

# Student Services Office Hours

Summer 2017

(May 30 – August 10)

Diablo Valley College Pleasant Hill and San Ramon campuses are closed for 2017 District Holidays.

- May 29, 2017    Memorial Day Holiday
- July 4, 2017    Independence Day Holiday

## Admissions and Records

Location: Student Services Center (SSC), Suite 102  
Phone: 925-685-1310

Office Hours	Monday	Tuesday	Wednesday	Thursday	Friday
May 30 – June 9	8:30 am-5 pm	8:30 am-7 pm	8:30 am-5 pm	8:30 am-5 pm	Closed
June 12 – June 23	8 am-7 pm	8 am-7 pm	8 am-7 pm	8 am-7 pm	Closed
June 26 – July 28	8:30 am-5 pm	8:30 am-7 pm	8:30 am-5 pm	8:30 am-5 pm	Closed
July 31 – August 11	8 am-7 pm	8 am-7 pm	8 am-7 pm	8 am-7 pm	8 am-4 pm

## Assessment Center

Location: Student Services Center (SSC) Suite 140  
Phone: 925-969-2132

Office Hours	Monday	Tuesday	Wednesday	Thursday	Friday
May 30 – June 9	8:30 am-5 pm	8:30 am-7 pm	8:30 am-5 pm	8:30 am-5 pm	Closed
June 12 – June 23	8:30 am-5 pm	8:30 am-7 pm	8:30 am-7 pm	8:30 am-5 pm	Closed
June 26 – July 28	8:30 am-5 pm	8:30 am-7 pm	8:30 am-5 pm	8:30 am-5 pm	Closed
July 31 – August 11	8:30 am-5 pm	8:30 am-7 pm	8:30 am-7 pm	8:30 am-5 pm	8:30 am-1 pm

## CalWORKs

Location: Student Services Center (SSC) Suite 127  
Phone: 925-969-2212

Office Hours	Monday	Tuesday	Wednesday	Thursday	Friday
May 30 – July 28	8 am-5 pm	8 am-5 pm	8 am-5 pm	8 am-5 pm	Closed

## Career, Employment and Transfer Services

Location: Student Services Center (SSC) Suite 202  
Phone: 925-969-2135

Office Hours	Monday	Tuesday	Wednesday	Thursday	Friday
May 30 – July 28	9 am-3 pm	9 am-5 pm	9 am-3 pm	Closed	Closed
July 31 – August 11	Closed	Closed	Closed	Closed	Closed

## Counseling Center

Location: Student Services Center (SSC) Suite 201  
Phone: 925-969-2140

Office Hours	Monday	Tuesday	Wednesday	Thursday	Friday
May 30 – June 9	8:30 am-5 pm	8:30 am-7 pm	8:30 am-5 pm	8:30 am-5 pm	Closed
June 12 – June 23	8:30 am-7 pm	8:30 am-7 pm	8:30 am-7 pm	8:30 am-7 pm	Closed
June 26 – July 28	8:30 am-5 pm	8:30 am-7 pm	8:30 am-5 pm	8:30 am-5 pm	Closed
July 31 – August 11	8:30 am-7 pm	8:30 am-7 pm	8:30 am-7 pm	8:30 am-7 pm	8:30 am-4 pm

## Disability and Support Services (DSS) and WorkAbility III

Location: Student Services Center (SSC) Suite 248  
Phone: 925-969-2182

Office Hours	Monday	Tuesday	Wednesday	Thursday	Friday
May 30 – June 15	8 am-5 pm	8 am-5 pm	8 am-5 pm	8 am-5 pm	Closed
June 19 – June 29	8 am-6 pm	8 am-6 pm	8 am-6 pm	8 am-6 pm	Closed
July 3 – July 28	8 am-5 pm	8 am-5 pm	8 am-5 pm	8 am-5 pm	Closed

**Educational Talent Search (ETS) and Upward Bound (UB) – TRIO Programs**

Location: Student Services Center (SSC) Suite 258

Phone: 925-969-2189

Office Hours	Monday	Tuesday	Wednesday	Thursday	Friday
<b>May 30 – July 28</b>	8:30 am-5 pm	8:30 am-5 pm	8:30 am-5 pm	8:30 am-5 pm	Closed
<b>July 31 – August 11</b>	8 am-5 pm	8 am-5 pm	8 am-5 pm	8 am-5 pm	Closed

**Enrollment Lab**

Location: Student Services Center (SSC), Suite 119

Phone: N/A

Office Hours	Monday	Tuesday	Wednesday	Thursday	Friday
<b>May 30 – June 9</b>	8:30 am-5 pm	8:30 am-7 pm	8:30 am-5 pm	8:30 am-5 pm	Closed
<b>June 12 – June 23</b>	8 am-7 pm	8 am-7 pm	8 am-7 pm	8 am-7 pm	Closed
<b>June 26 – July 28</b>	8:30 am-5 pm	8:30 am-7 pm	8:30 am-5 pm	8:30 am-5 pm	Closed
<b>July 31 – August 11</b>	8 am-7 pm	8 am-7 pm	8 am-7 pm	8 am-7 pm	8 am-4 pm

**EOPS / CARE**

Location: Student Services Center (SSC) Suite 127

Phone: 925-969-2123

Office Hours	Monday	Tuesday	Wednesday	Thursday	Friday
<b>May 30 – July 28</b>	8 am-5 pm	8 am-5 pm	8 am-5 pm	8 am-5 pm	Closed

**Financial Aid**

Location: Student Services Center (SSC), Suite 107

Phone: 925-969-2009

Office Hours	Monday	Tuesday	Wednesday	Thursday	Friday
<b>May 30 – June 9</b>	8:30 am-5 pm	8:30 am-5 pm	8:30 am-5 pm	8:30 am-1 pm	Closed
<i>Drop-in appointments</i>	<i>8:30 am-4 pm</i>	<i>8:30 am-4 pm</i>	<i>8:30 am-4 pm</i>	<i>8:30 am-12:30 pm</i>	<i>Closed</i>
<b>June 12 – June 23</b>	8:30 am-7 pm	8:30 am-7 pm	8:30 am-7 pm	8:30 am-1 pm	Closed
<i>Drop-in appointments</i>	<i>8:30 am-6 pm</i>	<i>8:30 am-6 pm</i>	<i>8:30 am-6 pm</i>	<i>8:30 am-12:30 pm</i>	<i>Closed</i>
<b>June 26 – July 28</b>	8:30 am-5 pm	8:30 am-5 pm	8:30 am-5 pm	8:30 am-1 pm	Closed
<i>Drop-in appointments</i>	<i>8:30 am-4 pm</i>	<i>8:30 am-4 pm</i>	<i>8:30 am-4 pm</i>	<i>8:30 am-12:30 pm</i>	<i>Closed</i>

**International Students Admissions and Services (ISAS)**

Location: Student Services Center (SSC) Suite 264

Phone: 925-969-2196

Office Hours	Monday	Tuesday	Wednesday	Thursday	Friday
<b>May 30– August 11</b>	8:30 am-5 pm	8:30 am-5 pm	8:30 am-5 pm	8:30 am-5 pm	Closed

**Relations with Schools and Outreach**

Location: Student Services Center (SSC) Suite 120

Phone: 925-969-2106

Office Hours	Monday	Tuesday	Wednesday	Thursday	Friday
	<i>By Appointment Only</i>				<i>Closed</i>

**Scholarship Program Office**

Location: Student Services Center (SSC) Suite 127

Phone: 925-969-2094

Office Hours	Monday	Tuesday	Wednesday	Thursday	Friday
<b>May 30 – July 28</b>	8:30 am-5 pm	8:30 am-5 pm	9 am-12 pm 1 pm-5 pm (SRC)	8:30 am-5 pm	Closed

Please check Financial Aid/Scholarship website for updates on Scholarship Program

**START / Foster Youth**

Location: Student Services Center ( SSC) Suite 127

Phone: 925-969-2203

Office Hours	Monday	Tuesday	Wednesday	Thursday	Friday
<b>May 30 – July 28</b>	8 am-5 pm	8 am-5 pm	8 am-5 pm	8 am-5 pm	Closed

**Student Life Office**

Location: Margaret Leshar Student Union Building

Phone: 925-969-4267

Office Hours	Monday	Tuesday	Wednesday	Thursday	Friday
<b>May 30 – July 28</b>	8 am-5 pm	8 am-5 pm	8 am-5 pm	8 am-5 pm	Closed

**Welcome Services**

Location: Student Services Center (SSC), Suite 119

Phone: 925-969-2106

Office Hours	Monday	Tuesday	Wednesday	Thursday	Friday
<b>May 30 – June 9</b>	8:30 am-5 pm	8:30 am-7 pm	8:30 am-5 pm	8:30 am-5 pm	Closed
<b>June 12 – June 23</b>	8:30 am-7 pm	8:30 am-7 pm	8:30 am-7 pm	8:30 am-7 pm	Closed
<b>June 26 – July 28</b>	8:30 am-5 pm	8:30 am-7 pm	8:30 am-5 pm	8:30 am-5 pm	Closed
<b>July 31 – August 11</b>	8:30 am-7 pm	8:30 am-7 pm	8:30 am-7 pm	8:30 am-7 pm	Closed

**San Ramon Campus**

Location: 1690 Watermill Road, San Ramon

Phone: 925-866-1822

Office Hours	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Lobby</b>					
<b>May 30 – August 11</b>	8 am-6:30 pm	8 am-6:30 pm	8 am-6:30 pm	8 am-6:30 pm	Closed
<b>Admissions and Records</b> (A & R Services Closed June 8 <sup>th</sup> , 12 <sup>th</sup> , 13 <sup>th</sup> from 11 am-3 pm)					
<b>May 30 – August 11</b>	9 am-6:30 pm	9 am-6:30 pm	9 am-6:30 pm	9 am-6:30 pm	Closed
<b>Counseling Drop-in</b> (Counseling Services Closed August 9 <sup>th</sup> )					
<b>May 30 – August 11</b>	Closed	9 am-2 pm	12 pm-5 pm	Closed	Closed
<b>Enrollment Lab and Welcome Services</b> (Welcome Services Closed June 8 <sup>th</sup> , 12 <sup>th</sup> , 13 <sup>th</sup> from 11 am-3 pm)					
<b>May 30 – August 11</b>	8 am-6:30 pm	8 am-6:30 pm	8 am-6:30 pm	8 am-6:30 pm	Closed
<b>Financial Aid Drop-in</b>					
<b>May 31 – August 11</b>	Closed	Closed	9 am-1 pm & 2 pm-5 pm	Closed	Closed
<b>Document Drop-off Only</b>	8 am-6:30 pm	8 am-6:30 pm	8 am-6:30 pm	8 am-6:30 pm	Closed

**Other Resources Hours of Operation****Book Center**

Location: Across from Student Services Center

Phone: 925-969-2298

Office Hours	Monday	Tuesday	Wednesday	Thursday	Friday
<b>May 30 – July 28</b>	7:45 am-6 pm	7:45 am-6 pm	7:45 am-6 pm	7:45 am-6 pm	Closed
<b>July 31 – August 11</b>	7:45 am-6 pm	7:45 am-6 pm	7:45 am-6 pm	7:45 am-6 pm	7:45 am-3 pm

**Cashier's Office**

Location: Student Services Center (SSC) Suite 116

Phone: 925-969-2105

<b>Office Hours</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>May 30 – July 28</b>	8:30 am-5 pm	8:30 am-7 pm	8:30 am-5 pm	8:30 am-5 pm	Closed
<b>July 31 – August 11</b>	8:30 am-7 pm	8:30 am-7 pm	8:30 am-5:30 pm	8:30 am-5:30 pm	8:30 am-1 pm

**Instruction / Evening Office**

Location: Administration Building (AB 214)

Phone: 925-969-2043

<b>Office Hours</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>May 30 – June 16</b>	8 am-5 pm	8 am-5 pm	8 am-5 pm	8 am-5 pm	Closed
<b>June 19 – July 27</b>	8 am-10 pm	8 am-10 pm	8 am-10 pm	8 am-10 pm	Closed
<b>July 31 – August 11</b>	8 am-5 pm	8 am-5 pm	8 am-5 pm	8 am-5 pm	8 am-5 pm

**Library**

Location: Library

Phone: 925-969-2595

<b>Office Hours</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>May 30 – June 16</b>	10 am-4 pm	10 am-4 pm	10 am-4 pm	10 am-4 pm	Closed
<b>June 19 – July 27</b>	8 am-6 pm	8 am-6 pm	8 am-6 pm	8 am-6 pm	Closed
<b>July 31 – August 11</b>	Closed	Closed	Closed	Closed	Closed

Please visit our website at [www.dvc.edu](http://www.dvc.edu) for more details and most updated information.