



IMPERIAL VALLEY
**MILITARY & VETERAN
SUCCESS CENTER**

COLLEGE



**STUDENT
HANDBOOK**



MVSC Staff

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The logo for the Imperial Valley College Military & Veteran Success Center is a central black shield-shaped emblem with a red border. Inside the shield, the words "MILITARY & VETERAN SUCCESS CENTER" are written in white, bold, sans-serif capital letters. Above the shield, the words "IMPERIAL VALLEY" are written in white on a red curved banner. Below the shield, the word "COLLEGE" is written in white on a red curved banner. The entire logo is set against a background of horizontal red and blue stripes, with white stars scattered throughout.

MILITARY & VETERAN SUCCESS CENTER

Dear Students,

Welcome! Thank you for your service!

The Mission of Imperial Valley College, Military & Veteran Success Center (MVSC) is to provide a holistic approach to serving military/veteran students through focusing on three key areas: 1) Academics, 2) Health and Wellness, and 3) Camaraderie; to serve as a central hub that connects military/veteran students, as well as their families, to campus and community resources that reinforce the concept of AT EASE (Academic Transition and Employment Access for Student Excellence.) Our goal is to ensure a seamless transition from military to civilian life.

The MVSC staff **ARE NOT** Veteran Affairs employees. In the MVSC, you can find BATTLEMIND like people, people who have been in your boots; whether you are a veteran, currently in the Armed Forces, or are a dependent.

We are committed to your academic success and look forward to working with you!

If you have any questions, please visit the Military & Veteran Success Center.

Sincerely,

MVSC Staff

Office 624

760-355-6141

Center Hours:

Monday- Friday: 8:00am-5:00pm

Counselor Hours:

Monday-Wednesday: 8:00am-3:00pm

Thursday: 8:00am-1:00pm

Website: www.imperial.edu/students/military-and-veterans-success-center/

Email: mvscenter@imperial.edu

STUDENT CHECKLIST

Getting Started New Students

[] **Begin by applying for Admission Online at (www.imperial.edu/apply-now)**

Create your CCCApply Account. Complete your Admission Application Online. Be sure to Select the correct Military Status on your Application, i.e., Active Duty, Veteran, etc. Once application is processed you will receive your IVC Student ID (G#) and login password via email. (Note: Average processing time is 24 to 48 hours.)

[] **Submit Official Transcripts**

Submit official transcripts (military and/or other colleges and universities attended), any CLEP, DANTES, IB, and AP test scores to the Admissions and Records Office (Bldg. 10) to be evaluated for credit. Failure to submit all transcripts may delay your VA benefits or cause inaccurate academic advisement. To access your JST log in to <https://jst.doded.mil/>. Individuals in the Air Force must order an official copy of transcripts from the Community College of the Air Force at <https://www.airuniversity.af.edu/Barnes/CCAF/Display/Article/803247/community-college-of-the-air-force-transcripts/>. Veterans can receive credit for HE 100 (2.0 units) and SE 110 (2.0 units) by presentation of DD-214 and obtaining the Add Authorization code from M&VSC counselor.

*[] **Complete (Orientation, Advising and Register for classes)**

1. Complete online orientation: www.imperial.edu/orientation. (Necessary for priority registration status.)
2. Counseling and Educational Planning: The placement of students into English and Math courses will be based on one or more of the following. High School coursework, High School grades, and High School grade point average. If High School records are unavailable or student studied outside the United States: Guided Self-Placement, self-reported High School GPA will be used. Must see a counselor.
 - a. Contact the Military & Veteran Success Center (M&VSC) in Bldg. 600/Office 624 or by phone at (760) 355-6141 to make an appointment to meet with the Veterans Counselor. The counselor will help you create a Student Educational Plan *(SEP). All students must have a Comprehensive Education Plan. If a change of major is desired, meet with MVSC Counselor to create new SEP.
3. Register for classes. Check your Priority Registration Time to determine when you are eligible to register. Login to your [Webstar](#) account to register, print and view your classes.

*[] **Complete Armed Forces Priority Registration Form**

Complete the Armed Forces Priority Registration Form on MVSC page (link below)

<https://www.imperial.edu/docs/military-and-veterans-success-center/10694-request-form-armed-forces-priority-registration-request-online-form/file>

***Must be completed to receive priority registration**

STUDENT CHECKLIST

Enroll in classes that are required for your declared major

- Check the [IVC Student Portal](#) prior to start of priority registration for your registration date and time.
- Register for classes on WebSTAR at www.imperial.edu/webstar. You may use any computer with an internet connection. Come into the M&VSC if you need assistance. *Only register for classes listed on your SEP.*
- Attending class. You must attend the first meeting of each class, or you will be *DROPPED* from the course.

Buy Books

- You may purchase textbooks in-person or online at the IVC Bookstore at <http://www.efollett.com>. For questions, contact the IVC Book Store located in Building 1900 or call (760) 355-6394.

How do I pay for college?

Apply for Financial Aid at <https://studentaid.gov/h/apply-for-aid/fafsa>.

This is not a step in using your veteran educational benefits, but many Veteran students qualify and benefit greatly from Financial Aid. For assistance go to the Financial Aid Lab in Building 1700. For questions call the Financial Aid Office at (760) 355-6266.

Tuition Assistance (TA)

TA is offered to eligible active duty military personnel to assist in the cost of tuition.

- Students must receive command approval and meet all eligibility requirements as determined by your branch of service to begin off-duty voluntary education.
- **Complete and submit TA application at least 30 days in advance of term start date (up to 60 days in advance for USMC).** Your installations education/college center should provide instructions for TA application process.
- **Provide TA Authorization Form** (voucher) to the IVC Business Office located in Building 10 to process payment. This form will be provided by your installations Education Center. *Please note that TA will not pay for a course that has already started; all courses must be approved prior to the term start date. In addition, TA does not cover non-tuition education costs such as fees, e-books, books, supplies etc. Students are responsible for any fees not paid by TA.*
- **Attention Active Duty students: If you receive military orders that will require you to miss class for an extended period, communicate with your Academic Counselor and the Admissions and Records Office located in Building 10 to discuss protocol for dropping from courses.**

VA EDUCATIONAL BENEFITS

To apply for veteran educational benefits or to confirm eligibility status for benefits, log in to the www.va.gov/education/how-to-apply website or call the VA Education and Training department at 1-888- 442-4551. You'll get a Certificate of Eligibility (COE) in the mail if your application is approved. Once received, please make an appointment to complete intake with the VA Certifying Official.

[] Complete Intake with VA Certifying Official.

Upload the following to our online [Veteran's Statement of Responsibility](#)

- Page four of the DD-214 or NOBE {NG or Reservist}
- Certificate of Eligibility from the VA, and
- Student Education Plan (SEP) completed during intake with Veteran's Counselor.

Once you have registered for courses, fill out an online Intent Form <https://forms.imperial.edu/view.php?id=467102> to begin certifying your courses. If you drop/add courses or change your major after initial certification this will affect your VA educational benefits, please notify the Certifying Official if you make any changes to your schedule. It is YOUR responsibility to report any changes in your schedule. Unreported changes can result in an over or under payment. 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. Certification can be reinstated once the student has achieved a cumulative GPA of at least 2.0 and overall completion rate about 50 percent. If you have special circumstances that prevent you from being in good academic standing, mitigating circumstances could be awarded for one semester with proper documentation on a case-by-case basis. Please meet with the certifying official in the M&VSC.

For courses at different colleges/universities, you must provide Certifying Official with Parent School Letter.

Education Benefits Programs

There are several education programs administered by the U.S. Department of Veteran Affairs (USDVA). Please note, each individual's benefit eligibility is different. For more information regarding USDVA education benefits and eligibility requirements, visit www.gibill.va.gov or call 1-888 (GIBILL-1) 442-4551 or visit your local Veteran Services Office. The following list of education programs are the ones most commonly used at our institution and descriptions come from the California Veterans Resource Book 2018.

Forever GI Bill®-The 15-year time limitation to use Post-9/11 GI Bill benefits is eliminated for veterans who left active duty on or after January 1, 2013, children who became eligible for the Fry Scholarship on or after January 1, 2013, and all Fry scholarship eligible spouses. For a list of all the provisions in the Forever GI Bill please visit <https://www.benefits.va.gov/GIBILL/FGIBSummaries.asp>.

VA EDUCATIONAL BENEFITS

Post-9/11 GI Bill® Chapter 33

-Provides financial support for education, housing, plus other benefits to eligible individuals.

-Eligibility: veterans may be eligible if they have at least 90 days of aggregate service on or after September 11, 2001 or were discharged with a USDVA service-connected disability after 30 days. Veterans must also have received an honorable or medical discharge to be eligible. Based upon the length of aggregate active service, veterans are eligible for a percentage of tuition and housing benefits under Chapter 33 that range from 40 percent to 100 percent. The period of eligibility for the Post-9/11 GI Bill® ends 15 years from the date of the last discharge or release from active duty.

-It also offers some service member the opportunity to transfer their GI Bill® to their spouse or children. A family member must be enrolled in the Defense Eligibility Enrollment Reporting System (DEERS) and be eligible for benefits at the time of transfer to receive transferred educational benefits.

Montgomery GI Bill® Chapter 30

-Chapter 30 provides up to 36 months of education benefits. Generally, eligibility is for 10 years following a veteran's release from active duty. A veteran must have an honorable discharge, a high school diploma or GED or, in some cases, 12 hours of college credit, and meet certain requirements.

-Eligible beneficiaries may obtain on-the-job training for professions such as a cook, machine tool operator, medical secretary, pharmacist assistant, police officer, or paramedic lasting six months to two years.

Montgomery GI Bill: Selected Reserve Chapter 1606

-Chapter 1606 may be available to a veteran who is a member of the Selected Reserve. The Selected Reserve includes the Army Reserve, Navy Reserve, Air Force Reserve, Marine Corps Reserve and Coast Guard Reserve, and the Army National Guard and the Air National Guard. Eligibility for this program is determined by the Selected Reserve components. USDVA makes the payments under this program.

Reserve Educational Assistance Program 1607

REAP chapter 1607 provides educational assistance to members of the reserve components called or ordered to active duty in response to a war or national emergency declared by the President or Congress. You may be eligible for Post-9/11 GI Bill® benefits depending on the dates of your periods of service. New applications for REAP received on or after November 25th, 2015. Will be evaluated to determine your eligibility for all programs, including Post-9/11 GI bill®, and may award you benefits under a different program.

VA EDUCATIONAL BENEFITS

Survivors' and Dependents' Educational Assistance Program Chapter 35

-Chapter 35 provides education and training opportunities to dependents of veterans who are permanently and totally disabled with a USDVA rating of 100 percent due to a service-related condition, or who died while on active duty or as a result of a service-related condition. To be eligible for DEA, an individual must be the son, daughter, or spouse of a veteran who died or is permanently and totally disabled as the result of a service-connected disability. The disability must arise out of active service in the Armed Forces; a veteran who died from any cause while such permanent and total service-connected disability was in existence; a service member missing in action or captured in line of duty by a hostile force; a service member forcibly detained or interned in line of duty by a foreign government or power; or a service member who is hospitalized or receiving outpatient treatment for a service connected permanent and total disability and is likely to be discharged for that disability.

Vocational Rehabilitation and Employment Program Chapter 31

-Chapter 31 helps veterans with service-connected disabilities rated 20 percent or higher by USDVA prepare for, find, and keep suitable jobs. For veterans with service-connected disabilities so severe they cannot immediately consider work, VR&E offers services to improve their ability to live as independently as possible. Usually, a veteran must first be awarded USDVA disability compensation to be eligible for the VR&E Program. In some cases, a veteran who is awaiting discharge from the service because of a disability may be eligible.

College Fee Waivers for Veterans' Dependents

The College Fee Waiver for Veteran Dependents waives mandatory system-wide tuition and fees at a State of California Community College (CCC), California State University (CSU), or University of California (UC) campus. If eligibility criteria are met, use of the California College Fee Waiver for Veteran Dependents may be applied to state-supported programs in the CCC, CSU, and UC system. *The fee waiver program does not cover the expense of books, parking, room and board, or any other school specific fees. All applicants must meet California residency requirements.* There are four different College Fee Waiver plans:

Plan A: The unmarried child of a veteran who is totally disabled due to service-connected disabilities or whose death was officially rated as service-connected is eligible, based on a rating by the military or USDVA. The child must be over 14 years old and under 27 years old to be eligible. If the child is a veteran, then the age limit is extended to age 30.

-The spouse of a wartime veteran rated as service-connected and totally disabled by the military or USDVA is eligible. There are no age limit restrictions.

-The unmarried surviving spouse of a wartime veteran whose death has been rated as service-connected by the military or USDVA is eligible. There are no age limit restrictions.

-Any dependent of any veteran who has been declared missing in action, captured in the line of duty by hostile forces, or forcibly detained or interned in the line of duty by a foreign government or power by the DOD is eligible. The veteran must have served at least one day of active duty during a period of war defined by law, or during any time in which the veteran was awarded a campaign or expeditionary medal. **Concurrent receipt of benefits under Plan A and USDVA Chapter 35 benefits is prohibited.**

VA EDUCATIONAL BENEFITS

Plan B: The child of a veteran with a service-connected disability, or had a service-connected disability at the time of death, or died of service-related causes based on a military or USDVA rating, is eligible. The child's annual income, which includes the child's adjusted gross income plus the value of support provided by a parent, may not exceed the annual income limit. The current academic year entitlement is based upon the previous calendar year's annual income. Under Plan B, wartime service is not required and there are no specific age requirements. Children are the only dependents eligible under this plan. There is no prohibition against receiving concurrent USDVA Chapter 35 benefits.

Plan C: Any dependent of any member of the California National Guard, who in the line of duty while on active service to the state, was killed, died of a disability resulting from an event that occurred while in active service to the state, or is permanently disabled as a result of an event that occurred while in the service to the state is eligible. Surviving spouses who have not remarried are also eligible.

USDVA Work-Study Program

The Work-Study Program operated by the USDVA is available to any eligible veteran or dependent receiving USDVA education benefits and attending school three-quarter time or more. An individual working under this program may work at a school's veteran's office, USDVA Regional Office, USDVA Medical Facility, CalVet, or other approved USDVA Regional Office, USDVA Medical Facility, CalVet, or other approved USDVA employment sites.

The number of applicants selected will depend on the availability of a position at an approved USDVA work-study site location. Veterans with service-connected disabilities of at least 30 percent may be given priority consideration.

Examples of Acceptable Work

- Processing USDVA paperwork at schools or USDVA offices.
- Performing outreach services under the supervision of a certified USDVA Work Site Supervisor.
- Performing services at USDVA Regional Offices, or at USDVA's National Cemetery Administration.

**The Military & Veteran Success Center is an USDVA approved employment site. We have one position for USDVA Work-Study Program. Please check with staff for availability and application process.*

These are brief descriptions of the most used VA Education Benefits at our school. If you have any questions, contact your local VSO. To apply for veteran educational benefits or to confirm eligibility status for benefits, log in to the www.va.gov/education/how-to-apply website or call the VA Education and Training department at 1-888- 442-4551.

IVC RESOURCES

Scholarships

Imperial Valley College offers scholarships through the college's Foundation Office. Scholarships, as opposed to Financial Aid which is awarded based on need, are awarded based on academic achievement and community and campus service. Recipients are determined by the Scholarship Selection Committee, which reviews student scholarship applications and, for some scholarships, conducts oral interviews. Specific information about each scholarship and the online application are available at www.imperial.edu/scholarships. Scholarship recipients are selected each spring, with award monies disbursed the following fall upon verification of the student's enrollment at the college.

Transfer Center

The Transfer Center provides information, 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, general education requirements and arranges appointments with representatives from four-year colleges and universities. The Transfer Center also provides counseling and resources for students that include college catalogs, articulation agreements, online computer resources, and transfer counseling.

For more information, you can call 760-355-6543 or go to the Transfer Center in building 100.

Disabled Student Programs and Services (DSPS)

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. 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, mental health and other health impairments.

For more information, call 760-355-6313 or go the 2900 building.

Extended Opportunity Program and Services (EOPS)

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. EOPS services include academic, personal, and career counseling, priority registration, tutoring, book 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 or pick up an application at the EOPS office beginning May 1 for the fall semester and November 1 for the spring semester.

For more information, call 760-355-6407 or visit the office in building 100.

IVC RESOURCES

Student Health Services

As an Imperial Valley College student your pre-paid session health fee entitles you to a variety of Student Health Services. Pioneers Memorial Healthcare District was selected as the provider for our basic health services such as first aid and care for minor illnesses. The services also include health screenings, health promotion, vaccinations and mental health counseling. Walk-in and appointment services are available and can be accessed by visiting the center in building 1500, Rm 1536 or contacting Student Health Center, 760-355-6310. Services are not available when IVC is not in session. To access the on-campus or off-campus services offered, every student must 1) bring a current IVC identification card, 2) bring 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.**

CTE Transitions

The Career Technical Education Transitions program at Imperial Valley College is committed to working in partnership with the Imperial Valley Regional Occupational Program (IVROP) and local area high school districts and CTE faculty to give students a head start in college career technical programs. High School CTE students can earn college credit in their chosen career pathway while still in high school by enrolling in articulated courses and participating in Credit by Exam. Having the ability to begin college with credits already completed provides students with a head start toward their college degree.

Spencer Library and Media Center

Location: Building 1500

Circulation Desk: (760) 355-6409

Reference Librarians: (760) 355-6445

The Imperial Valley College Spencer Library provides educational, cultural and informational services to students, faculty, staff, and the Imperial Valley community. A wealth of information can be found using our reference resources.

The Spencer Library has a collection containing over 50,000 books, The Library subscribes to over 45,000 online periodicals and newspapers, 30 print periodicals (plus 170 periodicals housed on site), 31 online Web-based databases and more than 20,000 ebooks. The microfilm collection contains historical runs of the Imperial Valley Press and the New York Times. The Library houses over 1,200 items in the Special Collections, several hundred DVDs and musical CDs.

Library Computers

Many computer workstations in the library provide currently enrolled students access to the Spencer Library's online catalog, e-books, research databases, the Internet, student e-mail, and Microsoft software. Additionally, students can borrow tablets and laptops for use within the library. All computer facilities in the library are for education and research purposes. Campus-wide Wi-Fi provides students with access to the Internet and library resources on their own devices. Students and faculty can also access the library's electronic resources from off campus.

IVC RESOURCES

Library Classroom

The Spencer Library maintains a classroom (room 1502) equipped with computer workstations. Librarians conduct regular Information Literacy training classes for groups and classes to help students improve their research skills.

The Library is a member of the San Diego and Imperial Counties Community Colleges Learning Resources Consortium (SDICCLRC), and the Online Computer Library Center (OCLC). Information about the Spencer Library and access to its online catalog and research databases is available through the library's link on the IVC website.

Reference Desk and Individual Student Services

Librarians utilize the Framework for Information Literacy developed by the Association of College and Research Libraries to provide information literacy services to students. The approach is similar to the individual instruction an instructor provides to a student who needs help with understanding and/or analyzing information. Librarians provide services for instructors and administrators as well, in developing information literacy within courses and programs.

Library Policies

Spencer Library policies, services, and hours are described in detail on the library page at:

<https://www.imperial.edu/library-department>

Information Literacy/Competency

Imperial Valley College library staff have a special role in assisting faculty and students to develop skills in Information Literacy Competency (ILO4). To become lifelong learners, students need to know not just how to learn but how to teach themselves. Students must acquire the skills necessary to be independent, self-directed learners. The information competencies that the College teaches all students include the ability to:

- **Identify** information needs and determine the extent of information needed, clearly and concisely, define the question to be answered, and realize that the question may evolve.
- **Locate** and retrieve appropriate sources of information.
 - Understand the structure of information: how it is produced, disseminated, organized, cataloged, stored, and retrieved, and how these factors vary by discipline. For example, how do scholars or professionals keep up to date in and contribute to their field?
 - Use indexes and other search tools effectively and efficiently to find specific resources (e.g., select appropriate tools, formulate search strategies, use appropriate search techniques, evaluate results).
- **Evaluate** information and its sources critically.
 - Understand different types of sources and formats, and how to use them.
 - Evaluate the relevance and reliability of the information retrieved.
- **Synthesize** the information retrieved, integrate it into one's current knowledge base, and successfully apply it to the original information need.

IVC RESOURCES

Information Literacy/Competency Cont.

- **Present** this newly acquired knowledge so that others can use it.
 - Determine the audience's needs and the best presentation format; know the standards and criteria for presenting information in the relevant subject/field/discipline.
 - Properly cite sources: direct the audience to sources of further information and acknowledge one's sources.
- **Transfer** these abilities and concepts to new projects and disciplines.

Centers for Students

Learning Services (Tutoring) Center

Learning Services includes the Study Skills Center and what was formerly the Reading/ Writing/Language Lab and Math Lab in the 2600 building (services now located in the Spencer Library). All Learning Services are now together in the Spencer Library and are open to Imperial Valley College students and faculty.

The Study Skills Center (SSC) provides comprehensive learning assistance programs through tutoring (face-to-face and online) programs, workshops, and test proctoring. Services are available during the library's hours of operation (8:00 am - 8:00 pm M-Th, 8:00 am - 5:00 pm F) and on Saturdays 8:00 am - noon. The Study Skills Center 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 SSC provides individual and group tutoring, ESL conversation classes, individual and group study rooms, study skills workshops and more. Tutoring is provided by appointment and on a "walk-in" basis (also virtually). The tutors are students who have previously excelled in their own coursework and have the recommendation of their instructors. For the Study Skills Center Virtual Helpdesk:

<https://www.imperial.edu/student-support/study-skills-center/>

Study Skills Center (Tutoring) Services, Pauline Benoit Rice IVC Language Lab, Jean Raulston Reading/Writing Lab and the Math Lab:

The Pauline Benoit Rice Language Lab, Jean Raulston Reading/Writing Lab, and Math Lab are integrating with the Study Skills Center at the Library beginning Fall 2021. Those were the labs formerly located in the 2600 building. Services previously offered at these individual centers will transition into the Study Skills Center located inside Spencer Library and Media Center. The integration of these centers will help provide a seamless, full-service experience for students.

MILITARY & VETERAN SUCCESS CENTER SERVICES

The M&VSC provides a central place for active military, veterans, their spouses and children who are students of IVC.

Services include

Admission/Enrollment guidance

Academic Counseling

VA Education Benefits Certification

Transitional assistance, peer mentorship

Priority Registration for Veterans, Active Duty, Reservist/National Guard (with current Military ID/DD-214)

Academic support and follow-up

Tutoring

Referrals and information regarding other campus resources

Referrals and information about outside campus resources for Veterans and families

Book and bus vouchers (contingent upon availability, funding, financial need and proper documentation)

Lounging and TV area to relax

Computer Lab and assisted devices

Printing and faxing

Emergency school supplies

Beverages and Snacks

MVSC Support Club (composed of veterans, dependents and civilian students)

Camaraderie among veterans and moral support

Health & Wellness workshops, life skills workshops, and events

Volunteer Opportunities

VA Work-Study Allowance Program (Limited to one position)

Location: 600 Bldg. Office 624

Center Hours: Monday-Friday 8AM-5PM

Temporary location: 800 Bldg. Room 810

Email: mvscenter@imperial.edu

Phone Number: (760) 355-6141

Website: www.imperial.edu/students/military-and-veterans-success-center/

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