



GAVILAN COLLEGE

Summer / Fall 2018

SUMMER SESSION: JUNE 18 - JULY 27

FALL SEMESTER: AUGUST 27 - DECEMBER 15



Eligibility

You are eligible to attend Gavilan College if any of the following are true:

- You are a high school graduate, or you have passed the GED or the California High School Proficiency exam.
- You are 18 years of age or older.
- You are currently enrolled in high school. High School students may enroll with Special Student Status by completing a High School Contract form.

Class listings can be found online at www.gavilan.edu

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Hours of Operation

Hollister and Morgan Hill

June 4 - June 15

Monday - Thursday

8:00 a.m. - 5:30 p.m.

Fridays 8:00 a.m. - 12:00 p.m.

June 18 - July 27

Monday - Thursday

8:00 a.m. - 6:00 p.m.

Fridays 8:00 a.m. - 12:00 p.m.

July 30 - August 24

Monday - Thursday

8:00 a.m. - 5:30 p.m.

Fridays 8:00 a.m. - 12:00 p.m.

August 27 - until end of Fall Semester

Monday - Thursday

8:00 a.m. - 6:00 p.m.

Fridays 8:00 a.m. - 5:00 p.m.

Gilroy

June 4 - August 24

Monday - Thursday

8:00 a.m. - 5:30 p.m.

Fridays 8:00 a.m. - 12:00 p.m.

August 27 - until end of Fall Semester

Monday - Friday

8:00 a.m. - 5:00 p.m.

CAMPUS, SITES & HOLIDAY CLOSURES

Independence Day Wednesday, July 4

Fall Convocation Friday, August 24

Labor Day Monday, September 3

Summer / Fall Registration Calendar

Period	Date	Who Can Register
Priority 1	May 1-2	CalWORKS, AEC, EOPS, Foster Youth, Veterans
Priority 2	May 3	Athletes, MESA, Puente, TRiO
Priority 3	May 4 - 10	Continuing and new to college students who have: <ul style="list-style-type: none"> completed assessment, orientation (Kick-Start <i>and</i> Guidance 210, or Kinesiology 1) and have an abbreviated Ed Plan good academic standing (e.g. not on probation for 2 consecutive semesters or dismissal and have fewer than 100 earned units total excluding 30 units of basic skills or ESL.) GECA students
Super Saturday	May 5	HighSchool Seniors Only: (1st semester) who may NOT have completed assessment, orientation (Kick-Start <i>and</i> Guidance 210, or Kinesiology 1) and an abbreviated Ed Plan
Priority 4	May 11	New to college students (1st semester) who have NOT completed assessment, orientation (Kick-Start <i>and</i> Guidance 210, or Kinesiology 1) and an abbreviated Ed Plan
Priority 5	May 14	Returning, Transfer, Probation 2 and Academically Dismissed, High School students (other than GECA)
Open	May 14	All students
Late	August 27	Must have add code from instructor.
If you miss your Priority Registration date you may register any day after that until Late Registration closes.		

How to Register for Classes

Register online **UNLESS**:

1. You are on dismissal.
2. You have a "hold" (e.g., balance owed, overdue library books).
3. You wish to repeat a course for the third time.
4. You are a high school student.

Extended Hours during Peak Registration Financial Aid and Admissions & Records

May 7, 8, 9	8:00 a.m. - 6:00 p.m.
May 14, 15, 16	8:00 a.m. - 6:00 p.m.
June 18, 19, 20	8:00 a.m. - 6:00 p.m.
August 20, 21, 22, 23	8:00 a.m. - 6:30 p.m.
August 27, 28, 29, 30	8:00 a.m. - 6:00 p.m.
August 31	10:00 a.m. - 2:00 p.m.
September 4, 5, 6	8:00 a.m. - 6:00 p.m.
September 7	10:00 a.m. - 5:00 p.m.

STEPS FOR NEW STUDENTS



Apply for Admissions Online
www.gavilan.edu

- Within 24 hours of submitting your application, you will receive an email with your Gavilan ID number (G-number) and instructions on how to access your MyGav student account.
- If you have a smartphone or tablet, download GradGuru and never miss another deadline.
- The GradGuru app is available on Google Play and the App Store.



Open your MyGAV Account

To log in to your MyGav account, go to www.gavilan.edu click on MyGav. Follow the instructions for NEW STUDENT to set up your student account password.
Note: if you did not include a Social Security Number on your application, go to the Admissions and Records Office for assistance in logging in for the first time.



Apply for Financial Aid

To apply go to www.fafsa.gov
AB 540 students may submit California Dream Act applications at:
gavilan.edu/finaid/ca-dream-act.html



Sign up for Assessment Test if Needed

Placement in English and math. Visit www.gavilan.edu/admit/assess.html (You may have already been placed by CCCApply.)
*ESL students may sign up for assessment by contacting the Admissions and Records Office: (408) 848-4736 or (408) 848-4751.



Complete Kick Start Orientation

Log in to your MyGav portal using your Gavilan ID# and PIN. Click on the STUDENT tab to access the online Kick Start.
www.gavilan.edu/orientation/kickstart.php



Meet with a Counselor

Based on the Ed Plan you completed on Kick Start, you may register for classes. If you need help choosing your classes you may see a counselor. For counseling hours and schedules, or to make an appointment visit www.gavilan.edu/counseling or call (408) 848-4723 or (408) 852-2895. Limited counseling services are available at Morgan Hill and Hollister sites.



Register for Classes Online and Pay Fees

Register for classes using Self-Service Banner at <https://my.gavilan.edu> or register in person at the Admissions and Records office, Morgan Hill, or Hollister sites.
• Pay online or in person at the Cashier's office in the Welcome Center by the Payment Deadline to avoid being dropped from all classes.

STEPS FOR STUDENTS WHO HAVE PREVIOUSLY ATTENDED COLLEGE

STEP	CONTINUING STUDENTS (currently enrolled)	RETURNING STUDENTS (have taken classes here before)	TRANSFER STUDENTS (have taken classes at other colleges)
1. Application		x	x
a) GradGuru	x	x	x
2. MyGav			
3. Financial Aid	Spring	x	x
4. Assessment			Optional, or provide transcript showing pre-requisites.
5. KickStart			Optional
6. Counseling	Recommended	Recommended	Recommended
7. Registration & Payment	x	x	x

High School Students Concurrent Enrollment

Checklist:

- Application
- High School Contract form, completed, with all signatures
- Registration card
- Meet registration deadlines
- Payment of fees
- Purchase books and required materials

**Contact Admissions and Records
for additional information 408-848-4733**

Payment Deadlines

You must pay in full by the payment deadline following the day you register (it may be the same day.)

If you receive financial aid you will be required to pay some minimal fees before the payment deadline or risk being dropped from **all** classes. If you are unsure if you qualify for aid, or the amount you will be expected to pay, visit the Financial Aid Office on the main campus or view your financial aid status on MyGAV.

When you add classes, check your account balance. If you owe additional fees, you must pay those before the next payment deadline or you will be dropped from **all** your classes for Fall, even those you registered for earlier.

Banner will be down from 2:30 p.m. to 5:00 p.m. on deadline days

If you register between:	You must pay no later than:	Term of Dropped Classes
May 1, 2018 to August 1, 2018 (2:29 p.m.)	Wednesday, August 1 , 2018 (2:30 p.m.)	Fall 2018

Fees

Courses With Additional Fees

Payable at registration:

COURSE FEE

AH 16 \$150

AH 32 \$5 CPR Card, \$20 manual

AH 51, 52, 53, 54, 55, 56, clinical courses
\$100 per course

AH 170 \$50

AH 171 \$50

AH 180 \$50

ART 12A \$45

ART 12B \$55

ART 13 \$15

CD 160 \$12

COS 200 \$650 kit + \$150 course materials;
includes cosmetology kit, manikin and uniform.
Payable at Admissions and Records by the first
day of instruction.

COS 201 \$400 (approx.)*

COS 202 \$400 (approx.)*

COS 203 \$400 (approx.)*

COS 221 \$200 (approx.)*

* Students must purchase supplies. Does not
include books and classroom materials.

GUID 1/PSYCH 5 \$12

PSYCH 52 \$20

KIN 17 \$30

KIN 20 \$1.50 per session

KIN 3 \$35

KIN 4 A,B,C \$35

Parking Permits (Gilroy campus only)

Price: \$50 - Days, \$20 - Evenings

Purchase online through the MyGav portal.

You may print out a temporary permit to
use while the official permit is in the mail.
You will receive a confirmation email when
you submit your order. Permit should arrive
approximately 7 business days after the
order is placed. If you receive Veterans
Benefits or have 3rd party sponsors contact
Mayra Cortez at (408) 852-2840 in the
Business Office for special instructions.
Students eligible for Fee Waiver or CARES
may receive discounted price for permits.
See Financial Aid or CalWORKS for more
information.

**Single Day passes are available for \$2 at
campus machines.**

For Summer / Fall 2018:

Summer Sales: May 1 - July 20

Permit Valid: June 1 - August 23

Fall Sales: August 1, 2018 - November 30

Permit Valid: August 28 - December 14

Temporary Permits valid for 10 days from
online order.

Summer / Fall 2018 Fee Schedule

Totals include per unit enrollment fee, \$19
Health Fee, \$1 per unit Campus Center Use
Fee (maximum of \$5), \$6 Student ID/Discount
Card, and \$1 Student Representation Fee.

# of units	California Resident	Non-resident / Out-of-State
0.5	\$ 49.50	\$166.00
1.0	\$ 73.00	\$306.00
1.5	\$ 96.50	\$446.00
2.0	\$120.00	\$586.00
2.5	\$143.50	\$726.00
3.0	\$167.00	\$866.00
3.5	\$190.50	\$1,006.00
4.0	\$214.00	\$1,149.00
4.5	\$237.50	\$1,286.00
5.0	\$261.00	\$1,426.00
5.5	\$284.00	\$1,565.50
6.0	\$307.00	\$1,705.00
6.5	\$330.00	\$1,844.50
7.0	\$353.00	\$1,984.00
7.5	\$376.00	\$2,123.50
8.0	\$399.00	\$2,263.00
8.5	\$422.00	\$2,402.50
9.0	\$445.00	\$2,542.00
9.5	\$468.00	\$2,681.50
10.0	\$491.00	\$2,821.00
10.5	\$514.00	\$2,960.50
11.0	\$537.00	\$3,100.00
11.5	\$560.00	\$3,239.50
12.0	\$583.00	\$3,379.00
12.5	\$606.00	\$3,518.50
13.0	\$629.00	\$3,658.00
13.5	\$652.00	\$3,797.50
14.0	\$675.00	\$3,937.00
14.5	\$698.00	\$4,076.50
15.0	\$721.00	\$4,216.00
15.5	\$744.00	\$4,355.50
16.0	\$767.00	\$4,495.00
16.5	\$790.00	\$4,634.50
17.0	\$813.00	\$4,774.00
17.5	\$836.00	\$4,913.50
18.0	\$859.00	\$5,053.00

Fees

FEE TYPE	AMOUNT	REQUIRED OF
California Resident	\$ 46 / unit	All students (waived for those who qualify for California Promise)
Non-resident additional tuition	\$ 233 per unit (pay this plus the \$46 resident fee)	All non-California U.S. residents enrolled in more than 6 units except those exempt through California Dream Act (AB 540) : International students are required to pay non resident and resident fees for all units including the first 6.
Health Fee Provides health services and accident insurance	\$19	All adult students enrolled in credit classes. Exemptions: 1. Students who depend exclusively upon prayer for healing in accordance with the teachings of a bona fide religious sect, denomination or organization. 2. Students who are attending a community college under an approved apprenticeship training program.
Campus Center Use Fee	\$1 per unit to a maximum of \$5	
Student Representation Fee The student government (ASGC) uses the fees to lobby and advocate for student issues and concerns at the state level, and to support opportunities for students to attend leadership conferences on issues related to advocacy.	\$1	Students may opt out and request a refund.
ASGC Card support campus activities, educational programs, speakers, and cultural events, and provide discounts to card-holders at campus and off-campus venues.	\$6 per semester, issued as part of the registration process	Students may opt out. Students with financial hardship can request assistance at Financial Aid, EOPS, TRIO, and MESA programs. If you do not wish to purchase an ASGC card you may opt-out at the time of registration.
Books and materials	The International Standard Book Number (ISBN) and retail price of required or recommended text books and supplemental materials for each course is available at www.gavilan.edu/bookstore/index.htm	

Refunds: You must drop classes by the deadline in order to receive a refund (See back cover). Refunds of less than \$10 will remain on your account as a credit. All refunds are made by check and mailed to the student, regardless of the original method of payment. Be sure your address is correct in your MyGAV account to ensure delivery.

Financial Aid

Applications

Financial aid applicants must:

- demonstrate need according to the guidelines of each program.
- be a U.S. citizen or eligible non-citizen.
- be in good standing on a federal student loan (not in default) or not owe a refund of student financial aid.
- demonstrate ability to benefit from higher education.
- be a regular student in an eligible program enrolling for the purpose of obtaining a degree or certificate.
- be registered (or formerly registered) with Selective Service (males only).
- maintain satisfactory academic progress.
- have a high school diploma or GED to qualify for federal aid.

FAFSA - Free Application for Federal Student Aid)

The FAFSA determines your eligibility for federal/state grants, work study, and loans. It can be completed through paper application or online at www.fafsa.ed.gov.

Use Gavilan College code: 001202

WHAT FINANCIAL AID CAN A DREAMER APPLY FOR?

- California College Promise Grants
- Cal Grant, Chafee Grant
- EOPS
- Scholarships

Dreamers: Refer to AB540 requirements below.

For other financial aid and resources for Dreamers visit: e4fc.org, maldef.org



California Non-resident Tuition Fee Exemption (AB540 - California Dream Act)

You are exempt from paying nonresident tuition if you meet all of the following requirements:

1. You have attended a combination of California high school, adult school, and California Community College for the equivalent of three years or more (only two years can be at a Community College), or attained credits earned in California from a California high school equivalent to three or more years of full-time high school course work and attended a combination of elementary, middle and/or high schools in California for a total of three or more years, and
2. You have graduated from a California high school or attained the equivalent prior to the start of the term (for example, passing the GED or California High School Proficiency exam), or completed an associate degree from a California Community College, or completed the minimum requirements at a California Community College for transfer to the California State University or the University of California, and
3. You are enrolling in classes or are currently enrolled
4. You file an affidavit with the college or university stating that if you are a non-citizen without current or valid immigration status, that you have filed an application to legalize your immigration status, or will file an application as soon as you are eligible to do so.

Other eligible students:

- Nonimmigrants who are victims of trafficking, domestic violence, and other serious crimes who have been granted T or U visa status, under Title 8 of the United States Code, sections 1101(a)(15) (T) or (U) are also eligible for this exemption.

TO REQUEST EXEMPTION FROM NONRESIDENT TUITION UNDER AB540:

If you meet all of the applicable conditions as described above, submit www.gavilan.edu/admit/docs/Nonresident_Tuition_Exemption_Request_Form.pdf to the office of Admissions and Records.

For more information, visit <https://dream.csac.ca.gov>.

California College Promise Grant: The Board of Governor's Fee Waiver Program waives enrollment fees for eligible California residents. For complete details on three different methods to qualify for the BOG Fee Waiver, visit www.gavilan.edu/finaid/apply/waiver.html.

Federal Work-Study: Provides students with part-time employment while gaining valuable work experience. To be considered for federal work study, file the FAFSA, indicate interest in Work-Study, meet program requirements, and have financial need. Funding for Federal Work-Study is limited.

Student Loans: Gavilan College participates in the Federal Direct Student Loan Program. If you are interested in applying for a student loan, contact the Financial Aid Office.

Other Federal and State Grants available at Gavilan College:

- Federal Pell Grant
- Federal SEO Grant
- Cal Grant (B and C)
- Chafee Grant

Veterans

Veterans' Education Benefits 408-848-4734
www.gavilan.edu/veterans

Dewitt Stuckey, Veterans' Counselor
408-852-2837

Welcome back veterans! Gavilan College offers special assistance to veterans and dependents of disabled veterans.

Pre-priority registration is granted to any member or former member of the Armed Forces of the United States who is within two years of leaving active duty. For more information consult a counselor or the Veteran Certifying official in the Financial Aid Office (SC124).

Gavilan College recognizes credit and grants credit to veterans and reservists for service and training completed in the Armed Forces. Gavilan College reports as credit for prior training only those prior units that are required for the student's current objective at Gavilan College.

Chapters related to veterans' education benefits:

- Chapter 31 Vocational Rehabilitation
- Chapter 33 Post 9/11 GI Bill
- Chapter 35 Dependents Educational Assistance

Post 9/11 GI Bill: Only active duty service performed after 9/11/2001 may be considered for determining eligibility for this new benefit. To be eligible, a service member or veteran must have served at least 90 days on active duty. However individuals honorably discharged for a service-connected disability who served 30 continuous days after 9/10/2001 may also establish eligibility.

Apply for benefits online:

<http://vabenefits.vba.va.gov/vonapp/main.asp>

Visit us: Bring DD214 to VA Certifying Official at the Veterans Welcome Window in the Financial Aid Office. Bring any academic transcripts from previous institutions for development of an Ed Plan. To schedule an appointment with a Veterans' Counselor to develop an Educational Plan, please call 408-848-4893.

The VA Certifying Official will require an Education Plan in order to certify benefits.

Satisfactory Academic Progress (SAP) Policy

The Gavilan College Financial Aid Office is required to measure your academic progress toward a certificate, associate, or transfer degree program. If you are not pursuing one of these programs, you are not eligible for financial aid. Your progress will be reviewed at least once per academic year. If you had extenuating circumstances for your last term at Gavilan College and were placed on disqualification, you may submit an appeal and SAP Quiz to the Financial Aid Office for consideration.

Counseling

Schedule

Counseling services are available as both appointments and walk-ins.

June 5th through June 28th

8:00 AM to 5:30 PM

Tuesdays & Wednesdays - Appointments

Thursdays - Walk-Ins

June 18th - Appointments

July 4th – HOLIDAY CAMPUS CLOSED

July 5th through July 31st

8:00 AM to 5:30 PM

Tuesdays & Wednesdays - Appointments

Thursdays - Walk-Ins

August 1st through August 23rd

8:00 AM to 5:30 PM

Monday through Wednesday - Appointments

Thursdays - Walk-Ins

CLOSED ON SATURDAYS AND SUNDAYS

Check www.gavilan.edu/counseling for schedule updates.

Call (408) 852-2895 or (408) 848-4723 to schedule an appointment.

Additional Counseling Services

Darlene Del Carmen	Athletics	408-848-4880	GYM
Vania Parakati	Basic Skills	408-852-2889	LI 100A
Ozzy Zamora	CalWORKs	408-848-4747	LI 101A
Jessica Weiler	CTE	408-848-4848	BU 127
Dewitt Stuckey	AEC/Vets	408-848-4893	LI 157
Michael Cleary	AEC	408-848-4741	LI 117
Stephen Gaitan	AEC/Workability III	408-848-4851	LI 117
Mari Garcia	EOPS	408-848-4853	LI 101B
Simone Reyes	EOPS/Foster Youth	408-852-2838	LI 101B
Diana Gonzalez	MESA	408-852-2844	MA 117
Elizabeth Flores	TRiO	408-848-4707	MA 117
Blanca Melchor	Noncredit	408-848-4726	CDC 135
		408-852-2824	

Prerequisites

Do you need to verify a prerequisite in order to register?

Prerequisite verification form and instructions:
www.gavilan.edu/counseling/documents/VerificationForm.pdf

Submit form with supporting documents:

- **E-mail** the Prerequisite Clearance Request form and your unofficial transcript (if you plan to attend Gavilan for only one semester) to dhampton@gavilan.edu. Include your Gavilan G-Number and the class you want to take.
- **In person:** Take your Prerequisite Clearance Request form, your official or unofficial transcript and course descriptions to the Admissions and Records window. Make sure your name is on all documents.

You will be notified via email to your my.gavilan.edu address within 3 working days. Contact Gavilan College Evaluator at evaluator@gavilan.edu if you have any questions or dhampton@gavilan.edu.

During registration cycles only (December - January or May - August), to expedite this process you may bring your completed prerequisite verification form and supporting documents directly to the walk-in counselor. Wait times vary. Successful completion of the prerequisite verification process will not grant credit for any courses taken at another institution. For a formal transcript evaluation, schedule an appointment with a counselor.

Supporting documents (must include your full name and name of institution.)

Coursework taken at another U.S. College/Institution:

- A transcript showing a grade of "C" or better*
- Course descriptions for the year in which you completed the course

AP test score of 3 or higher. AP Test Score Report from the College Board

Assessment/Placement Exam. An assessment/placement report from another institution (2 year recency)

Other

If you cannot use any of the above but feel you have satisfied the prerequisite for a course, submit the prerequisite verification form and meet with a counselor.

Dismissal and Probation

Petition for Re-Admission

Access the Petition for Re-Admission online at
www.gavilan.edu/counseling/forms.php

Document Deadlines:

- If you are currently enrolled (Spring 2018) and are on dismissal: **May 24, 2018 at 4:00 p.m.**
- If you are returning to college and the last term of attendance you were placed on dismissal: **August 23, 2018 at 4:00 p.m.**

F.A.Q.

Adding Classes: Add codes expire on the last day to add and cannot be used after that time. Letters from instructors will not be accepted. **It is your responsibility to ensure that you are officially registered for classes. No exceptions!** Instructors will check the roster at the beginning of each class meeting to confirm that the students present are enrolled. View your registration status on MyGav or ask your instructor to verify your name on the official class roster.

Advisories: A course advisory is recommended preparation for a course. It is not a prerequisite to taking a course but is strongly suggested that the advisory be met prior to enrollment, as success in the course may depend upon having that skill or knowledge level.

Attendance: If you fail to attend the first class session you may be dropped by the instructor in order to admit waiting students. **It is your responsibility to drop the course.** Do not assume that the instructor will do so. **You must officially withdraw from a class before the refund deadline in order to receive a refund, even if you have never attended the class.**

Course Conflicts: Students with class conflicts must have a note from 1) either both instructors stating they are aware of the conflict or 2) the instructor of the class from which the student will leave early/arrive late. The note must state what steps will be taken to make up time/work. Conflicts of over 5 minutes are not approved.

Course Repetition: Each course may be attempted a maximum of three times at the same college. An "attempt" is any enrollment in a course after the "No Record Shown" deadline, and that is recorded on your transcript as a "W", "I", "CR", "NC", "P", "NP", or a letter grade (A, B, C, D, F, etc.). Registration for the third attempt must be accompanied by a statement of understanding of repeat limits signed by the student and a counselor along with a registration or add card also signed by the counselor. Students wishing to make appeals should visit the Admissions and Records Office.

Dropping Classes: You may withdraw from a course by submitting a drop card to Admissions and Records or by completing the drop process on Self Service Banner. Click on the Add or Drop Classes link (under Registration Tools) on the Student Tab of MyGAV.

Pass/No Pass, Letter Grade Option: Some courses have the option of a final grade of Pass/No Pass or a traditional letter grade of "A", "B", "C", etc. The grading option is shown by the class listing in the schedule. Decisions for Pass/No Pass are final and cannot be changed.

Prerequisites and Co-requisites: A **prerequisite** is a course or skill level that is required **before** you can enroll in another course. Courses used to meet prerequisite requirements must have been completed with a "C" grade or better or "Pass". A **co-requisite** is a set of courses that you must take at the same time.

Challenging a Prerequisite: If you believe that you have the equivalent of a prerequisite through other means (courses at another college, AP tests, work experience, etc.) already fulfilled a prerequisite, or that a prerequisite has been improperly established or implemented, you may challenge the prerequisite by filing a Challenge Form. Visit www.gavilan.edu/catalog/index.php

Transcripts: Order online! Gavilan College Admissions & Records Office has an easy to use, online official transcript request process. Students can access this from the Admissions & Records webpage. Log in to myGav and go directly to a transcript request page. Simply enter your student information and order and pay online for the official transcripts. Transcripts ordered online are \$7.00 each. (You may request two free transcripts in person at the Admissions and Records Office) Rush and overnight federal express services are available for additional fees.

Withdrawal Policy: The following grading practices apply when withdrawing from a course:

- If you withdraw from a course before the "NRS" deadline, or before 10% of the class meetings in a late-start or short-term class, there will be no record shown on your transcript.
- If you withdraw from a course after the NRS date, but prior to completion of 75% of the class meetings for the course, you will receive a grade of "W"; thereafter, you will receive whatever grade you have earned based upon the entire semester's work.

Student Services

Program	Who is eligible?	Services
Admissions & Records 408-848-4736 Student Center	<ul style="list-style-type: none"> All students 	<ul style="list-style-type: none"> Applications Grades Graduation Student Accounts Transcripts
Assessment 408-846-4992 MP 100	<ul style="list-style-type: none"> Anyone with a Gavilan I.D. number 	<ul style="list-style-type: none"> Placement testing for English and Math
Associated Students of Gavilan College (ASGC) gavilan.edu/student/asgc	<ul style="list-style-type: none"> The entire student body 	<ul style="list-style-type: none"> Participation in shared governance Events and activities Clubs Leadership opportunities
Athletics 408-848-4876 GYM	<ul style="list-style-type: none"> Student athletes on a college team 	<ul style="list-style-type: none"> Athletic/Academic counseling Priority 2 registration Athletic training services Intercollegiate athletics participation Transfer services
Bookstore 408-848-4742 Student Center	<ul style="list-style-type: none"> Students Staff and Faculty General public 	<ul style="list-style-type: none"> Textbooks Children's and adult books College apparel Gifts and sundries
CalWORKS 408-825-2838 LI 101 A	<ul style="list-style-type: none"> Students receiving TANF (Temporary Assistance to Needy Families) 	<ul style="list-style-type: none"> Counseling Textbooks Employment assistance Job placement
Career / Transfer Center 408 852-2897 LI 139	<ul style="list-style-type: none"> All students 	<ul style="list-style-type: none"> Transfer Services: Individual assistance, universities visits, workshops, fairs, resource library Career Services: career assessments, guidance, career development workshops, fairs
Cooperative Agencies Resources for Education (CARE) 408-848-4790 LI 101 A/B	<ul style="list-style-type: none"> Single parent/guardian of at least one child under 14 18 or over Head of household Receiving cash assistance from Department of Social Services Eligible for EOPS 	<ul style="list-style-type: none"> Counseling Priority registration Academic tutoring Financial assistance for transportation Books and supplies Grants Other support services
Accessible Education Center TTY - 408-846-4924 LI 117 gavilan.edu/student/aec/index.php	<ul style="list-style-type: none"> Students with verified disabilities 	<ul style="list-style-type: none"> Academic, career and vocational counseling; Learning skills evaluation Specialized tutoring; Vocational preparation and job placement Accommodations

Student Services, continued

Extended Opportunity Programs and Services (EOPS)

408-848-4740
LI 101

- Students with social, economic, and educational challenges
- Foster youth
- Counseling
- Book vouchers
- Specialized workshops for student success
- Student computer center
- Book lending library

Financial Aid

408-848-4727
Admin. Building

- Students applying for need-based assistance
- Students applying for need and merit based scholarships
- Scholarships
- Pell Grants
- Cal Grants
- BOG Fee Waivers
- Federal Work-Study
- Book Vouchers
- Loans

Dreamers

408-848-4740
LI 101

- Students eligible for AB 540
- Financial Aid
- Counseling
- Support Services

Foster Youth

408-848-4740
LI 101

- Students who have spent any time in the Foster Care system
- Financial Aid
- Counseling
- Support Services
- Priority Registration

Fresh Success

408-852-2838

- Students receiving or eligible to receive food stamps (CalFresh/SNAP)
- Book vouchers, transportation, emergency

Food Pantry

408-825-2838
LI 101A

- All who need food assistance
- Food Pantry - nonperishable grocery items at no charge

General Counseling

408-848-4723
Student Center
www.gavilan.edu/counseling

- Students
- Prospective students
- Academic, career and personal counseling
- Registration
- Course placement

Health Services

408-848-4791
Student Center

- Adult students enrolled in credit classes
- Information and referrals, first aid, blood pressure screening, TB testing, condoms, flu shots, smoking cessation, vision testing, OTC medications, annual Health Fair

Outreach and Recruitment

408-848-4763

- Prospective students and their families
- Campus tours and visits
- Presentations and Information

Puente Project

408-848-4807

- Students who place into English 250
- First Generation students who plan to transfer to 4-year colleges/universities
- Freshman English and Guidance courses
- Counseling until you graduate
- College visits
- Community mentors
- Motivational Conference and Cultural activities

TRIO

408-846-4981
MA 115

- First-generation students or
- Low-income or
- Disabled
- Space in the program is limited to 160
- Academic counseling
- Laptop and calculator lending
- Cultural and social activities
- University visits

Veterans Resource Center

408-848-4787
LI 109

- U.S. Military Veterans
- Vet-to-Vet tutoring and mentoring
- Benefits counseling and resources

Welcome Center

408-848-4800 x5108
Student Center

- New students
- Computers
- Registration and G-number assistance
- Help with FAFSA and Dream Act applications

Labs and Instructional Support

Computer Place

408-848-4729
LI 116

- Open lab available to all students
- Help Desk
- Color Printing
- Scanner

**Disability Resource Center:
High Tech Center**

408-848-4823; LI 105

Learning Skills Lab

408-848-4865; LI 120

- Assistive computer technology
- Services and accommodations
- Specialized training and courses

**English as a Second Language (ESL)
Computer Lab**

408-848-4856
BU119

- Software programs for all levels and ESL classes.

Learning Commons

LI 168

- Writing Center
- Study rooms
- Computers

Library

Circulation: 408-848-4810
Reference: 408-848-4806
Mon. - Thurs. 8 AM - 8 PM
Friday 8 AM - 3 PM

www.gavilan.edu/library

- Print and electronic resources
- 60,000 printed books
- 25,000+ eBooks
- 2,500 magazine titles,
- Electronic databases
- DVD's, films and talking books.
- Online catalog
- Links to class websites and online resources

Get your library card in person or online. Library cards are available to registered Gavilan students, staff and faculty, as well as community residents with a valid photo identification. ASGC cards can be used as library cards! Ask at the library desk to have yours activated.

Math Lab

408-846-4959
MA101
www.gavilan.edu/mathlab

- Practice math skills
- Individualized help (every level) computers
- Tutorial software
- Math software for geometry, statistics and calculus projects.

Labs and Instructional Support, continued

MESA

(Mathematics, Engineering and Science Achievement)
408-846-4968
MA 115
www.gavilan.edu/mesa

- Study center
- Academic Excellence Workshops, tutoring,
- University trips,
- Academic advising,
- Transfer assistance workshops and more.

Eligibility:

- 1) majoring in math and science based fields (ie. Biology, Chemistry, Engineering)
- 2) planning to transfer to 4-year universities
- 3) have financial need and
- 4) are first generation college students.

Service Learning

- Classes with a community service component to provide job and life experience.

STEM

MA 115

- Internships
- Support
- Counseling for science and technology majors

Tutoring

408-848-4838
Tutoring Center LI 116
www.gavilan.edu/tutor

- Tutoring for many levels, many courses
- Drop-in or appointment

Writing Center

408-848-4811
LI 168
Monday - Thursday 8 AM - 6 PM
(closed Mondays 2:30 - 3:30 PM)
Friday 8 AM - 2 PM

- Help with class assignments
- Help with poetry, short stories, lyrics, business letters and resumes.
- Space for writing discussions, meeting, workshops and study groups.
- Special events include activities with acclaimed writers from our Visiting Writers and Scholars in Residence programs

GRADUATION INFORMATION



**The deadline to petition for graduation
in the Fall is October 12, 2018**

Call 408.848.4737 for details about the graduation process.

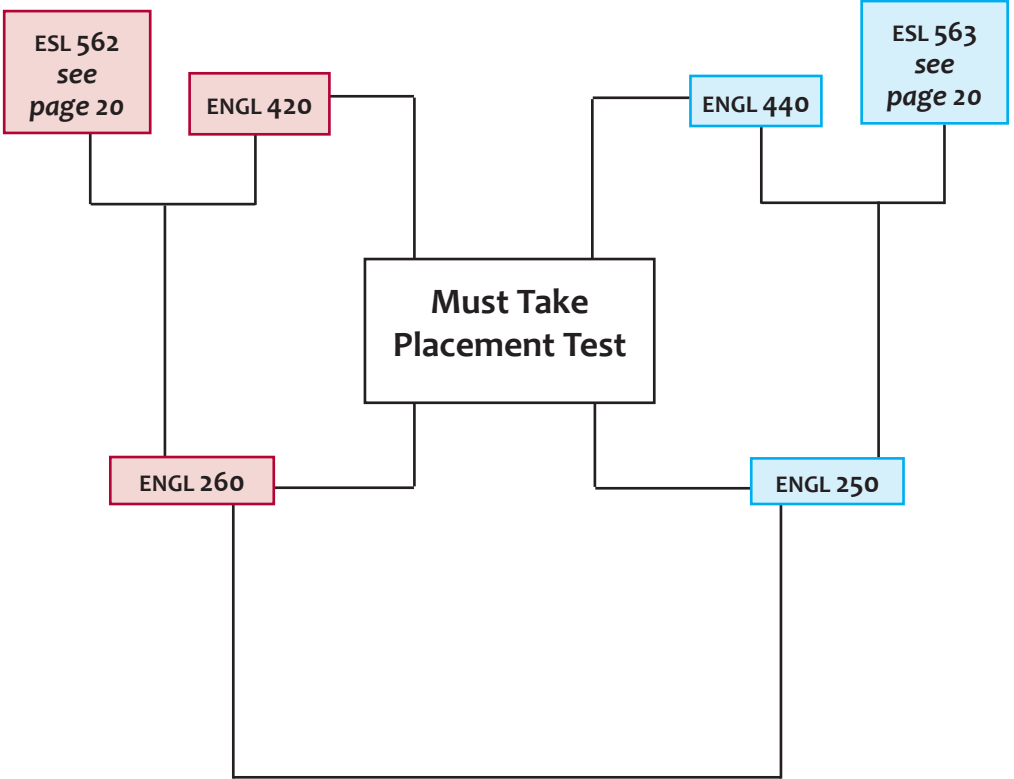
Guide to off-campus class locations

ABBREV.	ADDRESS	CITY
ANZ	Anzar High School	San Juan Bautista
BROWNL	Brownell Middle School, 7800 Carmel St.	Gilroy
CALAVR	Calaveras Elementary, 1151 Buena Vista Rd.	Hollister
CHS	Christopher High School, 850 Day Rd.	Gilroy
CRC	Centennial Recreation Ctr., 171 W. Edmundson Ave.,	Morgan Hill
CTC 1-4	GUSD/Gavilan Computer Technology Center on Murray Ave.	Gilroy
EGLRIG	Eagle Ridge Golf Course, Santa Teresa Blvd.,	Gilroy
ELIOT	Eliot Elementary School, 475 Old Gilroy St.	Gilroy
ELROBL	El Roble Elementary, 930 Third Street,	Gilroy
ERGOLF	Eagle Ridge Golf Club, 2951 Club Dr.	Gilroy
GHS	Gilroy High School, 750 W 10th St.	Gilroy
GIBOWL	Gilroy Bowl, 7554 Monterey Street	Gilroy
HOL	Hollister Briggs Bldg, 365 Fourth St.	Hollister
HOLLCC	Hollister Community Center, 300 West St.,	Hollister
HOPE-G	HOPE - 8855 Murray Ave.	Gilroy
HOPE-H	HOPE - 650 San Benito St. Suite #120,	Hollister
HVME1	Hacienda Valley Mobile Est., 275 Burnett Ave.	Morgan Hill
JS	Jasmine Square, 16530 Monterey Rd.,	Morgan Hill
LOADCS1	Live Oak Adult Day Svcs, 651 West Sixth St.	Gilroy
LOHS	Live Oak High School, 1505 E. Main Ave.	Morgan Hill
MHG	Morgan Hill Community Center, 17060 Monterey Rd.,	Morgan Hill
PORTHL	Portuguese Hall, 695 Seventh St.	Hollister
PLY	Morgan Hill Playhouse, Monterey Highway at Dunne	Morgan Hill
ROH	R.O.Hardin School, 881 Line St.,	Hollister
SBHS	San Benito High School 1220 Monterey St.	Hollister
SBCL	San Benito County Library, 470 5th St.,	Hollister
SBRAT	Sobrato High School, 401 Burnett Ave.,	Morgan Hill
SJBCC	San Juan Bautista Community Ctr, 10 San Jose St.	San Juan Bautista
SOL	Solorsano Middle School, 7121 Grenache Way,	Gilroy
STF	St. Francis Center, 7950 Church St.,	Gilroy
SUNNY	Sunnyslope Elementary, 1475 Memorial Dr	Hollister
SVALLY	South Valley High School, 385 loof Ave.,	Gilroy
VG	Village Green, 7610 Isabella Way	Gilroy
WEX	Work Experience	

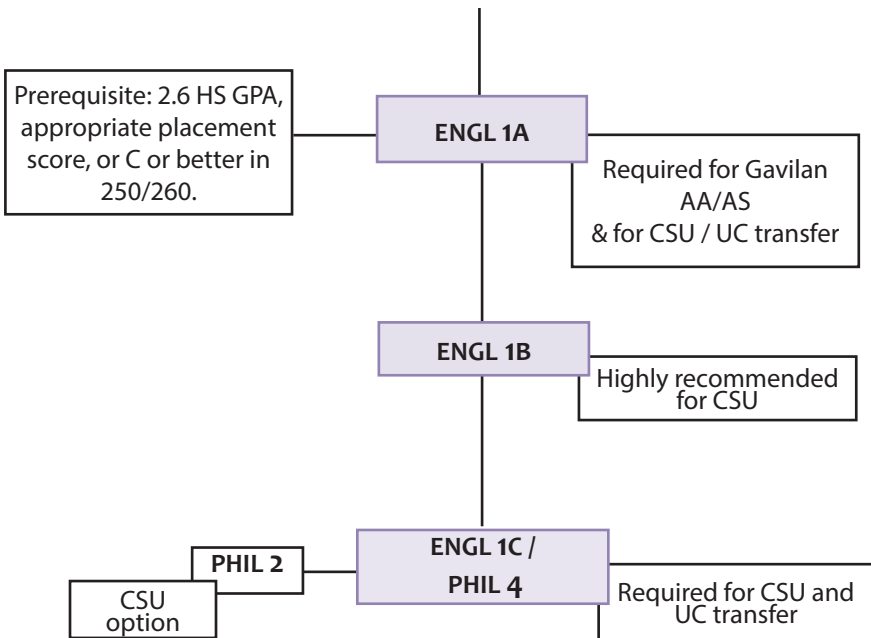
ENGLISH COMPOSITION AND READING COURSE SEQUENCE

Reading

Writing

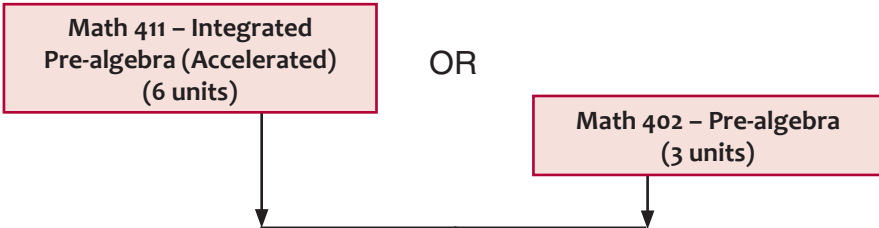


Transfer Level

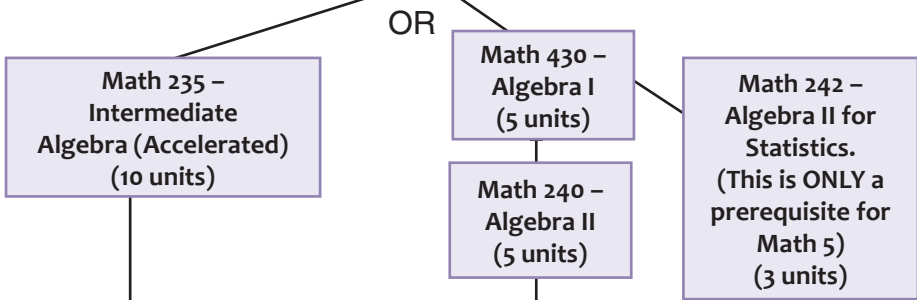


MATHEMATICS COURSE SEQUENCE

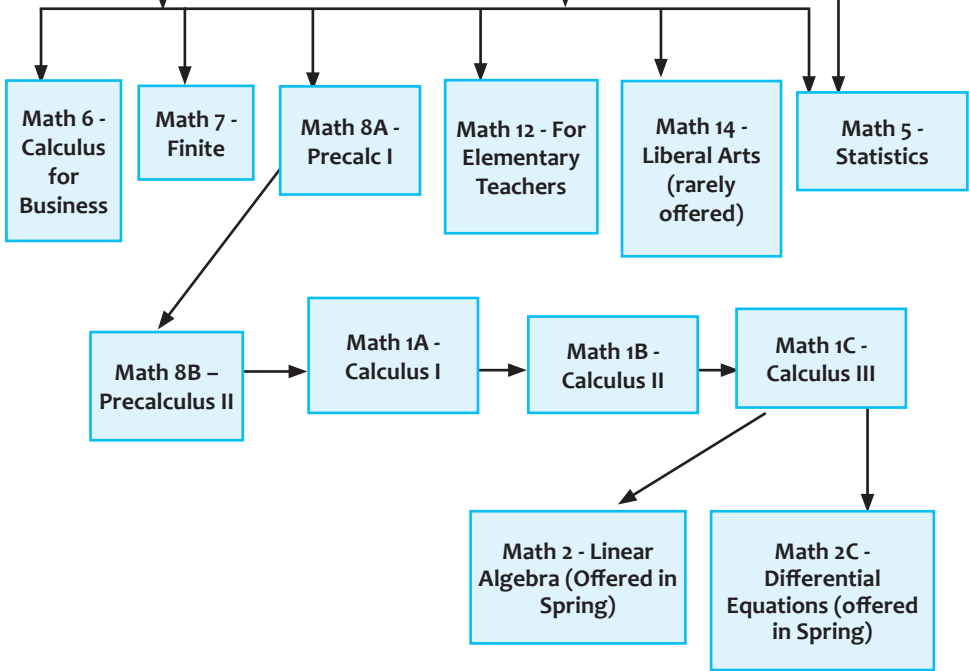
Pre-algebra



Algebra



Transfer Level



ENGLISH AS A SECOND LANGUAGE COURSE SEQUENCE

Assessment – Required for credit and noncredit ESL classes. Register for Assessment Test at Admissions and Records Office or attend a Noncredit Assessment/Orientation session before classes begin (dates and times are posted on the Noncredit Program website).

Lifeskills ESL

Lifeskills Certificate (12 hours)

Literacy	ESL 775 (5 hrs) & ESL 776 (5 hrs)
Lifeskills 1A & 1B	ESL 784 (6 hrs) & ESL 785 (6 hrs)
Lifeskills 2A & 2B	ESL 786 (6 hrs) & ESL 787 (6 hrs)



Academic ESL

Intermediate II Certificate (12 units)

Advanced II Certificate (9 units)

Beginning	ESL 527 / 727 (6 hrs) (Reading / Writing) ESL 528 / 728 (6 hrs) (Listening / Speaking)
Intermediate I	ESL 737 / 537 (6 hrs) (Reading / Writing) ESL 738 / 538 (6 hrs) (Listening / Speaking)
Intermediate II	ESL 742 / 542 (3 units) (Reading / Vocabulary) ESL 743 / 543 (5 units) (Grammar / Writing) ESL 741 / 541 (4 units) (Listening / Speaking)
Advanced I	ESL 552 / 752 (4 units) (Reading / Vocabulary) ESL 554 / 754 (5 units) (Grammar / Writing) ESL 553 / 753 (5 units) (Composition / Paragraphs)
Advanced II	ESL 562 / 762 (4 units) (Reading / Vocabulary) ESL 563 / 763 (5 units) (Composition - Essay) ESL 564 / 764 (3 units) (Grammar/Writing)



Community College / University

One Below Transfer	ENG 260 (3 units) (Reading) ENG 250 (3 units) (Writing)
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Optional Vocational Computer and Business Classes

- 705- NC Keyboarding Basics
- 706- NC Computer and Internet Basics
- 707- NC Presentation Basics
- 708- NC Website Design Basics
- 709- NC Excel Basics
- 710- NC Word Processing Basics
- 711- NC ESL Basics for YOUR Business

Student Email

Every student at Gavilan College is automatically assigned a college email account. All official communications from Gavilan College will be distributed through college email. You are expected to check your Gavilan College e-mail on a frequent and consistent basis in order to stay current with college-related communications. Some communications may be time-critical. All use of e-mail will be consistent with other Gavilan College policies and local, state, and federal laws.

How do I access my e-mail the first time?

- Log into the myGav portal using your Gavilan ID (e.g., G00xxxxxx) and P.I.N.
- On the "Welcome" tab, you will see "myGav e-mail" and "myGav calendar" portlets
- When you click on either one, you will be prompted to accept Google's terms of service and privacy policy

What is my Gavilan e-mail address?

After you login, you will see your e-mail address in the e-mail box (in the upper right corner). The e-mail address will use the following format:

[First Name].[Last Name][#]@my.gavilan.edu (e.g., rocky.ram@my.gavilan.edu, rocky.ram12@my.gavilan.edu).

Do I have to use my Gavilan E-mail Address?

YES. If you choose, you may forward your Gavilan College e-mail to a personal account, however, you will still be responsible for all information sent to your Gavilan College account. Gavilan College is not responsible for any problems that may occur due to e-mail forwarding. (See #3 - Redirecting of student e-mail from Gavilan College Student E-mail Guidelines).

For more information, go to: www.gavilan.edu/email/faq.html and be sure to become familiar with the Gavilan College Student Email Guidelines:

www.gavilan.edu/email/guidelines.html

What does that stand for?

Commonly used acronyms and abbreviations and what they mean:

AA - Associate in Arts

ADT - Associate Degree for Transfer

AEC - Accessible Education Center

AS - Associate in Science

ASGC - Associated Students of Gavilan College

BOG - Board of Governors

CARE - Cooperative Agencies Resources for Education

CSIS - Computer Science Information Systems

CTC - Career /Transfer Center

CTE - Career Technical Education

DACA - Deferred Action for Childhood Arrivals

EOPS - Extended Opportunity Programs and Services

ESL - English as a Second Language

FAFSA - Free Application for Federal Student Aid

FIG - Focused Inquiry Group

GE - General Education

GECA - Gilroy Early College Academy

IGETC - Intersegmental General Education Transfer Curriculum

IT - Information Technology

MESA - Math, Engineering, and Science Achievement

SSSP - Student Success and Support Program

STEM - Science, Technology, Engineering, Mathematics

VRC - Veterans Resource Center

Tools for Success

Academic Works

Apply for scholarships online!

<https://gavilan.academicworks.com>



myDegreeWorks

myDegreeWorks is a web-based tool to help students monitor progress toward Gavilan degree or certificate completion. DegreeWorks looks at the requirements listed in the college catalog and overlays the coursework completed. The result is an easy-to-read evaluation (audit) of the requirements that have been met and those that must be completed. myDegreeWorks also has an Educational Plan option that allows students and their counselors to plan for future coursework and determine the time required to complete objectives.

ellucian



The Gavilan College Mobile App - Online MyGav portal and information.

<http://www.gavilan.edu/mobile/>

GavALERT

GavAlert

Emergency Alert System -- will send emails, texts, and voice messages in the event of college emergency. Student are automatically enrolled. Make sure your contact information in Banner is up-to-date.

Grad Guru



www.gradguru.org/for-students.html

Never miss another deadline. Grad Guru tells you about every deadline you need to know. The app will send you free push notifications and free reminders for EVERY upcoming deadline. You DON'T have to constantly check the app to keep your deadlines straight.

iLearn



iLearn is Gavilan's online course management system. Materials for your online courses and many in-person courses will be found here. For an online orientation to iLearn: Visit LIB732 Intro to Online Gavilan. This is a FREE, non-credit, self-enrollable course that does not show up on your transcripts. It is self-paced and you can take the whole course or just what you need.

<https://ilearn.gavilan.edu/>

Tools for Success

Kognito



Help your friends and peers! Take this online training to learn more about mental illness and KNOW what to do.

<http://www.kognito.com/ccs>

MyGav



MyGav portal, includes Self-Service Banner, registration, student email, campus announcements. Link is on Gavilan College homepage.

<https://my.gavilan.edu>

Navigate



Take the guesswork out of achieving your goals. Use Navigate to stay on track from Ed Plan to registration to graduation.

Look for link on homepage: www.gavilan.edu

Net Tutor



FREE Online Tutoring for Gavilan Students
Interact with a live tutor

Submit a question and receive a reply from a tutor. Submit an essay or paper for a tutor to review and receive feedback.

<http://www.gavilan.edu/tutor/online-t>

Not Anymore



Training in the facts about sexual assault and positive consent.

<https://studentsuccess.org/SSO/gavilan>
(must log in to MyGav)

Student Health 101



Gavilan Student Health 101 is an online magazine with great information on health, wellness, and stress relief for Gavilan College students

<http://readsh101.com/gavilan.html>

and on the Gavilan College Facebook Page

Directory

Emergencies

- Dial '911' (On campus, dial '8' first.)
Emergencias: Marque el 911. (desde el campus marque primero el "8").
- Dial '10' for campus emergency support from a campus phone
Marque el '10' para apoyo de emergencias en el campus.
- From cell: Dial 408-710-7490.
Desde un teléfono celular: marque 408-710-7490.

TTY (for Deaf or Hard of Hearing) TTY (para Discapacitados Auditivos)	408-846-4924
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Admissions and Records Oficina de Admisiones y Archivos	408-848-4735 408-846-4954
ASGC Office /Oficina de ASGC	408-848-4777
Assessment Office /Oficina de Evaluaciones	408-846-4992
Athletics /Kinesiology/Deportes, Educación Física	408-848-4876
Bookstore /Librería	408-848-4742
CalWORKs Programa de Experiencia de Trabajo en el área que se requiera	408-848-4740
Campus Security (non-emergency) Seguridad del Campus (<i>no emergencias</i>)	408-848-4703
CARE Cooperative Agencies Resources for Education/Agencias Cooperativas para Recursos de Educación	408-848-4790 408-848-4790
Career/Transfer Resource Center Centro de Recursos para Carreras y Transferencias	408-852-2897
Cashier (Business Office)/Cajero (Oficina de Negocios)	408-848-4714
Cashier (Student Accounts)/Cajero (Cuentas de Estudiantes)	408-852-2840
Community and Contract Education Educación en la Comunidad/Contrato	408-852-2801
Cosmetology Appointment line /Cosmetología/Teléfono para Citas	408-842-5055
Counseling	408-852-2895 408-848-4723
Disability Resource Center /Centro de Recursos para Estudiantes Incapacitados	408-848-4865
Discrimination-Harassment Complaints Oficina de Quejas por iscriminación y Acoso	408-848-4731

ACCREDITATION

Gavilan College is accredited by the Accrediting Commission for Community and Junior College of the Western Association of Schools and Colleges (WASC.) For more information go to www.gavilan.edu/accreditation.

Contact information:

The Accrediting Commission for Community and Junior Colleges Western Association of Schools and Colleges
10 Commercial Boulevard, Suite 204, Novato, CA 94949
Telephone: 415.506.0234 Fax: 415.506.0238 accjc@accjc.org edu/accreditation

Directory

GavALERT

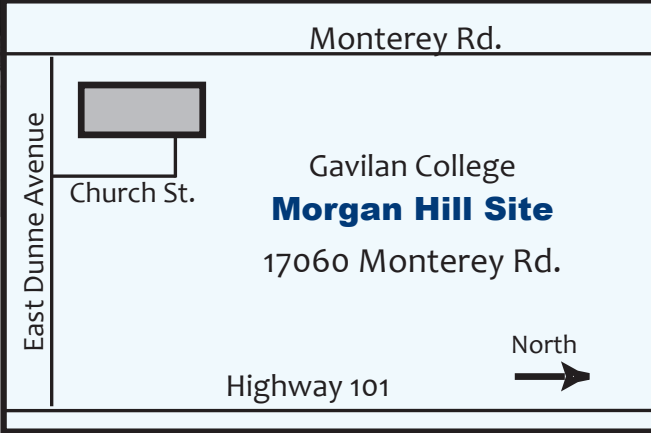
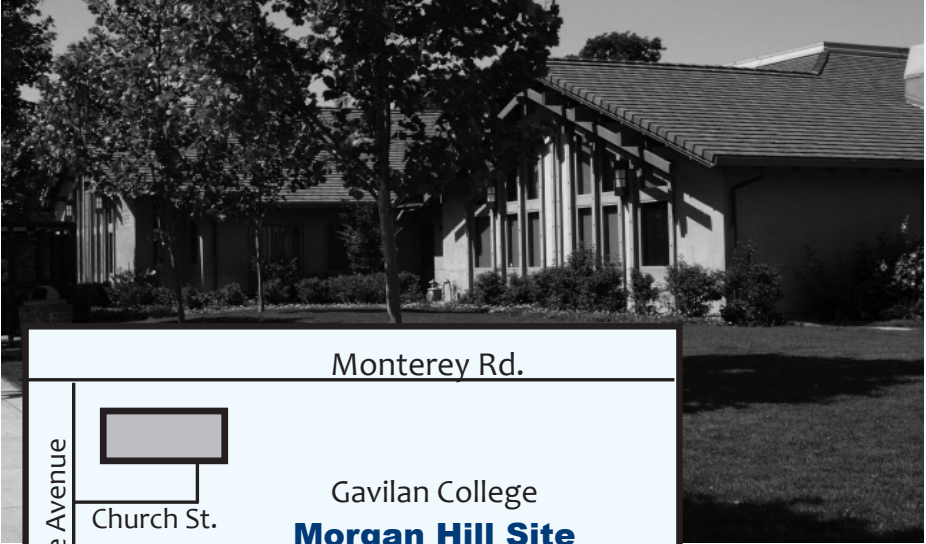
Gavilan College has an emergency alert system which can contact you by text, email, or voice in the case of a campus emergency. It is up to you to make sure that the contact information listed in Self-Service Banner is correct. Once per semester you will receive a test message which will direct you to update your contact information in self-service Banner. For more information go to www.gavilan.edu/gavalert.

Enrollment Verifications/Verificación de Registro	408-846-4954
EOPS - Extended Opportunity Programs & Services/Programas y Servicios de Oportunidades Extendidas	408-848-4740 408-848-4740
Financial Aid/Ayuda Financiera	408-848-4727
Grading/Calificaciones	408-848-4751
Graduation/Graduación	408-848-4737
Health Services / Servicios de Salud	408-848-4791
International Students/Estudios Internacionales	408-848-4754
Library / Biblioteca	408-848-4810 408-848-4806
MESA Program - Math, Engineering, Science Achievement/ programa de Superación en Matemáticas, Ingeniería y Ciencias	408-846-4968
Noncredit Program (Community Development)/Programa sin Créditos (Desarrollo en la Comunidad) Sign up/Registrarse	408-852-2824
Online / Cursos por Internet	408 848-4885
Outreach & Recruitment/Tours/Oficina de Inscripciones Visitas al Campus	408-846-4993 408-846-4993
President's Office/Oficina del Presidente	408-848-4711
Puente Program / Programa Puente	408-848-4807
Theatre Box Office/Taquilla del Teatro	408-846-4973
Transcripts/Expedientes Académicos	408-848-4733
TRIO Student Support Services/Servicios de Apoyo Estudiantil	408-846-4981
Tutoring Center/Centro de Tutoría	408-848-4838
Veterans' Services/Servicios a los Veteranos	408-848-4734
Vice Presidents' Offices/Oficinas del Vice Presidentes:	
Student Services / Servicios Estudiantiles	408-848-4738
Academic Affairs / Asuntos Academicos	408-848-4761
Welcome Center	408-848-4800 x5108

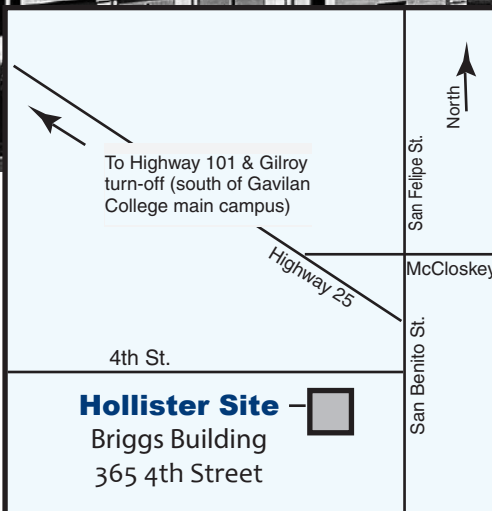
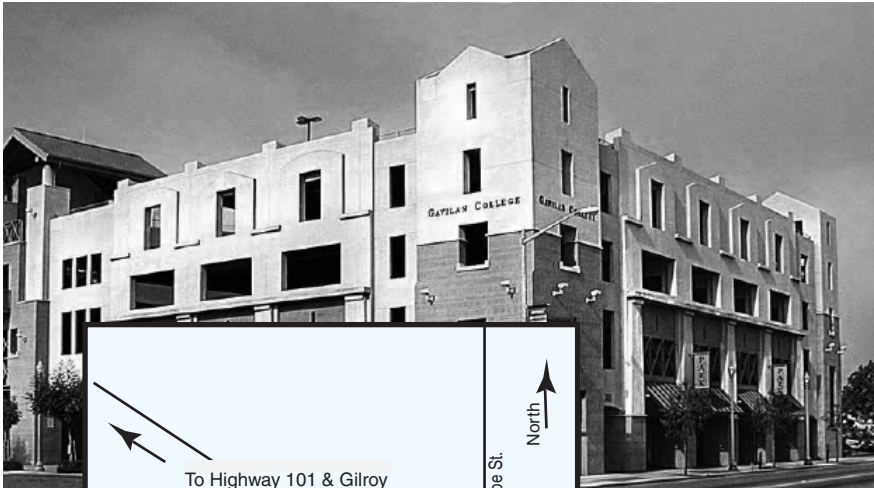
FERPA

The Family Educational Rights and Privacy Act (FERPA) of 1974 protects the privacy of a student's education records by placing limits on who may have access to the records, what information may be shared or disclosed, and how that information may be used. Gavilan College complies with FERPA and has strict policies and procedures in place governing student records. In general, the College does not access a student's records or disclose information to anyone (including a student's parents) without the student's written consent. For more information on FERPA regulations please contact the Office of the Vice President of Student Services at (408) 848-4732 or Admissions and Records at (408) 848-4754 or visit the federal website: <https://ed.gov/policy/gen/guid/fpco/ferpa/index.html>

Morgan Hill and Hollister Sites



MORGAN HILL
408.782.2873

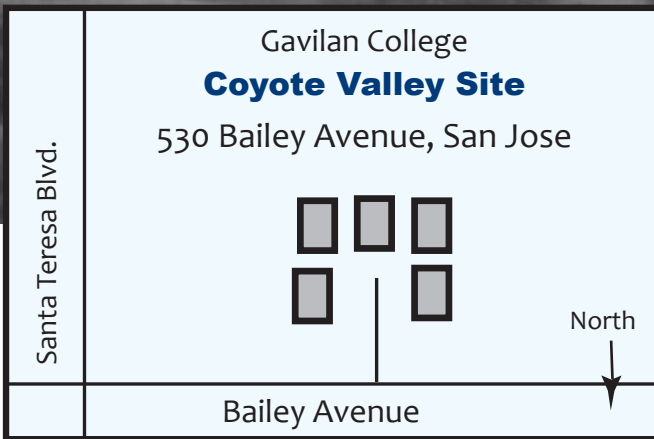
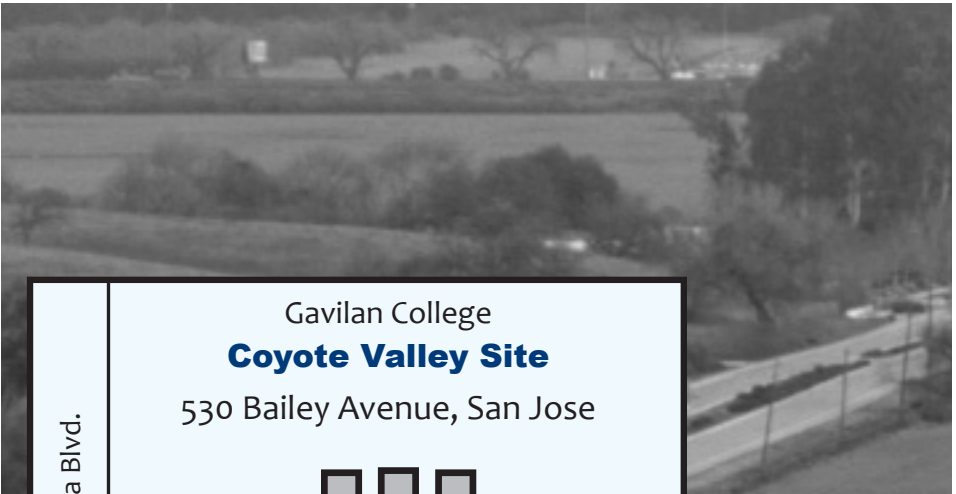


HOLLISTER
831.636.3783

San Martin and Coyote Valley Sites



SAN MARTIN
408.695.0017



COYOTE VALLEY
408.229.4299

**FREE PARKING AT THE COYOTE VALLEY, HOLLISTER,
MORGAN HILL AND SAN MARTIN LOCATIONS**

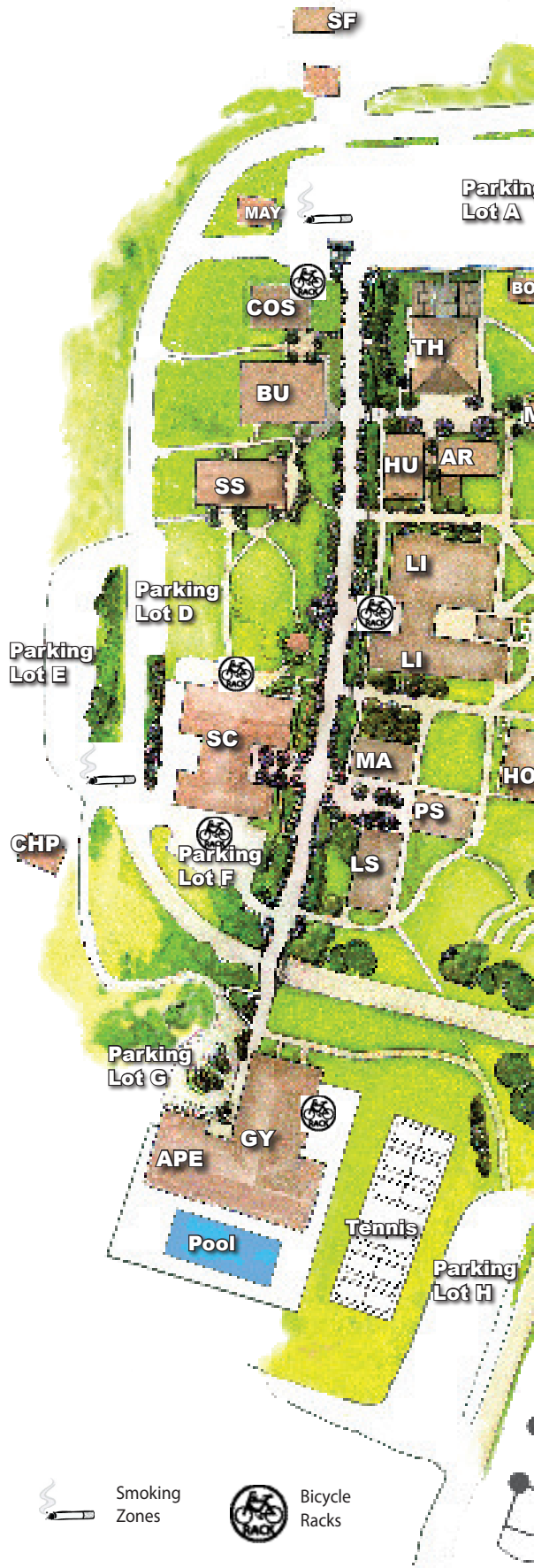
Gilroy Campus Map - 5055 Santa Teresa

Parking Lots

- A Student/Staff/Accessible/
30 min. spaces
- B Student/Staff/Accessible/Visi-
tor/30 min. spaces
- C Student/Staff/Accessible/
15 min. spaces/
30 min. spaces
- D Staff/Accessible
- E Student/Staff/Motorcycle
- F Staff/Accessible/Visitor/Motorcy-
cle/30 min. spaces
- G Staff/Accessible
- H Student/Staff/Accessible/Motorcy-
cle/30 min. spaces

Building Guide

- APE Adapted Physical Education
- AR Art
- BOB Business Office Building
- BU Business
- CDC Child Development
- CHP Chapel
- COS Cosmetology
- GY Gym
- HOB Health Occupations Building
- HR Human Resources
- HRC Human Resources
Conference Center
- HU Humanities
- LI Library
- LS Life Science
- MA Mathematics
- MAY Mayock House
- MP Multipurpose Building
- MU Music Hall
- PB Portable Buildings
- PS Physical Science
- SC Student Center/ Administration
- SF Security/Facilities
- SS Social Science
- TH Theater





Offices

Accessible Education Ctr.	LI117
Administration	SC
Admissions & Records	SC
Art Gallery	LI
ASGC	SC
Assessment Center	MP
Athletics Office	GY
Bookstore	SC
Box Office	TH
Business Office	MP
Cafeteria	SC
CalWORKs	LI
Career Technical Ed.....	BU
Career Transfer Center	LI
Cashier	MP
Cashier (Student Accounts)	SC
Computer Place	LI
Cooperative Work Exp.	LI
Cosmetology	COS
Counseling Secretary.....	SC
EOPS/Special Services	LI
Financial Aid Office	SC
Human Resources	MP
Learning Commons.....	LI
Liberal Arts and Sciences.....	SS
Math Lab.....	MA
MESA	MA
Noncredit Program	CDC
Nursing	HOB
Payroll	MP
Public Information Office	CDC
Receiving	SF
Security	SF
Teaching and Learning Center	LI
Student Center Lounge.....	SC
Student Health	SC
TRIO Program	MA
Tutoring Center.....	LI
TV Studio.....	LITV
Veterans Center	LI
Welcome Center.....	SC
Writing Center.....	LI

Fall 2018 Final Exam Schedule

FINALS WEEK: December 9 - December 15

All finals will be given in the room in which the class regularly meets unless otherwise indicated by your instructor.

- If a class does not have a time scheduled according to the chart below, please see the instructor, department chair or area dean.
- Instructors' office hours may change during Finals Week. Please check your instructor's office for the revised schedule.
- Classes meeting prior to 8 a.m. will take their exams for a two-hour period beginning at the class starting hour.

If your class meets:	Starting at any time between:	Your final exam will be:		
Daily, M, MTuW, MTuWF, MW, MWTh, MWThF, MWF, MTh, MThF, MF, W, WTh, WThF, WF	08:00 AM - 09:40 AM	Monday	Dec 10	08:00 - 10:00 AM
	09:45 AM - 11:05 AM	Wednesday	Dec 12	08:00 - 10:00 AM
	11:10 AM - 12:30 PM	Monday	Dec 10	10:30 - 12:30 PM
	12:35 PM - 01:55 PM	Wednesday	Dec 12	10:30 - 12:30 PM
	02:00 PM - 03:20 PM	Monday	Dec 10	01:00 - 03:00 PM
MTu, MTuWTh, MTuTh MTuThF, MTuF, Tu, TuW, TWTh, TuWThF, TuWF, TuTh, TuThF, TuF, Th, ThF	08:00 AM - 09:40 AM	Tuesday	Dec 11	08:00 - 10:00 AM
	09:45 AM - 11:05 AM	Thursday	Dec 13	08:00 - 10:00 AM
	11:10 AM - 12:30 PM	Tuesday	Dec 11	10:30 - 12:30 PM
	12:35 PM - 01:55 PM	Thursday	Dec 13	10:30 - 12:30 PM
	02:00 PM - 03:20 PM	Tuesday	Dec 11	01:00 - 03:00 PM
Fri, Fri / Sat	08:00 AM - 10:55 AM	Friday	Dec 14	08:00 - 10:00 AM
	11:00 AM - 01:55 PM	Friday	Dec 14	10:30 - 12:30 PM
	02:00 PM - 07:00 PM	Friday	Dec 14	01:00 - 03:00 PM
If your class meets: Saturdays, Sundays or evenings	Monday	Monday	Dec 10	Exam begins at your regular class time
	Tuesday	Tuesday	Dec 11	
	Wednesday	Wednesday	Dec 12	
	Thursday	Thursday	Dec 13	
	Mon / Weds	Monday	Dec 10	
	Tues / Thurs	Tuesday	Dec 11	
	Saturday	Saturday	Dec 15	
Sunday	Sunday	Dec 9		
Make-ups and Conflicts:		Monday	Dec 10	03:30 - 05:30 PM
		Tuesday	Dec 11	03:30 - 05:30 PM
		Wednesday	Dec 12	01:00 - 03:00 PM
		Thursday	Dec 13	01:00 - 03:00 PM

- **Fall grades available online: Friday, January 4, 2019**
- **Fall official transcripts available: Friday, January 11, 2019**
- **Summer grades: email kketchu@gavilan.edu starting August 13 for transcript and final grades availability.**

Summer 2018 Calendar

SIX-WEEK SUMMER SESSION CLASSES BEGIN **Monday, June 18**
See our website for classes beginning earlier or later.

LAST DAY TO ADD A CLASS **Tuesday, June 19**
Early or late start classes will have different deadlines. **In person until 6:00 PM**
Please check with Admissions & Records for specific dates. **Online until 11:59 PM**

LAST DAY TO DROP WITH A REFUND **Wednesday, June 20**
For 6 week summer session courses. Early / late start and **In person until 6:00 PM**
short-term courses must be dropped before 10% of the **Online until 11:59 PM**
course meetings have passed. For one or two-day courses,
this date will occur before the start of the course.

NRS DEADLINE **Wednesday, June 20**
"No Record Shown". Classes that begin on June 18th that are
dropped by this date do not appear on the student's
permanent record. The NRS deadline for all other courses is
10% of the class meetings. Please check with Admissions &
Records for more information.

DEADLINE FOR SELECTING GRADING OPTION **Thursday, June 28**
Last day to select the Pass / No pass grade option for designated,
term-long courses.

DEADLINE FOR REGISTERING IN INDEPENDENT STUDY **Thursday, June 28**

INDEPENDENCE DAY HOLIDAY **Wednesday, July 4**
No day or evening classes.

"W" DEADLINE **Wednesday, July 18**
6 week courses dropped by this date appear on the student's
permanent record with a notation of "W" for withdrawn. The "W"
deadline for short-term or early / late start courses is 75% of
the course meetings.

FINAL EXAMS **Last Day of Each Class**

LAST DAY OF 6 WEEK CLASSES **Friday, July 27**
See course schedule for last day for early / late start and
short-term courses.

FINAL GRADES AVAILABLE ONLINE **Monday, August 6**
Grades available online at www.gavilan.edu (click on the
MyGav / GavSSB icon). Check A&R webpage for the date of
classes that end before / after July 27.

OFFICIAL TRANSCRIPTS AVAILABLE **Monday, August 13**
Official transcripts will include summer session grades for
classes that end by July 27th. Check A&R webpage for date for
classes that end before/after July 27. Unofficial transcripts
available online at MyGav / GavSSB icon.

Fall 2018 Semester Calendar

AVIATION FIRST DAY OF INSTRUCTION	Wednesday, August 8
Last day to register / add an Aviation class is Aug. 15. Last day to drop an Aviation class for a refund and "No Record Shown" is Aug.17.	
FALL SEMESTER BEGINS	Monday, August 27
LABOR DAY HOLIDAY	Monday, September 3
No day or evening classes. Saturday / Sunday classes will meet.	
LAST DAY TO REGISTER / ADD A SEMESTER-LONG COURSE	Friday, Sep. 7
Online registration open until 11:59 pm. No in-person registration on the main campus after 5 pm. Use online services. Last day to register / add an Aviation class is Aug 15.	
LAST DAY TO DROP WITH A REFUND	Sunday, September 9
Fees will be refunded when semester-long courses are officially dropped by this date. Last day to drop an Aviation class with a refund is August 17. Short-term courses must be dropped before 10% of the course meetings have passed. For one or two-day courses, this date will occur before the start of the course.	
"NRS" DEADLINE	Sunday, September 9
"No Record Shown" semester-long courses dropped by this date do not appear on the student's permanent record. Last day to drop an Aviation class with "No Record Shown" is Aug. 17. The "NRS" deadline for a short-term course is 10% of the class meetings.	
DEADLINE FOR SELECTING GRADING OPTION	Friday, September 28
Last day to select the Pass / No pass grade option for designated, semester-long courses.	
DEADLINE FOR REGISTERING IN INDEPENDENT STUDY	Friday, Sept. 28
FALL GRADUATION PETITIONS DUE	Friday, October 12
See a counselor to complete a petition to graduate.	
VETERANS' DAY HOLIDAY	Monday, November 12
No day or evening classes.	
"W" DEADLINE	Friday, November 16
Semester-long courses dropped by this date appear on the student's permanent record with a notation of "W" for withdrawn. The "W" deadline for a short-term / extended term course is 75% of the course meetings.	
THANKSGIVING HOLIDAY	Thursday, November 22 - Sunday, November 25
No day, evening or weekend classes.	
FIRST DAY TO FILE OFFICIAL TRANSCRIPT REQUEST	Friday, December 7
To include final grades from Fall semester. Please see Transcript webpage for online ordering information.	
FIRST DAY TO REQUEST GE / IGETC CERTIFICATION	Friday, December 7
Please see Transcript webpage for online ordering information.	
FINAL EXAMS	Monday, December 10 - Saturday, December 15
LAST DAY OF SEMESTER	Saturday, December 15
FINAL GRADES AVAILABLE ONLINE	Friday, January 4, 2019
Grades available at www.gavilan.edu (click on MyGav/GavSSB icon).	
OFFICIAL TRANSCRIPTS AVAILABLE	Friday, January 11, 2019
Official transcripts will include Fall grades as of this date. Unofficial transcripts are available on MyGav / GavSSB icon. Please see Transcript webpage for online ordering information.	