



GETTING HELP WITH DIFFICULTIES YOU ENCOUNTER AT NVC

At Napa Valley College, we hope that our established procedures work effectively and that your college experience is going smoothly. If not, we want to help you with difficulties you encounter. The information below will assist you in finding solutions.

If you have problems with,

Follow this procedure

A class, instructor, or library service:

Talk to the instructor first. If the issue is not resolved, see the division chair or division dean (see list on reverse). **It is important to go through both of these steps because these people can usually help you most quickly with problems you are having.** Then, if the matter is still not settled to your satisfaction, contact the Office of Academic Affairs at (707) 256-7150, Room 1532.

A campus office or service or any counselor:

If your problem cannot be solved by the person helping you, ask to speak to the supervisor. If that does not resolve the issue, see the next line supervising administrator/dean. If the matter is still not settled to your satisfaction, contact the Office of the Assistant Superintendent/Vice President of Student Affairs at (707) 256-7363 or 256-7362, Room 1330.

Your educational program, academic progress, or personal issues:

Our counselors can help you deal with workload dilemmas, personal difficulties, and other issues that may interfere with your academic success at NVC. Refer to the General Counseling Center webpage (www.napavalley.edu/counseling) for information on weekly drop-in hours or how to schedule an appointment. For further assistance, call (707) 256-7221.

A crime on campus or questions about your personal safety:

NVC Police will take reports of crimes and can advise you if you have concerns about your safety. Their office is located in Building 2250, (707) 256-7770.

Grievances:

Refer to the Student Complaint and Grievance Policy and Procedures document available online on the Student Affairs webpage (www.napavalley.edu/studentaffairs), or request a hardcopy document from the Office of the Assistant Superintendent/Vice President of Student Affairs, (707) 256-7363 or 256-76, or NVCStudentAffairs@napavalley.edu.

Discrimination and/or sexual harassment:

Go to the Office of Human Resources webpage (<https://www.napavalley.edu/HR/Pages/Title-IX.aspx>) or go to Room 1544, to get information on the college's policies and processes regarding discrimination and sexual harassment. Phone number: (707) 256-7100.

Library Cafe

The Library Cafe is operated by Enterprise and Auxiliary Services. You may contact them at (707) 256-7110, or in person in Room 1531.

Any other issues:

Call (707) 256-7363 or 256-7362 or go to the Office of the Assistant Superintendent/Vice President of Student Affairs, Room 1330.

Division	Dean/Faculty Chair	Phone	Office	Programs/Area of Supervision	Exec./Adm. Asst.	Phone
OFFICE OF ACADEMIC AFFAIRS	Sara Parker, Asst. Superintendent/VP	256-7155	1532	Scheduling & Room Assignments, Curriculum & Catalog, Teaching Loads & Contracts	Cristine Tapia/ Vicki Tevlin	256-7150 256-7157
Arts and Sciences	Bob Van Der Velde, Sr. Dean	256-7768	141B	Arts & Humanities, Sciences & Engineering, Mathematics, PAC Operations	Hilary Wardlaw	256-7727
Arts & Humanities	Jennifer King, Faculty Chair	256-7463	4107	Theater, Music, Phil, Photo, Digital Art, Studio Art, Art History, Humanities, Film Stu, Academic Program Performances & Productions	M'Kormik Hamilton Kathy Peralta (PAC)	256-7502 256-7515
Mathematics	Shawna Bynum, Faculty Chair	256-7744	1030N	Math, Math Success Center, Math Tutoring Services	Hilary Wardlaw	256-7727
Science & Engineering	Dr. Joshua Hanson, Faculty Chair	256-7265	1843	Astro, Bio, Chem, Engi, Env Sci, Geog, Geol, Phys, Supp Instr & Tutoring	Hilary Wardlaw	256-7727
Career Education and Academic Pathways	Dr. Alan Dixon, Acting Sr. Dean	256-7256	1001	Career Ed, Economic Workforce Dev, Dual Enrollment, Adult Ed, Guided Pathways, Emerging Instructional Grants & Programs	Stacy Hitchcock	256-7258
Career Education	Paul Gospodarczyk, Faculty Chair	256-7256	3303	Acct, Business Stu, Comp Stu, Child & Fam Stu & Ed, DDGT, Hospitality, Culinary & Tour Management, Machine Tool Tech, Welding, WOEX	Stacy Hitchcock	256-7258
Economic Workforce Development	Dr. Alan Dixon, Action Sr. Dean	256-7254	3303	Contract Ed, Career Ed, Community Ed, CTE Grants, Small Business Dev	Valerie Bible	256-7251
Health and Safety	Robert Harris, Sr. Dean	256-7605	807	Nursing (ADN & LVN), HEOC, Psych Tech, Resp Care, Sim Ctr, EMS, Paramedic	Cindy Miller	256-7601
Kinesiology, Athletics & Dance	Jerry Dunlap, Assoc. Dean	256-7655	609	Athletics, PE/Kinesiology, Dance, Health	Lauren Lee	256-7651
Criminal Justice Training	Damien Sandoval, Director	256-7705	1000	Police Academy, In-Service & Corrections, Dispatch	Brooke Jackson	256-7701
Language Arts, Library, and Social Sciences	María Villagómez, Sr. Dean	256-7156	1735C	Educational Resources (Distance Ed, International Ed, Puente, Speech Lab), Social Sciences, LADS, Library & Learning Resources	Courtenay Jory	256-7417
Language and Developmental Studies	Tia Madison, Faculty Chair	256-7495	1769B	Engl, Speech Commu, Mod Lang, ESL, Learn Serv, Lib, Writing Success Center	Gina Stofan	256-7726
Social Sciences	Naomi Chianese, Faculty Chair	256-7741	1031B	Anth, Econ, Hist, Poli Sci, Psych, Sociology	Gina Stofan	256-7726
Library & Learning Resources	Brian Lym, Director	256-7442	1732G	Library and Learning Resources Center	Courtenay Jory	256-7417
Centers and Community Education	Shawntel Ridgle, Director	256-7463	UVC	NVC Cooking School, Community Education, Adelante, Non-credit Classes, NVC at ACHS, UVC Site Management, Evening Admin, Trips & Tours	Jennifer Dunlap Joanne Stubitsch	302-2454 302-2456
OFFICE OF STUDENT AFFAIRS	Oscar De Haro, Asst. Superintendent/VP	256-7365	1330		Martha Navarro	256-7363
College Police Department	Amber Wade, Chief	256-7771	2250A	Officers, Dispatcher	Jazmin De La Cruz	256-7780
Counseling Services & Student Success	Oscar De Haro, Interim Sr. Dean	256-7355	1333A	General Coun, Articulation, Career Center, Human Services/Addiction Stu, Transfer Center, SSS TRIO Program, Student Success & Support Program (SSSP)	Renee Coffin	256-7351
Disability Support Programs & Services (DSPS)	Tyler Downie, Interim Dean	256-7265	1330	DSPS, Alternate Media, Learning Services, Testing and Tutoring Center	Angie Pineda	256-7345
Testing and Tutoring Center	Michele Villante, Manager	256-7445	1764		Daniella Macias	256-7437
Enrollment & Outreach Services	Jessica Erickson, Dean	256-7205	1331-1	Admissions & Records, Outreach Svcs, Welcome Ctr, International Stu, Stu Life	Mayra Estrada	256-7225
Student Life/ASNVC	Benjamin Quesada, Manager	256-7341	1342B		Heather Richter	256-7340
Welcome Center & Student Engagement	Jolie SanClair, Sr. Manager	256-7214	1331	Student Ambassadors	Help Desk	256-7215
Financial Aid/EOPS/CalWORKs/Vets	Patti Morgan, Sr. Dean	256-7305	1132	Financial Aid, Ed Talent Search, EOPS, CARE, CalWORKs, Veterans, Scholarships	Maria Ortiz	256-7314
MESA/STEM Services	Luis Alcázar, Assoc. Dean	256-7285	1804A		Cynthia Hernandez	256-7282
Student Affairs	Robin Darcangelo, Sr. Dean	256-7364	1330B	Student Discipline, Caminos al Éxito, Student Health Ctr	Maria Ramos Tamayo	256-7362
Caminos al Éxito Grant	Chris Farmer, Sr. Manager	256-7787	1843		Blanca Gonzalez	256-7785
Student Health Center	Nancy Tamarisk, Director	256-7782	2250	Mental Health Services	Jazmin De La Cruz	256-7780
UMOJA Program	Jeannette McClendon, Coordinator	256-7494	865		Verestine Henderson	256-7491
ADMINISTRATIVE SERVICES	Robert Parker, Asst. Superintendent/VP	256-7175	1542	Business & Finance, Institutional Technology (IT), Facilities	Solange Kada	256-7186
Business & Finance/Cashier Office	Eresa Puch, Controller	256-7181	1542		Solange Kada	256-7186
Institutional Technology	Eric Houck, Sr. Director	256-7542	1543		I.T Help Desk	256-7550
Facilities and Custodial Services	Matt Christensen, Sr. Director	256-7565	4100		Heidi Jacks	256-7580
OFFICE OF THE PRESIDENT	Dr. Ronald Kraft, Superintendent/President		1500		Kathy Wright	256-7160
Human Resources, Training & Development	Charo Albarrán, Assoc. Vice President	256-7105	1544B		Danielle Savage	256-7115
Enterprise and Auxiliary Services	Carollee Cattolica, Director	256-7161	861	District Auxiliary Services (DAS) Foun, Viticulture & Winery Technology Foun	Famela Recinto	256-7113
Equity and Inclusivity	Dr. Patricia van Leuwaarde Moonsammy	256-7166	1531		Kathy Wright	256-7160
Public Affairs & Communications	Holly Dawson, Director	256-7112	1531			
Research, Planning & Institutional Develop.	Robyn Wornall, Dean	256-7192	1545		Bethany Cravea	256-7193

