



# SCC VALLEJO CENTER SPRING 2025

BUILDING & STUDENT SERVICES HOURS	
<b>Monday – Thursday</b> <small><i>CLOSED or MODIFIED on Holidays, PD &amp; Breaks: 1/20, 2/14-2/17 3/12, 3/13 &amp; 4/7-4/13</i></small>	<b>9:00am - 4:00pm</b> <small><i>Center Building will be open 7:00am-9:00pm M-Th, per assistance w/ DPS and Facilities</i></small>
<b>Friday</b>	<b>9:00am - 2:00pm</b> <small><i>Center Building will be open on Fridays from 8:00am-3:00pm.</i></small>
<b>Saturday &amp; Sunday</b>	<b>CLOSED</b> <small><i>Center Building is open for scheduled classes or scheduled events through Campus Reservations.</i></small>

VALLEJO CENTER STAFF (707)-864-7000 ext.7292			
Center Supervisor	Brandon Carrera	<a href="mailto:Brandon.Carrera@solano.edu">Brandon.Carrera@solano.edu</a>	(707)-864-7000 ext. 7153
Student Service Generalist	Sandra Hernandez	<a href="mailto:Sandra.Hernandez@solano.edu">Sandra.Hernandez@solano.edu</a>	(707) 864-7000 ext. 4771
Student Service Generalist	Julene Calvo	<a href="mailto:Julene.Calvo@solano.edu">Julene.Calvo@solano.edu</a>	(707) 864-7000 ext. 5896

VALLEJO COUNSELING (Ext. 4904)	
<b>Tuesday – Erika Black</b>	<b>8:30am - 3:00pm</b>
<b>Wednesday – Kelvin Cheah</b>	<b>8:30am - 5:00pm</b>

VALLEJO FINANCIAL AID (Ext. 7103)	
<b>Tuesday – Wil Clarke</b>	<b>8:30am - 4:00pm</b>
<b>Wednesday – Cochea Bivins</b>	<b>8:30am - 3:30pm</b>

LIBRARY (Computers Available) Rm. 124 (Ext. 4902)	
<b>Monday-Thursday</b> Karen Ballerini	<b>10:00am - 2:00pm</b>

ASTC – Academic Success Tutoring Center – RM 124 Vallejo Center ASTC Lead - Steven Clarke (Ext. 4908)	
<b>Monday- Wednesday</b>	<b>10:00am-6:00pm</b>
<b>Thursday</b>	<b>10:00am-4:00pm</b>

WELLNESS CENTER – Rm. 213 and/or MPR	
<b>Monday-Thursday</b> Reigh Ellis (Lead) Lillianna Ojeda (Lead) & Anissa Braiki	<b>10:00am-1:00pm</b> <small><i>There may be some collaborating occurrences with the Vallejo Center or another SCC club/program that may change location or times.</i></small>

SOLANO COLLEGE DEPARTMENT OF PUBLIC SAFETY (DPS)		
<b>DPS (Fairfield Campus)</b>	<a href="mailto:SCCPDPS@solano.edu">SCCPDPS@solano.edu</a>	(707) 580-6526

VALLEJO CENTER DPS		
<b>Morning/Noon</b>	<b>DPS Officer Luis Miraflor</b>	(707) 580-6367
<b>Afternoon/Evening</b>	<b>DPS Officer Andrea Tunkara</b>	

**Student/Staff/Faculty Parking Permits:** Parking permits are required this semester and will be needed by 1/27/2025 for all vehicles parked on any part of the Solano Community College campus. To request a parking permit login to your “My Solano” or click this link <https://welcome.solano.edu/dps-permits-fees/>.

**Troubleshooting / IT Support / Facilities Support:** Please inform the Vallejo Center Supervisor or Student Service Generalists of any issues you are having. If it is an I.T. issue, we do advise you to let Vallejo Center staff know, whether you create the I.T. ticket at [helpdesk@solano.edu](mailto:helpdesk@solano.edu) and copying us on the email, or we can help create the ticket for you. If you have a facilities matter, please also let us know as we will help expedite the issue. If there is a larger issue, we can create the work-order ticket to be sent to facilities.

**Faculty/Staff Support:** For absences, classroom concerns or general questions, please include the Student Service Generalists and Center Supervisor in your email. Please contact us too, if you are running late or have cancelled class for the day; We can further communicate to students and staff onsite for notification or a change of arrangements. At times, we will have events on center. We will do our best to inform prior to the event. Please be mindful of where to park and communicate to students where to take their breaks if an event is being held.

**Room + Bldg. Access / Key Check-In / Check-Out:** If you do not have keys for certain areas where you need to access for work, please let us know. The classroom will already be open for you, or we will have you check out keys from the front desk. If you check out keys, we ask that you bring these keys back to the front desk before you leave. (Push it through the gate opening if the front desk is closed.) This goes for classrooms, faculty offices, laptop carts, and access to our printer stations. If you are a tenured faculty member or have a circumstance, such as needing fob key access spaces outside of operation hours, please include your dean, department personnel and the center supervisor to help place the request for you.

**Due to the nature of our center**, we have multiple alarm systems which are armed if there are no scheduled classes or events. If you are to arrive during times you are not scheduled to teach, we do ask for you to inform the center supervisor and the officers on duty in advance, so we can have a plan to disarm and rearm the alarms appropriately if we have staff and personnel available.

**Faculty Lounge / Office Mail:** We can provide you with the pin code for the faculty lounge if you do not have electronic access. For postal mail or packages, we can store deliveries at our front office.

**Printer Access:** If you do not already have printing access, we can help you gain access with your own pin-code. We have communal printers in our faculty alcove and at the front office.

**Additional Contact Information for further Inquiries:** The student service generalist staff can assist students with registration (i.e., admissions, add, drop, residency, general questions), financial aid services (i.e., form review and intake, FASFA questions, award information, disbursement), setting appointments with counselors and general information about other programs and processes. If we are not able to assist at the center, we will direct the appropriate department who can assist the student further. Here are further contact phone numbers below.

Admission and Records	<a href="mailto:Admissions@solano.edu">Admissions@solano.edu</a>	707-864-7171
Accessibility Services Center	<a href="mailto:dsp@solano.edu">dsp@solano.edu</a>	707-864-7136
Bookstore	<a href="http://SolanoBookstore.com">SolanoBookstore.com</a>	707-864-7111
CalWORKs Program	<a href="mailto:Calworks@solano.edu">Calworks@solano.edu</a>	707-864-7000 ext.4645
Career Center	<a href="mailto:careercenter@solano.edu">careercenter@solano.edu</a>	707-864-7124
Cashiers	<a href="mailto:CashierOffice@solano.edu">CashierOffice@solano.edu</a>	707-864-7000 ext.7210
Counseling	<a href="mailto:counseling@solano.edu">counseling@solano.edu</a>	707-864-7101
EOPS Programs	<a href="mailto:EOPS@solano.edu">EOPS@solano.edu</a>	707-864-7000 ext.4444
Financial Aid	<a href="mailto:FinancialAid@solano.edu">FinancialAid@solano.edu</a>	707-864-7000 ext.7103
Technology Support	<a href="mailto:Helpdesk@solano.edu">Helpdesk@solano.edu</a>	707-864-7000 ext.4690
Transfer Center	<a href="mailto:transfer@solano.edu">transfer@solano.edu</a>	707-864-7158

\*Changes may occur within the semester.