

STUDENT RESOURCES & SUPPORT

Resources for Students

Admissions and Records

Student Services Building
Bldg. 1300, North Lobby
(707) 256-7201

A&R Website (<http://www.napavalley.edu/studentaffairs/AR/Pages/arwelcome.aspx>)

The Admissions and Records office offers a wide range of services including, but not limited to, the following: admissions application support, help with registration for credit courses, student petitions, processing of graduation petitions, transcript requests, residency updates, international student applications and support, student enrollment or degree verification, registration for high school students with a permit to attend, etc.

Athletics

Physical Education and Athletics
Bldg. 600, Rm. 609
(707) 256-7650

NVC Storm Athletics Website (<http://nvcstorm.com/landing/index/>)

The Napa Valley College Athletic Department dedicates itself to providing a comprehensive community college environment where teaching, student learning and public service are of the highest quality. The Athletic Department works diligently to provide equitable opportunities for all student-athletes and staff, regardless of gender, ethnic background or sexual orientation.

Storm Athletic Programs include Basketball, Baseball, Golf, Soccer, Softball, and Volleyball. The Storm Athletic Programs are the cornerstone of enthusiasm and loyalty; they engage our graduates with the College long after they leave our campus; they serve as a common rallying point for the community of Napa; and they reinforce the College's commitment to diversity and community.

Bookstore

Bldg. 900, Rm. 932
(707) 256-7480

College Bookstore Website (<https://napavalley.bncollege.com/webapp/wcs/stores/servlet/BNCBHomePage/?storeId=71736&catalogId=10001&langId=-1>)

The Napa Valley College bookstore offers textbooks, books, instructional materials, clothing items, convenience and miscellaneous supplies for sale as economically and efficiently as possible. The bookstore stocks required and recommended textbooks and supplies for all scheduled classes in order to fulfill requirements of the Higher Education Opportunities Act (HEOA). It offers a large rental program, as well as a digital platform (Yuzu), in addition to textbook sales. Rental prices vary depending on whether the book is new or used. Faculty and staff receive a 15% discount on all items (excluding snack items and textbooks).

CARE Team

Bldg. 2200, Rm. 2250
(707) 256-7776

CARE Team Website (<http://www.napavalley.edu/studentaffairs/careteam/Pages/ctwelcome.aspx>)

The Campus Assessment Response and Education (CARE) Team is a proactive multi-disciplinary team that endeavors to promote individual success and wellbeing while prioritizing safety on campus. The CARE Team uses a systematic approach to identify, assess, intervene and manage cases where people may be exhibiting concerning or unusual behaviors. The team also provides outreach and education to the campus community about behaviors of concern. To notify the CARE Team or for questions/concerns/training please email us at CARE.TEAM@napavalley.edu or call (707) 256-7776.

Career Center

Student Services Building
Bldg. 1300, Rm. 1335
(707) 256-7327

Career Center Website (<http://www.napavalley.edu/studentaffairs/CareerCenter/Pages/Career%20Center.aspx>)

Career advising and job services for NVC students seeking full-time and part-time work off campus. Assistance with resumes, cover letters and interview techniques. Career exploration tools and an online job board, CollegeCentral.com/NapaValley. Career courses offered through Counseling Department. Fall/Spring Annual Employment Fairs.

Child Development Center

Bldg. 3000, Rm. 3000A
(707) 256-7042

Enrollment Office: (707) 253-6915

CDC Website (<http://www.napavalley.edu/studentaffairs/CDC/Pages/welcome.aspx>)

The Child Development Center provides early care and education for children ages 2 months to 5.7 years. The CDC Master Teachers and Associate Teachers have permits issued by the Department of Education Commission on Teacher Credentialing.

The program is available for qualifying NVC student families, campus faculty and staff, as well as the general community. The program offers a state subsidized option for qualifying families along. The program is open during the academic year with some option also available in summer session.

Counseling Department

Student Services Building
Bldg. 1300, Rm. 1339A
(707) 256-7220

Counseling Services Website (<http://www.napavalley.edu/studentaffairs/Counseling/Pages/counselingservices.aspx>)

Counseling Faculty assist students with educational planning that lead to the achievement of their educational goals: certificate, degree, transfer and graduation requirements. Services also include placement for new students, orientation requirements, academic counseling, career counseling, college success strategies, transfer planning, support services and short term personal counseling. Academic courses offered includes college orientation, success strategies, career courses, and planning for transfer.

Financial Aid/EOPS Office

Financial Aid/EOPS Office
Bldg. 1100, Rm. 1132

(707) 256-7300

NVC Financial Aid Website (<http://www.napavalley.edu/studentaffairs/FinancialAid/Pages/default.aspx>)

The Financial Aid/EOPS Office offers a variety of aid programs, including grants, loans, scholarships, emergency book vouchers, and work study opportunities, NVC Promise Program, and Veterans Services to assist students with the cost of education at Napa Valley College. EOPS is a state-funded program that provides support services to eligible students, which include academic, scholarship, personal, and career counseling, book voucher program, priority registration, transfer assistance, and coordination with other academic support services on campus. Please refer the Financial Aid section (<https://catalog.napavalley.edu/financial-information/#financialaidtext>) for more details.

Learning Services

Library and Learning Resource Center

Bldg. 1700, Rm. 1766

(707) 256-7442

Learning Services Website (<http://www.napavalley.edu/studentaffairs/DSPLS/LS/Pages/welcome.aspx>)

Learning Services serves the educational needs of students with learning disabilities. Students with documentation of a learning disability may contact Learning Services to meet with a learning disabilities specialist, and determine eligibility for academic adjustments, Auxilliary aids, services and/or instruction authorized under Title 5 regulations. NVC students without documentation of a learning disability may make an appointments with a learning disability specialist to determine if the assessment process is appropriate to verify that the student has a learning disability and is eligible to receive services.

Library Café

McCarthy Library

Bldg. 1700, Rm. 1743

(707) 256-7431

Café Website (<http://www.napavalley.edu/auxsvcs/FoodServices/Pages/default.aspx>)

The café, located on the first floor of the McCarthy Library, Bldg. 1700, is the home of the best coffee and paninis in the Napa Valley! Operating hours are 7:30 a.m. to 7:00 p.m., M-Th and 7:30 a.m. to 1 p.m. on Fridays during the spring and fall semesters and limited hours during the summer semester. The café hours are subject to change.

Math Success Center

Bldg. 800, Rm. 839

(707) 256-7635

Math Success Center Website (<http://www.napavalley.edu/Academics/MathCenter/Pages/MathCenterHome.aspx>)

The Math Success Center assists NVC students individually or in small groups to improve their mathematical skills. Some of the services include drop-in appointments, assistance with homework assignments, preparing students to take exams, computer access, including the free online tutoring service, and more.

McCarthy Library

Library and Learning Resource Center

Bldg. 1700

(707) 256-7400

Library Website (<http://www.napavalley.edu/Library/Pages/default.aspx>)

The McCarthy Library is a place of research, study, causal reading and browsing. It is open to students, as well as the public with access to the NVC Polaris catalog and Link+ (with over 60 other libraries) along with a large selection of books, periodicals, online databases, tutorials, Libguides. The library is the hub of the campus providing over 80 dual platform (MAC and PC) computers. Laptops and other equipment may be checked out for use within the library. Printing and copy services are provided at cost. Media viewing rooms and group study rooms support students engaged in collaborative learning and are available on a first-serve basis. In addition, the librarians provide 50-minute workshops on a variety of topics related to becoming an effective researcher. Hours are 7:30 a.m. to 8:00 p.m., Monday through Thursday and 7:30 a.m. to 12:00 pm Friday during fall and spring semesters. Summer hours vary. Closed weekends and holidays.

Office of Student Life/Associated Students of Napa Valley College (ASNVC)

Student Services Building

Bldg. 1300, Rm. 1342

(707) 256-7340

ASNVC Website (<http://www.napavalley.edu/studentaffairs/ASB/Pages/ContactUsOfficeHours.aspx>)

The Office of Student Life provides NVC students opportunities to connect and learn from other students, faculty, and staff through serving in student government, being part of a campus club or committee, or attending an event or conference on campus.

The following resources are available to students through the Office of Student Life.

- Housing Board
- Clubs and Organizations on Campus
- Leadership Training
- Emergency Food Resources
- The NVC Student Food Basket
- On Campus Information Boards (Physical/Electronic)

Ombudsperson

Student Services Building

Bldg. 1300, Rm. 1333

(707) 256-7351

Student Advocate Website ([http://www.napavalley.edu/studentaffairs/SRR/Pages/Ombudsperson%20\(Student%20Advocate\).aspx](http://www.napavalley.edu/studentaffairs/SRR/Pages/Ombudsperson%20(Student%20Advocate).aspx))

The Ombudsperson is a neutral and confidential source of information and assistance for students. The college Ombudsperson does not interfere with established processes but can assist you if you do not know the established process or have tried unsuccessfully to settle your complaint through routine channels. When solutions are not found, the problem may be referred to the appropriate administrator or division chair. The Dean of Counseling Services and Student Success serves as the acting campus Ombudsperson. To make an appointment, please contact the Senior Administrative Assistant in office 1333 at (707) 256-7351.

Student Activities Center

Bldg. 900, Rm. 930

(707) 256-7340

ASNVC Website (<http://www.napavalley.edu/studentaffairs/ASB/Pages/ContactUsOfficeHours.aspx>)

The Student Activities Center provides students is located in Building 900 (the former Cafeteria). Students can check out games and equipment through the ASNVC Office for the duration of one hour at a time (subject to availability) with a current Student ID Card. Games such as Ping pong, Fosse ball, air hockey and an assortment of board games available for checkout.

Student Life Food Program

Little Theater
Bldg. 1200, Rm. 1202
(707) 256-7340

Food Services Website (<http://www.napavalley.edu/studentaffairs/ASB/Pages/Emergency-Food-Services-for-Students.aspx>)

The Office of Student Life/ASNVC runs a supplemental food program designed to help supplement a student's monthly food purchases and address food insecurity.

Testing and Tutoring Center

Library and Learning Resource Center
Bldg. 1700, Rm. 1764
(707) 256-7437

TTC Website (<http://www.napavalley.edu/Academics/TestingCenter/Pages/TestingandTutoringCenter.aspx>)

The Testing and Tutoring Center (TTC) offers a variety of assessment, placement and academic testing services to potential and enrolled NVC students and members of the community, with particular emphasis on providing testing accommodations for students with disabilities.

Information regarding English and math placement can be found on the TTC website. Additionally, the TTC provides trained tutors to work with students in the math and Writing Success Center to assist students in becoming successful and independent learners. Tutoring services are free to NVC students.

Transfer Center

Student Services Building
Bldg. 1300, Rm. 1335
(707) 256-7333

Transfer Center Website (<http://www.napavalley.edu/studentaffairs/TransferCenter/Pages/default.aspx>)

The Transfer Center provides counseling and advising to our NVC students planning to transition on to a four-year university. Our special focus is on helping students transfer to the college of their choice at the junior level. The following resources are provided by the Transfer Center:

- Transfer counseling about requirements, research, decision making and education planning
- Transfer advisement for application preparation and general transfer questions
- Hosting visiting university representatives
- Transfer Admission Guarantees (TAGS) and Transfer Admission Agreements (TAAs)
- Workshops about how to start the transfer process, applications, TAGs and TAAs, Personal Statements, and more.
- Fall Transfer Day with over 50 colleges
- Van and bus tours of local colleges
- Spring Transfer Celebration
- Classroom presentations about transfer options

Transportation

The VINE Bus serves the Napa College main campus. As of September 1, 2013, the campus is served by routes 11, 21, and 29.

Bus service: Four VINE Routes to Napa Valley Campus.

To/from Napa Valley Campus: VINE Routes 29, 21, 11, & 10

To/from upper valley campus: St. Helena VINE Shuttle

Please visit the VINE's Website at <http://www.vinetransit.com/> for additional information on routes, fares, and available accommodations.

Or you may call the VINE directly at 707-251-2800.

Veterans Services

Veterans Services Office

Bldg. 1100, Rm. 1132

(707) 256-7322

Veteran Services Website (<http://www.napavalley.edu/studentaffairs/FinancialAid/VeteransResources/Pages/welcome.aspx>)

Located in the Financial Aid/EOPS Office, the Veterans Services exists to aid veteran, active duty, guard, reserve, and dependent students who receive educational benefits from the Veterans Administration.

Veterans Resource Center

Bldg. 1200, Rm. 1233

(707) 256-7300

Veteran Resource Center Website (<http://www.napavalley.edu/studentaffairs/FinancialAid/VeteransResources/Pages/VeteransResourceCenter.aspx>)

The Veterans Resource Center was developed to provide student veterans with the resources they need to achieve success in their educational goals. Veterans may use the computer lab, study, meet other student veterans, attend workshops, or meet with Veterans support staff for information or services.

Welcome Center

Student Services Building

Bldg. 1300, North Lobby

(707) 256-7215

Welcome Center Website (<http://www.napavalley.edu/studentaffairs/welcomecenter/Pages/welcometrhome.aspx>)

The Welcome Center assists in creating clearly marked pathways that help connect students with the resources and information that is most crucial for their educational success. The center serves both new and returning students, in addition to current students. Full-Time staff and Student Ambassadors are available to provide hands-on assistance with the matriculation process and guide students through the setup of their WebAdvisor account.

Writing Success Center

Bldg. 800, Rm. 832

(707) 256-7640

Writing Success Center Website (<http://www.napavalley.edu/Academics/WritingCenter/Pages/default.aspx>)

Writing Success Center Email (Writing.Center@napavalley.edu)

The Writing Success Center is a FREE support service available for all NVC students who would like help with their writing in any discipline. Writing Tutor Specialists are available for live, one-on-one tutoring to assist with any step in the student's writing process. Students may also enroll in a free self-paced non-credit class, ENGLNC 800, and develop

their writing skills through specialized tutorial support tailored to their individual needs. Additionally, students can attend free workshops on specified writing topics. Free online tutoring is also available 7 days a week. See the Writing Success Center website for more details about all these services and more.

Programs for Students

California Work Opportunity and Responsibility to Kids Act (CalWORKs)

Financial Aid/EOPS Office

Bldg. 1100, Rm. 1132

(707) 256-7301

NVC CalWORKs Website (<http://www.napavalley.edu/studentaffairs/EOPS/Pages/CalWORKs.aspx>)

California Work Opportunity and Responsibility to Kids Act (CalWORKs) provides support to NVC students who receive CalWORKs cash aid from the county Social Services Agency. A team of caring professionals is available to assist students with achieving their educational goals at NVC. Eligible students must currently be receiving CalWORKs cash aid, and be enrolled in 1.0 unit at NVC.

Cooperative Agencies Resources for Education (CARE)

Financial Aid/EOPS Office

Bldg. 1100, Rm. 1132

(707) 256-7301

NVC CARE Website (<http://www.napavalley.edu/studentaffairs/EOPS/Pages/CARE.aspx>)

Cooperative Agencies Resources for Education (CARE) provides additional services to EOPS students who are at least 18 years old and current recipients of CalWORKs/TANF cash aid for themselves or dependent children as a single head of household.

Disabled Student Programs and Services (DSPS)

Library and Learning Resource Center

Bldg. 1700, Rm. 1766 or 1769

(707) 256-7345

DSPS Website (<http://www.napavalley.edu/studentaffairs/DSPS/Pages/default.aspx>)

DSPS provides academic adjustments, auxiliary aids, full spectrum academic counseling services and/or instruction to qualified students with disabilities to ensure equal access in accordance with federal and state non-discrimination laws. Disabilities include, but are not limited to, physical, deaf and hard of hearing, blind and low vision, learning disabilities, acquired brain injury, attention deficit hyperactivity disorder, intellectual disability, autism spectrum, mental health disability and other health conditions and disabilities. Students who qualify for DSPS may receive academic adjustments, auxiliary aids, services and/or instruction. Examples include alternate media, assistive listening devices, assistive technology, sign language interpreter, specialized counseling/advising, notetaker services, mobility assistance (on campus), priority registration, reader/scribe services, test taking facilitation and specialized tutoring.

Educational Talent Search (TRiO)

Bldg. 1100, Rm. 1133

(707) 256-7390

Educational Talent Search Website (<http://www.napavalley.edu/studentaffairs/talentsearch/Pages/welcome.aspx>)

Educational Talent Search (ETS) is a federally funded pre-college TRiO program designed to provide academic support to low-income, potential first-generation college students in grades 6th through 12th from designated schools within the Napa Valley Unified School District. The ETS Program's primary objective is to assist students in graduating from high school and to successfully transition into a post-secondary institution. Program participants will benefit from the following services: academic counseling, college and financial aid application assistance, essential skills workshops, tutoring, mentoring, college visits, and cultural activities.

Extended Opportunity Program and Services (EOPS)

Financial Aid Office

Bldg. 1100, Rm. 1132

(707) 256-7301

EOPS Website (<http://www.napavalley.edu/studentaffairs/EOPS/Pages/default.aspx>)

EOPS is a state funded program established to address the issues of equal access to a quality education. EOPS offers many services, including academic, personal and career counseling, registration assistance, book vouchers, outreach activities, assistance with transfer to 4-year schools or transition to work. Other services include referrals to the many social service agencies in the community. The staff offers individualized attention with a personal approach. Bilingual counseling is provided.

Mathematics, Engineering, Science Achievement (MESA)

Bldg. 1800, Rm. 1806 (lower level)

(707) 256-7280

MESA Website (<http://www.napavalley.edu/studentaffairs/MESA/Pages/default.aspx>)

The MESA California Community College Program (CCCP) provides science, technology, engineering and math (STEM) academic development to educationally disadvantaged community college students so they will excel academically and transfer to four-year institutions in calculus-based majors. Main components of the MESA CCCP include: Academic Excellence Workshops (AEW) and/or Supplemental Instruction (SI); Orientation Workshops; academic advising; student study center; assistance in the transfer process; career advising; links with student and professional organizations; and tutoring services.

Puente Project

Bldg. 800, Rm 841

(707) 256-7685

puente.office@napavalley.edu

Puente Project Website (<http://www.napavalley.edu/studentaffairs/Puente/Pages/default.aspx>)

The Puente Project is an academic preparation program whose mission is to increase the number of educationally disadvantaged students who: enroll in four-year colleges, earn college degrees, and return to the community as mentors and leaders for future generations. Puente is an accelerated one-year, learning community program that focuses on Mexican-American and Latino literature and issues. The program is

open to all students. For more information, please contact the Puente Counselor at the number listed.

Student Support Services (SSS) TRIO

Student Services Building
Bldg. 1300, Rm. 1333
(707) 256-7350

SSS TRIO Website (<http://www.napavalley.edu/studentaffairs/TRIO/Pages/default.aspx>)

Student Support Services (SSS) TRIO is a federally funded grant program providing academic, retention, transfer and graduation support for qualifying first-generation and low income students and students with disabilities: Services for SSS TRIO participants include counseling and academic advising, tutoring, college tours, college transfer assistance, financial literacy and scholarship assistance.

Umoja

Bldg. 800, Rm. 865
(707) 256-7494

Umoja Website (<http://www.napavalley.edu/Academics/umoja/Pages/Umoja1.aspx>)

The UMOJA Community is a learning community and critical resource, dedicated to enhancing the cultural and educational experiences of African American and other students. The program provides Counseling courses, Speech courses; workshops (Math, English), career related assessments, tutoring, mentoring, leadership opportunities, cultural fieldtrips, college tours, and academic counseling that will assist students in learning the following: a certificate, degree, and/or in transferring to a baccalaureate degree-granting college or university.

Health and Safety

College Police

Campus Police Office
Bldg. 2200, Rm. 2250
Urgent (707) 256-7777
Business (707) 256-7770

NVC College Police Website (<http://www.napavalley.edu/studentaffairs/Police/Pages/welcome.aspx>)

The Napa Valley College Police Department supports the academic process and endeavors of all who use the college by creating an environment which is as safe and crime free as possible. NVCPD handles reports of criminal behavior and emergencies on campus and coordinates assistance and investigation with outside agencies as necessary. NVCPD employs sworn Police Officers (830.32 PC) and non-sworn Campus Services Officers (CSOs) to deliver services to the campus community. Officers provide a full range of police related activities, including: primary emergency responses; preventative patrol; initial investigation of reported or suspected crimes; enforcement of all applicable laws; follow-up and specialized criminal investigations; crime prevention; community liaison and relations; special event security; traffic activities (enforcement and accident investigations); parking enforcement; and, as needed, campus escorts of students, faculty, or staff.

Crime Reporting Procedures

Students, faculty, staff, and visitors can all help to create an atmosphere which is as safe and crime free as possible by reporting criminal or suspicious behavior and emergencies to the Napa Valley College Police Department. All staff and students are asked that if you SEE SOMETHING

– SAY SOMETHING by calling the College Police at ext. 7777 (on-campus) or 256-7777 (off-campus or cell phone).

The College Police responds to all reports of criminal behavior, misconduct, and emergencies on the Main Campus. The College Police respond to the Upper Valley Campus and American Canyon Center for specific reports of crimes.

College Police officers are generally on duty on the Main Campus:

- Monday – Friday 5:30 am to 11:00 pm
- Saturday & Sunday 7:00 am to 7:30 pm
- College Holidays 7:00 am to 7:00 pm

NVC Safe – Smart Phone Emergency Alert

NVC Safe is a smartphone safety app that provides quick access to campus security resources, interactive maps and emergency plans. It also allows the college to send out mass notifications. The app can be downloaded for free in the App Store and Google Play, is available for Apple iOS and Google Android devices.

Sexual Violence Elimination (SaVE) Act

Domestic or dating violence, sexual violence, or stalking can happen to anyone regardless of race, age, sexual orientation, religion, or gender. These crimes affect people of all socioeconomic backgrounds and education levels, and can occur in both opposite-sex and same-sex relationships. Sexual misconduct and sexual violence on college campuses is a significant problem that according to some government reports and will affect one in every five women and one in every twenty men who attend college. In many cases you will know the person who is responsible for the crime. Most incidents happen during the student's freshman or sophomore year, and many of the cases go unreported. Napa Valley College is committed to providing a safe environment that is free of sexual misconduct and sexual violence. The College does not condone nor will it specifically tolerate domestic or dating violence, sexual violence, or stalking. Information about the College's policies regarding these issues can be found on the College's website on the Student Health Center (<http://www.napavalley.edu/studentaffairs/HealthCenter/Pages/default.aspx>) and College Police (<http://www.napavalley.edu/studentaffairs/Police/Pages/welcome.aspx>) webpages.

Student Right-To-Know Information/Campus Security Act

To comply with the federal Student Right-to-Know (SRTK) and the Campus Security Act (Public Law 101-542), Napa Valley College provides information to the public on the safety and security of the campus and the educational outcomes of a specific group of students.

For more information, please refer to the Research and Data Analysis section on the Research, Planning and Institutional Effectiveness (RPIE) website (<http://www.napavalley.edu/AboutNVC/Planning/Pages/default.aspx>).

The campus safety information describes security procedures, laws in effect on campus, and crime statistics. For information on NVC campus safety and security, please go to www.nvcpd.org (<http://www.napavalley.edu/studentaffairs/Police/Pages/welcome.aspx>) or call (707) 256-7770 to obtain a paper copy of the Safety and Security Report.

Reference: NVC (BP 3500 (<http://www.napavalley.edu/AboutNVC/Trustees/bpmanual/ch3/BP3500.pdf>))

Student Health Services

Student Health Center Office

Bldg. 2200, Rm. 2250

(707) 256-7780

Student Health Center Website (<http://www.napavalley.edu/studentaffairs/HealthCenter/Pages/default.aspx>)

Student Health Services provides medical services including treatment of injuries and illnesses, reproductive health, preventive health, vaccines and TB testing, and health education programs such as stress reduction to registered students. Mental health services are also provided. A highly trained and experienced Nurse Practitioner and licensed Marriage Family Therapist (MFT) are dedicated to your health and well-being.

California state law and the federal Health Insurance Portability and Accounting Act of 1996 (HIPAA) ensure all visits to the health center are confidential in accordance with federal law. Your medical records cannot be given to anyone, including parents and/or spouses, without your express written permission.