conocimiento que tengan del idioma inglés. Estos niveles se caracterizan por proporcionarle al estudiante lo siguiente: gramática, pronunciación, vocabulario, lectura, y conversación.

Las clases son impartidas sin crédito, por eso el estudiante no obtendrá nota o calificación al final del curso. Los estudiantes pueden repetir las clases, si es que después de hablar con su profesor y consejero sea de beneficio para el estudiante. Las clases son totalmente gratuitas, pero dependiendo del nivel, el profesor podría pedir algún material. Como las clases son gratis el estudiante no puede pedir ayuda financiera.

Al finalizar las clases terminando el nivel 4, entonces sí las clases requieren pago; esto sería ESL 050, Inglés 100A, o cualquier otro curso o materia de crédito.

Si le gusta obtener información adicional sobre el programa de ESL en AVC, visite la página de AVC y busque ESL, o favor de ponerse en contacto con el “Welcome Center”, o sea su contacto de bienvenida al colegio. Aquí tiene el número: (661) 722-6331. ¡Estamos para ayudarlo!
INTERNATIONAL STUDENTS

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

For more information visit https://www.avc.edu/studentservices/intl/

PALMDALE CAMPUS

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

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

Step 1: Complete Orientation

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

Step 2: Placement process for College English or Math coursework: Guided Self-placement

Assessment involves course placement in English and math courses. Students within ten years of completing high school will be placed into transfer-level English and math courses based on their self-reported high school performance supplied in the college application. Placements may also include recommendations to access additional support services while taking transfer-level coursework.

The placement process automatically occurs once the Online Orientation is submitted. Students with missing high school data in the college application may also self-report their high school performance using the Guided Self-Placement online forms. Students that did not complete high school (through the 11th grade), received a GED, or have been away from high school more than ten years will need to connect with a Counselor for further guidance.

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

Assessment Course Placement Sequence

Step 3: Education Planning w/ Academic Counselor

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

Individual counseling appointments are generally scheduled after one of the following conditions has been met: 1. A student has enrolled in and is currently in progress for classes. 2. Official transcripts from another college have been received by AVC and the student is in need of a transcript evaluation.

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

**Step Up: Declaring a Major & Education Goal**

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

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

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

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

**Matriculation Exemptions**

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

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

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

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

How to Register for Classes
You may add/drop a course on the web using your myAVC account:

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

After Registration
- View/print class schedule. Create a weekly schedule that includes class times, study times, work schedule and personal time (get a planner!).
- Pay for your courses by the deadline and avoid being dropped. Verify deadlines @ http://www.avc.edu/studentservices/adminrec/registrationdates.
- Arrangement for payment of classes can be completed online using your myAVC account.
- Buy books and supplies [Bookstore]

You may also want to...
- Buy a Parking Pass from Cashier’s Office in the Student Services building.
- Arrange for any necessary disability accommodations prior to the start of classes OSD Office of Students with Disabilities (Room T-100).
- Arrange for child care at the Child Development Center.
- Visit resources like the Career & Transfer Center, EOPS, STAR to see what they have to offer students.

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

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

1. UNDERSTAND THE COLLEGE CATALOG

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

2. SELECT COURSES BASED UPON YOUR STUDENT EDUCATIONAL PLAN

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

3. CHOOSE A COMFORTABLE COURSE LOAD

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

4. BALANCE DIFFICULT CLASSES WITH EASIER ONES

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

5. SHOP AROUND FOR YOUR INSTRUCTORS

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

6. THINK CAREFULLY WHEN CHOOSING AN ONLINE CLASS

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

7. USE ALL THE RESOURCES YOU HAVE TO BE SUCCESSFUL

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

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

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myAVC FREQUENTLY ASKED QUESTIONS

1. How do I log in to myAVC?

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

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

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

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

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

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

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

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

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

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

After successfully answering three of the security questions, students will then be able to reset their myAVC password.
3. How do I check my AVC e-mail?

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

4. Why should I use myAVC?

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

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

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

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

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

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

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

7. Where do I go for myAVC technical assistance?

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

Technical assistance locations and hours of operation are as follows:
Lancaster Campus: BE 320.
Palmdale Center: SV3L.
Monday–Thursday, 8 a.m.–5:30 p.m. Friday, 8 a.m.–noon.
STUDENT DEVELOPMENT AND ACTIVITIES

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

How to Get a Student ID Card

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

Student Trustee Opportunity

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

Associated Student Organization

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

Associated Student Organization—Fee and Refunds

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

Student Representation Fee and Refund

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

All registered students are eligible for membership in AVC clubs and organizations. Students are encouraged to form additional organizations to meet their needs and interests if one does not currently exist. All new clubs and organizations are part of the Inter Club Council (ICC) after approval from the Associated Student Organization and the Board of Trustees. Having a minimum of 10 students, a faculty advisor, and completing and submitting the necessary paperwork to the Student Development Office is all that is needed to begin. The Student Development and College Activities Office assists all clubs in processing paperwork and in maintaining all the club’s financial records and banking needs.

**Student Activities**

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

**Campus Life**

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

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

For further information on these and other events, call the Student Development and College Activities Office at 722-6300, ext. 6354 or visit online at [www.avc.edu/studentservices/studentlife/about](http://www.avc.edu/studentservices/studentlife/about)
Student Resources

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

Admissions & Records (Enrollment Services)
(661) 722–6300, ext. 6504 | www.avc.edu/studentservices/adminrec/

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

Assessment Center
(661) 722–6300, ext. 6536 | https://www.avc.edu/studentservices/assess

Students will be placed into transfer-level English and Math courses using their high school performance records. Placement into these courses will be determined by high school grade point average and high school coursework. Placement may also include recommendations to access optional support services while taking transfer-level courses.

Associated Student Organization (ASO)
(661) 722–6300, ext. 6354 | https://www.avc.edu/studentservices/studentlife/aso/

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

Athletics
(661) 722–6300, ext. 6440 | http://gomarauders.avc.edu/landing/index

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

Behavioral Intervention Team
https://www.avc.edu/studentservices/bit

The Behavioral Intervention Team (BIT) exists to address the growing need in the college and university community for a centralized, coordinated, caring, developmental intervention for those in need prior to crisis. If you know someone in need of intervention, a faculty member can file a report online at https://www.avc.edu/administration/vpstudentserv/bitdr.
**Books H.E.L.P. Program**  
(661) 722–6300, ext. 6375 | bookshelp@avc.edu | https://www.avc.edu/studentservices/bookshelp/

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

**Bookstore**  
(661) 722–6300, ext. 6185 | www.marauderbookstore.com

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

**CalWORKs | GAIN**  
(661) 722–6300, ext. 6326 | www.avc.edu/studentservices/calworks/

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

**Campus Maps**

Lancaster Campus

Palmdale

**Career Center**  
(661) 722–6300, ext. 6340 | https://www.avc.edu/studentservices/career

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

**Cashier’s Office**  
(661) 722–6300, ext. 6335 | https://www.avc.edu/studentservices/cashier

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

**Catalog**

The college catalog can be accessed electronically at https://www.avc.edu/information/catalog.
Child Development Center (CDC)
(661) 722–6300, ext. 6500 | www.avc.edu/studentservices/childdev/

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

Counseling Center (Academic Advising)
(661) 722–6300, ext. 6338 | https://www.avc.edu/studentservices/counseling

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

Extended Opportunity Programs & Services (EOPS)
(661) 722–6300, ext. 6363 | https://www.avc.edu/studentservices/eopscare

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

Financial Aid Office
(661) 722–6300, ext. 6337 | https://www.avc.edu/studentservices/finaid

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

First Year Experience (FYE)
(661) 722–6300, ext. 6478 | https://www.avc.edu/studentservices/firstyear

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

Graduation Office
(661) 722–6300, ext. 6620 | www.avc.edu/studentservices/graduation/

The Graduation Office evaluates transcripts and other educational records for the purpose of awarding degrees and certificates.
Guardian Scholars Program
(661) 722-6300, ext. 6375 | guardian_scholars@avc.edu | https://www.avc.edu/studentservices/foster

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

Health Services
(661) 722-6300, ext. 6683 | www.avc.edu/studentservices/health/

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

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

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

Information & Welcome Center
(661) 722-6300, ext. 6331 | https://www.avc.edu/studentservices/infowelcome

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

Instructional Multimedia Center (IMC)
(661) 722-6300, ext. 6451 | https://www.avc.edu/studentservices/imc

The Instructional Multimedia Center (IMC) is located on the first floor of the Business Education Building. IMC assists students to become skilled in the selection and use of multimedia tools and technologies. Students are encouraged to use the IMC as a resource for term papers, research, to enhance and improve study skills and for personal growth. IMC houses media from all disciplines as well as classroom lectures and foreign language tapes.
International Students Program (ISP)
(661) 722–6300, ext. 6432 | www.avc.edu/studentservices/intl/

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

Job Placement Center
(661) 722–6300, ext. 6358 | https://www.avc.edu/studentservices/jpc

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

Learning Center
(661) 722–6300, ext. 6458 | https://www.avc.edu/studentservices/lc

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

Library
(661) 722–6300, ext. 6533 | https://www.avc.edu/studentservices/library

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

Office for Students with Disabilities (OSD)
(661) 722–6300, ext. 6360 | https://www.avc.edu/studentservices/osd

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

Parking

A parking permit is required to park a vehicle anywhere on campus. (Permits must be displayed as per the instructions located on the back of the permit.) A semester permit may be purchased in combination with the Associated Student Organization sticker for a total of $20. Summer parking permits are $7.50. In lieu of a semester permit, students may purchase daily permits from vending machines located in each parking lot. These permits cost $1 and are good only on the day they are purchased. Parking without a permit or with a permit improperly displayed, may result in a $33 parking citation.
**P.R.I.D.E. Office (Personal Responsibility In Developing Excellence)**
(661) 722–6300, ext. 6365 | [https://www.avc.edu/studentservices/counseling/dismissal](https://www.avc.edu/studentservices/counseling/dismissal)

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

**Safety & Security**
(661) 722–6300, ext. 6399 | [https://www.avc.edu/administration/police](https://www.avc.edu/administration/police)

The Antelope Valley College Safety and Security Office protect and serve AVC students, employees and guests. Working as a team with every division of the AVC campus, Safety and Security, along with local law enforcement and community groups, instills a safe learning environment to all who come to Antelope Valley College.

**SOAR**
(661) 722–6509 | [https://www.avc.edu/academics/avsoar/](https://www.avc.edu/academics/avsoar/)

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

**STAR**
(661) 722–6300, ext. 6084 | [https://www.avc.edu/studentservices/star](https://www.avc.edu/studentservices/star)

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

**Student Development & College Activities**
(661) 722–6300, ext. 6354 | [https://www.avc.edu/studentservices/studentlife](https://www.avc.edu/studentservices/studentlife)

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

**Study Abroad**
[https://www.avc.edu/studentservices/studyabroad/](https://www.avc.edu/studentservices/studyabroad/)

Antelope Valley College is part of the Southern California Foothills Consortium for Study Abroad. This partnership allows students to make normal progress toward their undergraduate degrees while utilizing foreign resources and cross-cultural experiences. Financial aid is available to eligible students.
Success Center
(661) 722–6300, ext. 6844

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

Student Equity
(661) 722–6300, ext. 6375 | https://www.avc.edu/administration/organizations/equity

The goal of the Student Equity Department is to engage, connect, and value their students and their success by hosting events, implementing programs and activities that nurture, direct, and create focus in their lives both academically and socially giving them a sense of community. Events and activities aim to provide culturally enriching opportunities to enhance literary knowledge, tolerance, historical empathy, and critical thinking. Programs such as Umoja; the Books H.E.L.P. Program, Students’ Raising Children (SRC) Childcare Subsidy; AVTA Campus Connect; Guardian Scholars; and Faculty Student High Engagement Program are just a few ways Student Equity assists students.

Transfer Center
(661) 722–6300, ext. 6343 | https://www.avc.edu/studentservices/transfer

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

Transcript Office
(661) 722–6300, ext. 6130 | https://www.avc.edu/studentservices/transcripts

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

Veterans Resource Center
(661) 722–6300, ext. 6342 | https://www.avc.edu/studentservices/veterans

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

Undocumented Non-Citizens (AVC Dreamers)
(661) 722–6300, ext. 6331 | https://www.avc.edu/information/policies/ab540

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

AB540 Undocumented Non-Citizens
Academic Freedom Policy
Academic Honesty Policy
Academic Policies
Add/Drop Procedure
Audit Policy
Complaint Process
Computer Use & Electronic Mail Guidelines
Drug-Free Campus Policy & Procedure
Guidelines for Access to Public Records
Non-Discrimination & Sexual Harassment Policy
Open Enrollment Policy & Procedure
Student Code of Conduct
Student Due Process/ Grade Changes
Student Rights & Grievances
Student Rights to Privacy of Educational Records (FERPA)