



**OAK VALLEY**  
COLLEGE

## Student Handbook

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## **About the Student Handbook**

General information provided in the Handbook, which is meant to help students succeed at Oak Valley College. Please also refer to the College Catalog ([www.oakvalleycollege.org/catalog](http://www.oakvalleycollege.org/catalog)) and general website ([www.oakvalleycollege.org](http://www.oakvalleycollege.org)) for policies, procedures, and other information not found in this Handbook.

# Being a Student

**Oak Valley College - Live. Learn. Grow.**

Being a student at Oak Valley College is also about serving God, your family, fellow classmates, and the community. As a student, you should always strive to -

“Love the Lord your God with all your heart and with all your soul and with all your mind and with all your strength...and Love your neighbor as yourself.”

- Mark 12:30-31

Being a student at Oak Valley College is about being courageous. Explore learning with earnestness and for the sake of living, learning, and growing as an individual and successful member of the Oak Valley College academic community.

As a student, you should study, read, show up to class ready to learn, be courteous, support others, strive to do your best, ask for help, take calculated risks, explore the world around you, respect your professors, and challenge what you know about the world around you.

## Academic Support

### Student Email and Passwords

Once enrolled, you are provided with a college email address ([XXXXX@oakvalleycollege.org](mailto:XXXXX@oakvalleycollege.org)) and password. If you are unable to access your email for any reason, contact [info@oakvalleycollege.org](mailto:info@oakvalleycollege.org) or call 909-554-3814. All official correspondence is directed to your OVC email address. It is your responsibility to check your email.

### Learning Management System and Student Information System

OVC uses a system called Populi, which serves as a learning management and student information system. You will be given a login to gain access to the system. This is where you will find

course information, including assignments, grades, online materials, discussion boards, etc. This is also where you will find your registration status, official grade reports, and other information related to your courses.

### **Address of Record**

To maintain current student status, you are required to list an address of record with Oak Valley College. This must be a postal address (home) where you receive mail. You are also required to maintain a personal email address, which is separate from your OVC email.

### **Registration and Withdrawal from Course(s)**

Upon initial enrollment, you are automatically enrolled in a full-time semester course load (16 units). You will be automatically enrolled in each semester until you graduate or withdraw. If you wish to withdraw from a single course, several courses, or the entire program, please refer to the Course Catalog. Here you will find important information about the withdrawal process as well as any fees due and other information.

### **Transfer Credit and Transferring Credit**

Transfer credit policies, including transferring credits to and from Oak Valley College is detailed in the Catalog. If you have questions about transfer credits, please contact [info@oakvalleycollege.org](mailto:info@oakvalleycollege.org) or 909-554-3814.

### **Academic Advising**

Your academic advisor is an individual who engages with you about your academic progress. This individual is not one of your current professors, so you should feel confident in candidly discussing your academic progress and any challenges you may face to successfully complete your studies. You will typically meet with your academic advisor at least once each semester. However, you should contact your advisor or professor any time you feel you are not progressing in your studies, you face a medical or personal situation that may interfere with your academic progress, or you need support services (e.g. tutoring).

## **Academic Workload**

You should plan to study 40 hours per week. You may find that you are required to study more or less, depending on specific course requirements. If you find that you are often required to study more, you should explore some techniques to study more efficiently (e.g. eliminate distractions, study in a quiet place, study at a regular time of day). If you are studying less, ask if you are meeting your expectations for learning and achievement (e.g. grades).

This is your education. Dedicate yourself to your courses. Follow the directions provided by your professors, and your education is likely going to translate into success in other areas of your life, including career opportunities and satisfaction in a job well done.

## **Attendance and Participation**

Your attendance is monitored to ensure you make progress toward graduation. Specific attendance and participation policies are maintained at the course level. If you fail to attend the first two sessions of any course, you may be administratively withdrawn from the course for nonattendance. This course will not show up on your record.

## **Academic Honesty**

The Academic Honesty policy is outlined in the Catalog and highlighted in each course. It is also covered during New Student Orientation. If you have any questions about academic honesty, please consult your professor, the Dean, or academic advisor. Whenever you are in doubt, please ask. There are severe punishments for breaking the Academic Honesty policies.

## **Grading**

Grading is outlined in the Catalog and each course syllabus. Your grades will be posted in Populi. Grade reports are available two weeks after each semester. If you have questions or concerns about your grade, ask your professor. Refer to the Catalog for grade appeals.

## **Directory and Public Information**

Protecting your privacy is important. Your email address and phone number may be made available to professors and other personal information is available to administrators. Use of your personal information and legal requirements is outlined in the Catalog.

## **Student Services**

### **Library Services**

You have full access to library services at University of Redlands (\$50 per semester fee applies). Oak Valley College provides the University with a list of active students at the start of each semester. The University maintains a full service academic library, which includes online academic journals. You are a guest of the University, and it is your responsibility to abide by Library policies. Visit [www.redlands.edu](http://www.redlands.edu) for directions, hours, and other details. Questions may be directed to [info@oakvalleycollege.org](mailto:info@oakvalleycollege.org) or 909-554-3814.

### **Technology**

You are required to have access to a personal computer (preferably a laptop) and printer. While most of your assignments may be posted directly to Populi, you may be required to print out papers, project reports, or assignments. Lacking access to a personal computer and printer is not a legitimate excuse for failing to submit assignments.

### **Career Services**

Workshops and career services are offered to students. You should take advantage of these resources. Resume reviews and job placement services are also available. To request services, email [info@oakvalleycollege.org](mailto:info@oakvalleycollege.org) or 909-554-3814.

### **Textbooks and supplies**

Textbooks for each course are typically posted in Populi at least two weeks prior to the start of the semester. Purchase textbooks

and supplies from reputable companies that offer affordable prices (e.g. Amazon). Oftentimes, books may be rented or used books may be purchased at a deep discount. However, please note the ISBN number and edition, so you purchase the correct books.

In some cases, online supplements may be required. If you have questions about materials, ask your professor before you make your purchase.

## **Business and Financial Services**

### **Billing**

You will be billed the first of the month prior to each semester. If you are on the Monthly Payment Plan, a convenience fee is applied to your account. All fees are outlined in your Enrollment Form. If you have any questions or are unable to make a timely payment, please contact [info@oakvalleycollege.org](mailto:info@oakvalleycollege.org) or 909-554-3814.

## **Student Conduct and Safety**

### **Honor Code**

The Honor Code governs the basic principles of student life and conduct. You are responsible for knowing and adhering to the Code, which is available at [www.oakvalleycollege.org/honorcode](http://www.oakvalleycollege.org/honorcode).

### **Campus Safety**

Your safety, and the safety of the campus community is a top concern. Whenever you are concerned about your safety, notify your professor or a College administrator. In case of emergency, dial 911.

### **Student Conduct, Discrimination, Harassment, and Violence**

Beyond the Honor Code, certain actions may constitute harassment, jeopardize student or staff safety, or be deemed discriminatory in nature. Policies regarding student conduct, harassment, nondiscrimination, and various other areas of safety

are outlined in the Catalog. If you have questions, or an incident raises a concern, please contact a campus administrator immediately (e.g. the President, Executive Vice President, or Dean).

## **Activities and Events**

College activities and events occur at various times throughout the year and are designed to help you get the most out of your college experience. Some events may require mandatory attendance (e.g. New Student Orientation). Other events (dinners, seminars, workshops) are optional. If you have suggestions for an activity or event, contact [info@oakvalleycollege.org](mailto:info@oakvalleycollege.org) or 909-554-3814.