Thank you for choosing IVC! We are so happy to join you in your educational journey.

Basic Course Information

Semester:	**Fall 2020**	Instructor Name:	**Beckley**
Course Title & #:	**BUS 126—Business & the Legal Environment**	Email:	**jeff.beckley@imperial.edu**
CRN #:	**10146**	Webpage (optional):	**Canvas**
Classroom:	**Online**	Office #:	**207**
Class Dates:	**Aug. 24 – Dec. 12, 2020**	Office Hours:	**Thursdays: 4 – 5pm; Fridays: 2-5pm; Sundays: 5 – 6pm**
Class Days:	**Online**	Office Phone #:	**760-355-6324**
Class Times:	**Online**	Emergency Contact:	**Tisha Nelson, Dept. Secretary, 760-355-6161**
Units:	**3**		

Course Description

An introduction to the legal environment of business. The following topics are covered: sources of the law, judicial systems, administrative law and governmental regulation, crimes and torts, protection of intellectual property, contracts, commercial paper, agency, labor law, legal forms of business organization, securities regulation, consumer and environmental law, warranties and product liability, bankruptcy, real property law and international law. Collaborative learning and the team approach are used in doing the legal research, reading and understanding court opinions and writing brief of cases. (C-ID BUS 120) (CSU, UC)

Course Prerequisite(s) and/or Corequisite(s)

None

Student Learning Outcomes

Upon course completion, the successful student will have acquired new skills, knowledge, and or attitudes as demonstrated by being able to:

1. Evaluate and analyze three distinct legal case problems and communicate the results demonstrating writing competencies at the college level. (ILO1, ILO2, ILO4)
2. Identify, define, appropriately apply and analyze the five elements of a contract in a simulated factual situation based on an actual legal case. (ILO1, ILO2, ILO4)
3. Identify, define, appropriately apply and analyze the four elements of negligence in a simulated factual situation based on an actual legal case. (ILO1, ILO2, ILO4)

Course Objectives

Upon satisfactory completion of the course, students will be able to:
  1. Define law.
  2. Identify sources of the law.
  3. Describe the impact of the Constitution on business and write a report.
  4. Describe courts, judicial process, and alternative resolution of disputes.
  5. Recognize crimes and criminal procedure.
  6. Recognize business and individual torts.
  7. Recognize the impact of law on computer technology.
  8. Explain how intellectual property is protected.
  9. Recognize the role of ethics and social responsibility in the world of business.
  10. Explain the role of Administrative Agencies, Administrative Law and anti-trust law.
  11. Explain the various classifications of contracts.
  12. Explain the requirements needed to have a valid contract.
  13. Explain the kinds of commercial paper, parties, and negotiability.
  14. Student will explain the relationships between Principal and Agent.
  15. Student will explain how an agency is terminated.
  16. Describe the various laws that affect the labor-management relationships.
  17. Identify the various forms of legal forms of business organization and franchising.
  18. Describe the elements of securities regulation.
  19. Explain the laws that protect business and consumers from unfair and deceptive trade practices.
  20. Describe environmental law.

21. Explain theory of product liability.
22. Explain implied warranties and limited warranties under federal law.
23. Describe bankruptcy law, bankruptcy court, and the various proceedings.
24. Explain the nature of real property and real estate law.
25. Explain the fundamentals of international law.
26. Identify the methods that facilitate international commercial transactions.
27. Student will explain legal principles and doctrines followed in resolving international commercial disputes.
28. Collaborate with other student in doing legal research, in reading and understanding court opinions, and writing brief of cases.

Textbooks & Other Resources or Links

The course textbook, and all other necessary course materials, are accessible through the course website on Canvas.

Course Requirements and Instructional Methods

Course Format

Weeks of Instruction

There are 15 weeks in this shortened semester: 13 weeks of instruction and two weeks with exams. Each week of instruction has two activities: (1) a *discussion* to participate in, and (2) a *project* to complete.
On the due date(s) each week, the projects and discussions will close and cease to be accessible, so don't get behind. _No make-up or late assignments are accepted in this course._ This schedule is necessary to keep us on track in the course. Students who get behind in their coursework often end up failing or dropping an online course as a result.

Projects

Each instructional week has a project for you to complete. Projects can be found in the **Projects** module on the course home page. Projects can also be found under the "Assignments" link on the Course Menu. The projects are based on the material covered during the week. Most projects require preparation activities before the project can be completed, so it is highly recommended that you begin the project as early as possible in the week. **Projects are typically worth 30 points each. However, please note that the projects in the first two instructional weeks are worth 20 points each.** Grading rubrics are included with each project. **Projects are typically due each week by Sunday night at 11:59pm.** *(Please note that the Introductory Project is due Saturday, August 29 by 11:59pm.)* **Starting with Week 2, projects will open each week on Fridays at 12 am and be open for approximately ten days until due. Projects must be submitted by the due date as no late work is accepted in this course.**

Discussions

Each instructional week has a discussion activity for you to participate in with **both** an original posting to the discussion prompt **and** at least two responses to postings by other students. Discussions can be found in the **Discussions** module on the course home page. Discussions can also be found under both the "Discussions" link, and the "Assignments" link, on the Course Menu located on the left side of any course page. The discussions are based on the material covered during the week.

The *original discussion post* must be **at least ten sentences long and be based on the reading material, and any other appropriate resources**, for the week. *Discussion responses* must be **at least five sentences long and contain meaningful and relevant comments based on the original post to which you are responding.**

Discussing things means interacting with your fellow students, so it is important that you read all the other student responses and respond to your fellow students with meaningful comments. Don't just respond by saying "I agree with you." If you agree or disagree, you must have a reason why, and explain that reason in your response. You are required to post responses to postings by at least two other students in each weekly discussion.

I will be monitoring each discussion, reading each discussion post and will participate when I feel it is appropriate to do so. However, I want you to feel empowered to really engage in a conversation with your fellow students and not be afraid that your instructor will be critiquing everything you write. Have fun with this. However, if any student uses inappropriate language or is disrespectful to another student, that student will lose points and need to have a personal conversation with the instructor. Remember, this is a college class and the discussion should be academic in nature, so don't get off topic or you will also lose points.

Discussions are worth twenty points and grading rubrics are included with each discussion activity. *Original discussion posts* are typically due each week by Thursday at 11:59pm and *discussion replies* are typically due each week by Sunday at 11:59pm. *(However, please note that both the original posts and the replies to the Introduction Discussion Activity are due Saturday night, August 29 by 11:59pm.* Starting with Week 2, discussions will open each week on Fridays at 12 am and be open for approximately ten days until due. All discussion postings must be submitted by the due date as no late work is accepted in this course.

Obviously you will be writing throughout this class, in both the projects and in the discussions. That is the nature of an online course. Remember, this is a college class and you should take care to present college-level work. This includes checking your spelling and grammar. (By the way, spell check alone is not enough. You must also proofread because spell check does not and cannot catch many different types of errors.) If your writings contain a lot of grammar and spelling mistakes, points will be deducted.

Exams

There will be **two exams in this course: a Mid-term Exam and a Final Exam.** The exams can be found in the **Exams** module on the course home page under the and also under the "Quizzes" link on the left side of the Course Menu. **Each exam is worth 80 points and will consist of forty multiple-choice questions worth two points each. The exams will be taken online. You will have 75 minutes to complete the exams. You will have one attempt to take each exam. The Mid-term will be held during Week 7 of the course and will cover Chapters 1, 2, 3, 4, 5 and 7 in our course textbook. The Final Exam will be held during Finals week and will cover Chapters 8, 9, 10, 12 and 13. There are no make-up exams and exams must be completed by the due date as no late work is accepted in this course.**

Out of Class Assignments: The Department of Education policy states that one (1) credit hour is the amount of student work that reasonably approximates not less than one hour of class time and two (2) hours of out-of-class time per week over the span of a semester. WASC has adopted a similar requirement.

What if I need to borrow technology or access to WIFI?
1. To request a loaner laptop, MYFI device, or other electronic device, please submit your request here: https://imperial.edu/students/student-equity-and-achievement/

2. If you'd like access the WIFI at the IVC campus, you can park in parking lots "I & J". Students must log into the IVC student WIFI by using their IVC email and password. The parking lots will be open Monday through Friday from 8:00 a.m. to 7:00 p.m.

   Guidelines for using parking WIFI:
    -Park in every other space (empty space BETWEEN vehicles)
   -Must have facemask available
   -For best reception park near buildings
   -Only park at marked student spaces
   -Only owners of a valid disabled placard may use disabled parking spaces
   -Only members of the same household in each vehicle

-Occupants **MUST** remain in vehicles
-Restrooms and other on-campus services <u>not</u> available
-College campus safety will monitor the parking lot
-Student code of conduct and all other parking guidelines are in effect
-Please do not leave any trash behind
-<u>No parking permit required</u>

If you have any questions about using parking WIFI, please call Student Affairs at 760- 355-6455.

Course Grading Based on Course Objectives

There are 13 weeks of instruction in this class this semester. There are 40 points available in the first two weeks and 50 points available in the other 11 weeks. That is a total of 630 points in the instructional weeks. There will also be 2 exams worth 80 points each for a total of 160 points. The grand point total for the course is 790.

<u>**Course Grade:**</u> Course grades are based on total points earned during the semester, and total points available. As detailed above, there is a total of 790 points available in this class this semester.

Grades are determined by dividing the total points earned by the total points available.

I will use the Grade tab in Canvas to keep track of grades but it is always a good idea to keep your own records to compare with your instructor's records. Final course grades are based on the following percentages and point values:

A = above 90% (or 711 points and above)
B = 80 - 89% (or 632 - 710 points)
C = 70 - 79% (or 553 – 631 points)
D = 60 - 69% (or 474 – 552 points)
F = below 60% (or below 474 points)

Anticipated Class Schedule/Calendar

WEEK	CHAPTER
Week 1	Introduction
Week 2	Chapter 1
Week 3	Chapter 2, 3
Week 4	Chapter 4
Week 5	Chapter 5
Week 6	Chapter 7
Week 7	Mid-term Exam
Week 8	Chapter 8
Week 9	Chapter 9
Week 10	Chapter 9
Week 11	Chapter 10, 12
Week 12	Chapter 10, 12
Week 13	Chapter 14
Week 14	Case Brief, Review
Week 15	Final Exam

Tentative, subject to change without prior notice

Attendance

- A student who fails to attend the first meeting of a class or does not complete the first mandatory activity of an online class will be dropped by the instructor as of the first official meeting of that class. Should readmission be desired, the student's status will be the same as that of any other student who desires to add a class. It is the student's responsibility to drop or officially withdraw from the class. See General Catalog for details.
- Regular attendance in all classes is expected of all students. A student whose continuous, unexcused absences exceed the number of hours the class is scheduled to meet per week may be dropped. For online courses, students who fail to complete required activities for two consecutive weeks may be considered to have excessive absences and may be dropped.
- Absences attributed to the representation of the college at officially approved events (conferences, contests, and field trips) will be counted as 'excused' absences.

What does it mean to "attend" an online class?

Attendance is critical to student success and for IVC to use federal aid funds. Acceptable indications of attendance are:
- Student submission of an academic assignment
- Student submission of an exam
- Student participation in an instructor-led Zoom conference
- Documented student interaction with class postings, such as an interactive tutorial or computer-assisted instruction via modules
- A posting by the student showing the student's participation in an assignment created by the instructor
- A posting by the student in a discussion forum showing the student's participation in an online discussion about academic matters
- An email from the student or other documentation showing that the student has initiated contact with a faculty member to ask a question about an academic subject studied in the course.

Logging onto Canvas alone is NOT adequate to demonstrate academic attendance by the student.

Classroom Etiquette

- Electronic Devices: Cell phones and electronic devices must be turned off and put away during class, unless otherwise directed by the instructor.
- Food and Drink are prohibited in all classrooms.   Water bottles with lids/caps are the only exception.   Additional restrictions will apply in labs. Please comply as directed by the instructor.
- Disruptive Students: Students who disrupt or interfere with a class may be sent out of the room and told to meet with the Campus Disciplinary Officer before returning to continue with coursework. Disciplinary procedures will be followed as outlined in the General Catalog.
- Children in the classroom: Due to college rules and state laws, only students enrolled in the class may attend; children are not allowed.

How do I act differently if I have an on-ground class during COVID?

1. **DO NOT COME TO CAMPUS OR ATTEND AN OFF-CAMPUS CLASS IF YOU FEEL SICK, HAVE A FEVER, OR HAVE A COUGH**
   a. Even if your symptoms are mild, stay home.
   b. Email your instructor to explain why you are missing class.
   c. If you are sick with COVID-19 or think you might have COVID-19, provides CDC guidance.
   d. If you have tested positive for COVID-19, you must self-quarantine for 14 days and then be without symptoms for at least 72 hours. Clearance is required prior to returning to any face-to-face interaction. It is recommended that you undergo a final COVID-19 test to confirm that you are no longer infected.
   e. If you are exposed through direct contact with a person known to be COVID-19 positive, then you must submit negative COVID-19 test results prior to returning to any face-to-face interaction.
2. **ARRIVE AT CAMPUS EARLY (at least 15 minutes early is advised).**
   a. All people entering the IVC campus will need to pass a screening process, which will occur at the gates as your drive onto campus. You will need to take a short questionnaire and get your temperature taken (the screening is completely touchless and will take place while you remain in your car).
3. **BRING A MASK TO CLASS (and always wear it).**
   a. Be sure that your mask covers both your nose and mouth. If your mask is cloth, then wash it each day. If your mask is disposable, then use a new one each day.
4. **GO DIRECTLY TO YOUR CLASSROOM.**

a. The IVC campus is mostly closed so you should not visit other areas or seek any face-to-face services. Services are available to students online and can be accessed through www.imperial.edu.

5. **WASH YOUR HANDS FREQUENTLY (and use the provided sanitation supplies).**
    a. Your classroom is equipped with cleaning supplies. Use them as needed.
6. **BE SURE TO SOCIAL DISTANCE (stay at least 6 feet from other).**
    a. The number of students in a classroom at any one time is very limited so you have plenty of space to spread and ensure that you stay at least 6 feet from others.
7. **BRING YOUR OWN FOOD AND DRINKS.**
    a. There is no food service currently offered on campus.

Online Netiquette

- What is netiquette? Netiquette is internet manners, online etiquette, and digital etiquette all rolled into one word. Basically, netiquette is a set of rules for behaving properly online.
- Students are to comply with the following rules of netiquette: (1) identify yourself, (2) include a subject line, (3) avoid sarcasm, (4) respect others' opinions and privacy, (5) acknowledge and return messages promptly, (6) copy with caution, (7) do not spam or junk mail, (8) be concise, (9) use appropriate language, (10) use appropriate emoticons (emotional icons) to help convey meaning, and (11) use appropriate intensifiers to help convey meaning [do not use ALL CAPS or multiple exclamation marks (!!!!)].

How am I expected to act in an online "classroom" (especially Zoom)?
Attending a virtual meeting can be a challenge when there are many students on one conference call. Participating in such meetings may count as class attendance, but disruptive behavior may also result in you not being admitted to future meetings. Follow the tips below for best results:

1) **Be RESPECTFUL**
    a. Your written, verbal, and non-verbal communications should be respectful and focused on the learning topics of the class.
2) **Find a QUIET LOCATION & SILENCE YOUR PHONE (if zooming)**
    a. People walking around and pets barking can be a distraction.

3) EAT AT A DIFFERENT TIME.
   a. Crunching food or chugging drinks is distracting for others.
   b. Synchronous zoom times are set in advance so reserve meals for outside class meetings.

4) ADJUST YOUR LIGHTING SO THAT OTHERS CAN SEE YOU
   a. It is hard to see you in dim lighting so find a location with light.
   b. If your back is to a bright window, you will be what is called "backlit" and not only is it hard on the eyes (glare) but you look like a silhouette.

5) POSITION THE CAMERA SO THAT YOUR FACE AND EYES ARE SHOWING
   a. If you are using the camera, show your face; it helps others see your non-verbal cues.
   b. You may be at home, but meeting in pajamas or shirtless is not appropriate so dress suitably. Comb your hair, clean your teeth, fix your clothes, etc. before your meeting time to show self-respect and respect for others.

6) Be READY TO LEARN AND PAY ATTENTION
   a. Catch up on other emails or other work later.
   b. If you are Zooming, silence your phone and put it away.
   c. If you are in a room with a TV – turn it off.

7) USE YOUR MUTE BUTTON WHEN IN LOUD PLACES OR FOR DISTRACTIONS
   a. Pets barking, children crying, sneezing, coughing, etc. can happen unexpectedly. It's best if you conference in a private space, but if you can't find a quiet place, when noises arise **MUTE** your laptop.

8) REMEMBER TO UNMUTE WHEN SPEAKING
   a. Follow your instructor's directions about using the **"raise hand"** icon or chat function to be recognized and to speak, but make sure you have unmuted your device.
   b. Do not speak when someone else is speaking.

9) REMAIN FOCUSED AND PARTICIPATE IN THE MEETING
   a. Especially when the camera is on YOU, we can all see your actions. Engage in the meeting. Look at the camera. Listen to instruction. Answer questions when asked.
   b. Do not use the Zoom meeting to meet with your peers or put on a "show" for them.

10) PAUSE YOUR VIDEO IF MOVING OR DOING SOMETHING DISTRACTING
   a. Emergencies happen. If you need to leave the room or get up and move about, stop your video.

Academic Honesty

Academic honesty in the advancement of knowledge requires that all students and instructors respect the integrity of one another's work and recognize the important of acknowledging and safeguarding intellectual property.

There are many different forms of academic dishonesty. The following kinds of honesty violations and their definitions are not meant to be exhaustive. Rather, they are intended to serve as examples of unacceptable academic conduct.

- Plagiarism is taking and presenting as one's own the writings or ideas of others, without citing the source. You should understand the concept of plagiarism and keep it in mind when taking exams and preparing written materials. If you do not understand how to "cite a source" correctly, you must ask for help.
- Cheating is defined as fraud, deceit, or dishonesty in an academic assignment, or using or attempting to use materials, or assisting others in using materials that are prohibited or inappropriate in the context of the academic assignment in question.

Anyone caught cheating or plagiarizing will receive a zero (0) on the exam or assignment, and the instructor may report the incident to the Campus Disciplinary Officer, who may place related documentation in a file. Repeated acts of cheating may result in an F in the course and/or disciplinary action. Please refer to the General Catalog for more information on academic dishonesty or other misconduct. Acts of cheating include, but are not limited to, the following: (a) plagiarism; (b) copying or attempting to copy from others during an examination or on an assignment; (c) communicating test information with another person during an examination; (d) allowing others to do an assignment or portion of an assignment; (e) using a commercial term paper service.

How do I show academic honesty and integrity in an online "classroom"?
- **KEEP YOUR PASSWORDS CONFIDENTIAL.**
  - You have a unique password to access online software like Canvas. Never allow someone else to log-in to your account.
- **COMPLETE YOUR OWN COURSEWORK.**
  - When you register for an online class and log-in to Canvas, you do so with the understanding that you will produce your own work, take your own exams, and will do so without the assistance of others (unless directed by the instructor).

Examples of Academic Dishonesty that can occur in an online environment:

- Copying from others on a quiz, test, examination, or assignment;
- Allowing someone else to copy your answers on a quiz, test, exam, or assignment;
- Having someone else take an exam or quiz for you;
- Conferring with others during a test or quiz (if the instructor didn't explicitly say it was a group project, then he/she expects you to do the work without conferring with others);
- Buying or using a term paper or research paper from an internet source or other company or taking any work of another, even with permission, and presenting the work as your own;
- Excessive revising or editing by others that substantially alters your final work;
- Sharing information that allows other students an advantage on an exam (such as telling a peer what to expect on a make-up exam or prepping a student for a test in another section of the same class);
- Taking and using the words, work, or ideas of others and presenting any of these as your own work is plagiarism. This applies to all work generated by another, whether it be oral, written, or artistic work. Plagiarism may either be deliberate or unintentional.

Additional Services for Students

Imperial Valley College offers various services in support of student success. The following are some of the services available for students. Please speak to your instructor about additional services which may be available.

How do I access services now that we are mostly online?
- CANVAS LMS. Canvas is Imperial Valley College's Learning Management System. To log onto Canvas, use this link: Canvas Student Login. The Canvas Student Guides Site provides a variety of support available to students 24 hours per day. Additionally, a 24/7 Canvas Support Hotline is available for students to use: 877-893-9853.
- Learning Services.   In order to accommodate students and maximize student success during the COVID-19 Pandemic, all tutoring support is being provided through one Zoom link (IVC online Tutoring).   When campus is open again, there are several learning labs to assist students. Whether you need support using computers, or you need a tutor, please consult your Campus Map for the Math Lab; Reading, Writing & Language Labs; and the Study Skills Center.
- Library Services. Visit the Spencer Library's page on the IVC website for a wealth of valuable resources and online access to databases, e-books and more. Contact us so we can help you with instructional and research development skills (for those conducting

research and writing academic papers). When campus re-opens, students also have access to tutoring services in the Study Skills Center as well as private study rooms for small study groups. There is more to our library than just books!

- Career Services Center. The Career Services Center is dedicated to serve all IVC students and Alumni. Services include Career Assessments, Resume and Cover Letter Assistance, Interview Preparation, Internship Opportunities and Job Placement.
- Child Development Center. The Preschool and Infant/Toddler Centers are on-campus demonstration lab programs that meet the educational, research, and service needs of the institution and community at large. The Preschool program (children three to five years of age) and the Infant/Toddler program (newborn to three years of age) is in buildings 2200 and 2300. Service is available to families who meet the California Department of Education qualifications for enrollment. The centers are open during COVID from Monday-Friday 7:15-5:30. Breakfast, lunch and snack are provided through the California Adult and Child Food Program. Location: Buildings 2200 and 2300. Phone: (760) 355-6528 or (760) 355-6232. Application: https://forms.imperial.edu/view.php?id=150958

Disabled Student Programs and Services (DSPS)

Any student with a documented disability who may need educational accommodations should notify the instructor or the Disabled Student Programs and Services (DSP&S) office as soon as possible. When campus is open, the DSP&S office is in Building 2100, telephone 760-355-6313. Please contact them if you feel you need to be evaluated for educational accommodations.

Student Counseling and Health Services

Students have counseling and health services available, provided by the pre-paid Student Health Fee.
- **Student Health Center**. A Student Health Nurse is available on campus, but you must make an appointment. In addition, Pioneers Memorial Healthcare District provides basic health services for students, such as first aid and care for minor illnesses. Contact the IVC Student Health Center at 760-355-6128, or when campus reopens, visit Room 1536 for more information.
- **Mental Health Counseling Services**. Short-term individual, couples, family and group counseling services are available for currently enrolled students. Services are

provided in a confidential, supportive, and culturally sensitive environment. Please contact the IVC Mental Health Counseling Services at 760-355-6310 for appointments, or when campus reopens visit Room 1536, for more information.

Veteran's Center

The mission of the IVC Military and Veteran Success Center is to provide a holistic approach to serving military/veteran students in three key areas: 1) Academics, 2) Health and Wellness, and 3) Camaraderie. The Center also serves as a central hub that connects military/veteran students, as well as their families, to campus and community resources. The goal is to ensure a seamless transition from military to civilian life. When campus reopens, the Center is in Building 600 (Office 624), telephone 760-355-6141.

Extended Opportunity Program and Services (EOPS)

The Extended Opportunity Program and Services (EOPS) offers services such as priority registration, book grants, transportation assistance, individualized counseling, tutoring, and community referrals to eligible students. Our staff is available to assist and support students in navigating personal, psychological, academic, and/or career-related issues through empathy, cultural-competence, and a commitment to equity and social justice. Also under the umbrella of EOPS is the CARE (Cooperative Agency Resources for Education) Program, designed to serve single parents and assist with addressing issues that are particular to this population. Students that are single parents receiving TANF/Cash Aid assistance may qualify for our CARE program. For additional information about the EOPS or CARE Programs please contact our Program Office 760.335-6407 and/or visit our Program website www.imperial.edu/students/eops for eligibility criteria and application procedures. We look forward to serving you! - EOPS/CARE Staff

Student Equity Program

The Student Equity & Achievement Program strives to improve Imperial Valley College's success outcomes, particularly for students who have been historically underrepresented and underserved. The college identifies strategies to monitor and address equity issues, making efforts to mitigate any disproportionate impact on student success and achievement. Our institutional data provides insight surrounding student populations who historically, are not fully represented. SEA addresses disparities and/or disproportionate impact in student success across disaggregated student equity groups including gender, ethnicity, disability status, financial need, LGBTQIA+, Veterans, foster

youth, homelessness, and formerly incarcerated students. The SEA Program also houses IVC's Homeless Liaison, Foster Youth Liaison, Formerly Incarcerated Liaison, and Military Affiliated Liaison, who provide direct services and referrals to students in need. SEA strives to empower students experiencing insecurities related to food, housing, transportation, textbooks, and shower access. We recognize that students who struggle meeting their basic needs are also at an academic and economic disadvantage, creating barriers to academic success and wellness. We strive to remove barriers that affect IVC students' access to enrollment, education, degree and certificate completion, and the ability to transfer to a university. SEA also provides outreach at local Imperial County high schools to ensure graduating seniors are successfully matriculated into the college and have a strong support system. Please visit us online for assistance at https://imperial.edu/students/student-equity-and-achievement/ or call us at 760-355-6465 or when campus reopens, visit Building 401.

What if I cannot afford food, books, or need other help?

> We have many resources that are available to you. Please tell us what you need by submitting your request(s) here: https://imperial.edu/students/student-equity-and-achievement/

Student Rights and Responsibilities

Students have the right to experience a positive learning environment and to due process of law. For more information regarding student rights and responsibilities, please refer to the IVC General Catalog.

Information Literacy

Imperial Valley College is dedicated to helping students skillfully discover, evaluate, and use information from all sources. The IVC Library Department provides numerous Information Literacy Tutorials to assist students in this endeavor.