



APPLY - ASSESS - KICKSTART - ENROLL!

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Student RAMBassadors at 2014 Graduation



*Class listings can be found
online or in the
Class Listings handout*



Gavilan College Spring 2015

How to Register

Go to www.gavilan.edu

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.
- 3.. You are a high school student.

Hours of Operation

GILROY

Monday –Thursday 8 a.m.–5 p.m.
Friday 10 a.m.-2 p.m.
Closed December 24 - January 1

MORGAN HILL AND HOLLISTER

Monday –Thursday 8:00-6:00p.m.
Fridays 8:00-5:00p.m. (Hollister);
8:00 - noon (Morgan Hill)

Hollister office closed December 22 - January 2

Morgan Hill closed December 24-January 1

All locations will be closed:
November 27 - 29
December 24, 25, 31
January 1

Eligibility

You are eligible to attend Gavilan College if:

- 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.

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 the fees upon registration, visit the Financial Aid Office on the main campus or view your financial aid status on MyGAV. If you add classes, you **MUST** 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, even those you registered for earlier.

Banner will be down from 2:30pm to 5:00pm on deadline days

Register and Pay between	Drop Date
December 1 - 2:30 p.m. December 10	December 10
5:00 p.m. December 10 - 2:30 p.m. January 7	January 7
5:00 p.m. January 7 - 2:30 p.m. January 14	January 14
5:00 p.m. January 14- 2:30 p.m. January 21	January 21

High School Students Concurrent Enrollment

Important Dates

Dec. 1 High school student registration begins
February 6 Last day to add 16-week Spring classes
January 26 Spring semester begins.

Things to consider:
• Plan early!

Checklist:

- Application (allow 5 days for processing)
- 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

Registration Calendar

Period	Date	Who can Register
Priority 1**	November 17, 18, 19	CalWorks, DRC, EOPS, Foster Youth, Veterans
Priority 2**	November 20	Athletes, MESA, Puente, TRiO
Priority 3**	November 21-November 30 (and beyond)	Continuing students, GECA students and new students who have completed orientation, assessment and an educational plan
Open	December 1 - January 23	All others, including high school students, academic / progress dismissed, new students who have not completed orientation, assessment, and an education plan, and students with more than 100 units,
Late	January 24 - February 6	Students who have obtained add codes from instructors
Open-entry, late-start	Before first day of class	All students taking open-entry and late-start classes
<p>** NOTE:</p> <ul style="list-style-type: none"> • Priority 1, Priority 2 and Priority 3 eligibility criteria include good academic standing (e.g. not on probation for 2 consecutive semesters or dismissal); less than 100 units total excluding 30 units of basic skills or ESL classes. • New student Priority 3 eligibility includes successful completion of assessment, education plan and orientation. • Petition to Appeal the Loss of Enrollment Priority: If you have lost your enrollment priority and believe you have extenuating circumstances you may submit an appeal form available at: http://gavilan.edu/admit/documents/Priority-PetitionFINAL_Apr2014.pdf 		

This booklet does not contain class listings. Spring and Winter Intersession class listings can be found online or in the separate Class Listings handout

ALTERNATE FORMATS: The Gavilan College Registration Guide is available in alternate media formats. Contact the Disability Resource Center at 408-848-4865 or the Office of the Vice President of Student Services at 408-848-4738.

FORMAS ALTERNATIVAS: El Guia de Registration del Colegio Gavilán está disponible en formato de medios alternos. Por favor de contactar El Centro de Recursos para Estudiantes Incapacitados (DRC) a 408-848-4865 o la Oficina del Vice Presidente de Servicios de Estudiante a 408-848-4738.

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ACCURACY STATEMENT: Although the Gavilan Joint Community College District and Gavilan College have made every reasonable effort to ensure that this publication is accurate, information may change after it goes to print. **The most accurate and up-to-date information will always be found ONLINE at www.gavilan.edu.** Courses and programs that are offered, along with other information in the schedule, are subject to change without notice by the Gavilan College administration for reasons related to student enrollment, level of financial support, or for any other reason, at the discretion of the district and the college. The district and college further reserve the right to add to, amend, or repeal any of its rules, regulations, policies, and procedures, consistent with applicable laws.

The Keys to Success

Assessment - Orientation - Counseling



Assessment 408-846-4992 www.gavilan.edu/admit/assess.html

Placement/assessment testing ensures that you are enrolled in courses that match your abilities in language and computational skills. Placement scores, together with other indicators of your abilities, are used by counselors to recommend appropriate course placements.

Students must have completed the eighth grade to be eligible for assessment services.

Sessions begin promptly at the stated time.

Check in is 15 minutes prior to starting time. No one will be admitted after the session has begun.

Assessment requirements:

- Valid picture ID (*a state-issued driver's license, or ID, passport, Student Body Card, Military ID or Alien Registration Card. Contact the Assessment Office at assessment@gavilan.edu or call 408-846-4992 if you do not have a valid ID.*)
- Gavilan ID number
- The Assessment Center will provide pencils and scratch paper for students during testing. All items will be collected after the test.
- No electronic devices are allowed

Re-Assessment: If you have previously taken an assessment test, you may retest between 15 and 90 days from your first attempt, or after two years.

Advanced Placement: You may earn credit for College Entrance Examination Board (CEEB) Advanced Placement (AP) Tests with scores of 3, 4, or 5. AP credit can be used to meet IGETC, CSU GE and A.A. general education (GE) and/or major requirements.

Early Assessment Program (EAP):

If you took the CSU-EAP test in high school you may be able to use these scores instead of the Gavilan College Assessment Test. EAP scores must be reviewed by a Gavilan College Counselor.



Orientation www.gavilan.edu/orientation

All new students must complete a “**Kick-start**” prior to meeting with a counselor for registration assistance, and then register for **Guidance 210**. Orientation provides an overview of instructional programs, support services, facilities and general graduation requirements, and helps you make the best use of your time to complete your educational goals. Your orientation to Gavilan College will be fully complete once you complete the “Kickstart” orientation and Guidance 210, First Year College Student Seminar.

Exemptions from assessment and orientation

You may opt out of assessment and orientation if you:

- have an AA degree or higher or
- do not plan to earn a certificate or degree.

Inform your counselor if you choose to opt-out. **If you opt-out you will not be eligible for priority/early registration.**

If you have attended another college and completed math and English courses within the past two years, you do not need to take the Gavilan College placement assessment unless it is required by your major.



Counseling www.gavilan.edu/counseling

Counselors can help you develop an **Education Plan** and assist you in meeting educational, career and life goals. If you are uncertain about your plans for the future, experiencing difficulty in making important decisions, or have any other personal or social concerns, the counseling staff is here for you. In addition, counselors make referrals to many community agencies. You may seek the assistance of any counselor at Gavilan College.

See a counselor if you are:

- a first time student planning to transfer
- a first time student planning to obtain a AA/AS degree
- undecided in your major
- a high school contract student
- on academic probation or dismissal
- taking over 18 units (spring/fall) or over 6 units (summer)
- applying prerequisite courses from another college(s)
- an international student with an “F1” Visa

Program-specific counseling:

Athletics:	408-848-4880	GY118
Basic Skills:	408-852-2866	LI 135
DRC:	408-848-4767	LI 117
EOPS/CalWORKs:	408-848-4740	LI 101A
MESA:	408-848-4887	MA117
PUENTE:	408--848-4807	SC105
STEM:	408-848-4820	SC102
TRIO:	408-848-4707	MA117

Complete all 3 to be eligible for Priority Registration

Steps for New Students

1. Application

Apply online at www.gavilan.edu

Approximately five (5) working days after submitting your application, you will receive an email with instructions on how to log in and get your Gavilan ID (G-Number).

2. Financial Aid

Apply online at www.fafsa.gov

Apply for BOG Tuition Waiver, federal grants, work study, and student loans.

AB 540 students may submit *California Dream Act* applications at: gavilan.edu/finaid/ca-dream-act.html

3. MyGav Account

Create account at www.gavilan.edu

click on MYGAV AND SSB.

Follow the instructions for NEW USERS to set up your student account.

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.

4. Assessment

All first time college students are required to take a placement assessment test for English and math.

Sign up online at www.gavilan.edu/admit/assess.html
(408) 846 - 4992

Bring a photo ID and your G-number (Student ID Number) to your test.

*If you wish to use placement test scores from a test taken at another college within the past two years, see a counselor for review.

*ESL students may sign up for assessment by contacting the Admissions and Records Office: (408) 848-4736 or (408) 848-4751. Practice tests are available!

5. Kick-Start



Attend an in-person *Kick Start, or complete it online. You will need your G-number and placement test scores with you.

www.gavilan.edu/orientation

*Following Kick-Start all first time college students must complete the orientation process by enrolling in .5 unit Guid 210, New Student Seminar, during the first semester.

6. Counseling

After completing your assessment tests and Kick-Start Orientation, you may meet with a counselor to discuss your course selections. Bring copies of transcripts from other schools attended with you.

For counseling hours visit www.gavilan.edu/counseling

Walk-in services are also available.*

Note: Limited counseling services are available at the Hollister and Morgan Hill sites.

* During peak registration periods, all counseling services are on a walk-in basis and for registration assistance only.

7. Registration

Use Self-Service Banner at <https://my.gavilan.edu>

or register in person at the Admissions and Records office, Morgan Hill or Hollister sites.

8. Payment

Pay Fees before deadline to avoid being dropped from all classes.

9. Tips for success

- Schedule a campus tour: (408) 846-4993
- Purchase textbooks at campus bookstore or online at www.gavilan.edu/bookstore
- Have all official transcripts from other schools attended sent to the Gavilan Admissions and Records Office.

English as a Second Language Students

New ESL students go through the ESL assessment process. **See page 74.** *Todos los nuevos estudiantes de ESL deben tomar el examen de nivelación de ESL. Consulte la página 74.*

Explore support services: www.gavilan.edu/student.html

Welcome to Gavilan College

MISSION

Gavilan College cultivates learning and personal growth in students of all backgrounds and abilities through innovative practices in both traditional and emerging learning environments; transfer pathways, career and technical education, developmental education, and support services prepare students for success in a dynamic and multicultural world.

PRINCIPLES OF COMMUNITY

As members of the Gavilan College community, we value the worth and dignity of every person, the pursuit of truth, devotion to excellence, acquisition of knowledge, and the nurture of democratic citizenship. We strive to maintain these ideals in an environment of inclusiveness and mutual respect.

The Principles of Community provide the foundation which creates this environment. The expectation is that we maintain the highest ethical standards in order to establish an atmosphere of civility, honesty, cooperation, professionalism and fairness.

Gavilan College aspires to be:

Diverse: We embrace and celebrate diversity in all its forms (the heritage, achievements, uniqueness, and contributions of all our members) and seek to uphold an inclusive, open and enlightened community.

Open: We believe free exchange of ideas requires mutual respect, trust and consideration for our differences.

Purposeful: We are a community that maintains a shared commitment to service to society and advancement of knowledge through innovative teaching and learning.

Just: We are committed to respect for individual dignity and equitable access to resources, recognition and security.

These Principles of Community, reflected in Board Policy 2715, guide the institution's actions. They provide guidelines to follow and are to be considered a living document. Adherence to the Principles of Community is the professional responsibility of all staff. Behavior that is in conflict with the principles will be subject to administrative review. Ultimately, Gavilan College is dedicated to fulfilling its mission with compassion, caring and understanding, while respecting all individuals.

A MESSAGE FROM THE PRESIDENT

Welcome to Gavilan College, and thank you for choosing us. With small classes, personalized attention, and a tight-knit campus community, Gavilan College not only has the classes you need, but is committed to your success.

Visit the Welcome Center for new students for help getting started, and the Student Success Center to make sure you have the resources to succeed during your crucial first year.

This semester we also opened a larger space for the Veterans Resource Center, a dedicated place for military veterans to connect, study, network, and support each other through the transition from service to college and civilian life.



Students who are engaged with college activities are more likely to persist and achieve their goals. Get involved with clubs, activities at College Hour, and special programs that will help you find your place at Gavilan College.

See you soon!

Superintendent/President
Steven M. Kinsella

**Need help? Visit the
Welcome Center in SC 107A**

ADMINISTRATION

Steven M. Kinsella, *DBA, CPA, Superintendent/President*
Kathleen Rose, *EdD, Executive Vice President and Chief Instruction Officer*
Fred Harris, *Vice President, Administrative Services*
Kathleen Moberg, *Vice President, Student Services*
Fran Lozano, *Dean of Liberal Arts and Sciences*
Sherrean Carr, *Dean of Career Technical Education*
Ron Hannon, *Dean of Kinesiology and Athletics*
Fran Lopez, *Associate Dean of Disability Resource Center*
Randy Brown, *Interim Associate Dean of Community Development/Grants Management*
Anne Ratto, *Associate Dean of EOPS/CalWORKs and CARE*
Eduardo Cervantes, *Associate Dean of MESA and TRiO*

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Fees



Basic Fees

Per unit fee (California resident)	\$46
Per unit fee (non-resident)	\$259
Health Fee:	\$19
Campus Center Use Fee	
\$1 per unit to a maximum of \$5	
Student Representation Fee	\$1
ASB Card, per semester	\$6

Parking Permits

Required only on the Gilroy campus

Purchase online at MyGav.

Day Permit (7 a.m. - 10 p.m.)	\$40
Day Permit with TANF/AFDC/SSI or Financial Aid.	\$20
Evening Permit (3 p.m. - 10 p.m.)	\$20
Summer	\$20
Single-Day permit	\$1.00

Purchase single-day permits from the coin-operated machines located in parking lots A, E, H and at the south entrance to campus. Exact change is required.

Courses With Additional Fees

Payable at registration

<u>COURSE</u>	<u>DESCRIPTION</u>	<u>FEE</u>
AH 16A	IV THERAPY	\$50.00
AH 52	MEDICAL-SURGICAL NURSING	\$100.00
AH 53	MEDICAL-SURGICAL/PEDIATRIC NURSE	\$100.00
AH 55	COMPENSATORY NURSING PRACTICE	\$100.00
GUID 1	SELF ASSESSMENT	\$12.00
PSYC 5	SELF ASSESSMENT	\$12.00

Payable to instructor or additional materials required

<u>COURSE</u>	<u>DESCRIPTION</u>	<u>FEE</u>
COS 200	BEGINNING COSMETOLOGY KIT \$600 kit + \$200 course materials; includes cosmetology kit, manikin, and uniform. Payable at Admissions and Records by the first day of instruction.	
COS 201	INTERMEDIATE COSMETOLOGY	\$300 (approx.)*
COS 202	ADVANCED COSMETOLOGY	\$400 (approx.)*
COS 203	PRACTICUM	\$400 (approx.)*
COS 221	ADVANCED SCIENTIFIC SKIN CARE	\$200 (approx.)*

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

Refunds

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

Spring 2015 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.

<u># of Units</u>	<u>California Resident</u>	<u>Non Resident Out-of-State</u>	<u># of Units</u>	<u>California Resident</u>	<u>Non Resident Out-of-State</u>	<u># of Units</u>	<u>California Resident</u>	<u>Non Resident Out-of-State</u>
0.5	49.50	156.00	6.5	330.00	1714.50	12.5	606.00	3268.50
1.0	73.00	286.00	7.0	353.00	1844.00	13.0	629.00	3398.00
1.5	96.50	416.00	7.5	376.00	1973.50	13.5	652.00	3527.50
2.0	120.00	546.00	8.0	399.00	2103.00	14.0	675.00	3657.00
2.5	143.50	676.00	8.5	422.00	2232.50	14.5	698.00	3780.50
3.0	167.00	806.00	9.0	445.00	2362.00	15.0	721.00	3916.00
3.5	190.50	936.00	9.5	468.00	2491.00	15.5	744.00	4045.50
4.0	214.00	1066.00	10.0	491.00	2621.00	16.0	767.00	4175.00
4.5	237.50	1196.00	10.5	514.00	2750.50	16.5	790.00	4304.50
5.0	261.00	1326.00	11.0	537.00	2880.00	17.0	813.00	4434.00
5.5	284.00	1455.50	11.5	560.00	3009.50	17.5	836.00	4563.50
6.0	307.00	1585.00	12.0	583.00	3139.00	18.0	859.00	4693.00

Fees

Student ID (ASB) Discount Card ASB cards are issued as part of the registration process. You may pay and have your picture taken at all registration locations. Students who register online and opt not to purchase an ASB card at the time of registration may purchase one at a later time. Students with financial hardship can request assistance at Financial Aid, EOPS, TRIO, and MESA programs. **Associated Student Body Card** fees support campus activities, educational programs, speakers, and cultural events, and provide discounts to card-holders at campus and off-campus venues. If you do not wish to purchase an ASB card you may opt-out at the time of registration.

Student Health Fees provide health services and accident insurance for all adult students enrolled in credit classes.

Exemptions for Health Fees: Pursuant to Education Code §76355 (c) the following categories of students are exempted from the health fee required pursuant to subdivision (a):

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.

Students wishing to seek exemptions should visit the Admissions and Records Office.

Book and Materials Costs *Reference H. R. 4127*

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

Student Representation Fee

The student government (ASB) 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. If you do not wish to support these activities you may request a refund directly from the ASB.

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

As required by California law, exemption from payment of non-resident fees for eligible non-immigrant students: you must have attended a California high school for three full years and have graduated from a California high school or have received the equivalent of a California diploma (GED, CHESPE). The exemption does not grant residency status and you may not be eligible for federal financial aid. You are eligible for state and local aid including BOG, EOPS, CalGrants, and scholarships. You must sign an affidavit affirming that you have filed or will file an application with INS to legalize your immigration status as soon as you are eligible to do so. Contact the Admissions & Records Office for more information.



2014 Scholarship Ceremony

Scholarships

Scholarships are awarded on the basis of academic achievement and/or financial need. Eligibility varies and is set by the scholarship donor.

Private scholarship applications with deadlines throughout the school year are posted on the Financial Aid website: www.gavilan.edu/finaid.

Check back often! New scholarships are announced throughout the year.

Apply for a Book Loan



Rent a Textbook!

With an ASB card you can apply for an ASB book loan (up to \$300) at the Financial Aid Office, room SC124.

Buy an ASB card at the Admissions & Records Office, room SC111.

You can save 50% or more!

Go to rent-a-text.com or see bookstore for details.

Financial Aid

Financial Aid Office: 408-848-4727

Some financial aid programs are designed to provide assistance to students with documented financial need. This aid is provided from federal, state and private sources.

You must have a high school diploma or GED to qualify for federal aid.

Federal and State Grants available at Gavilan College:

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



Applications

Financial aid applicants must:

- demonstrate need according to the guidelines of each program.
- be a U.S. citizen or eligible non-citizen (California Dream Act).
- 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.

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

Complete the: **2014-15 FAFSA** for Spring 2015

BOG Fee Waiver: 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 us at <http://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.

Veterans' Education Benefits 408-848-4734 <http://www.gavilan.edu/veterans/>

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 Gavilan College counselor to develop an Educational Plan, please visit the Counseling Office - SC 113 (in the Student Center) or go to www.gavilan.edu/counsel.

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

Counseling Calendar

Counseling schedule is subject to change. Check www.gavilan.edu/counseling for schedule updates.
Gilroy Campus: Walk-in registration assistance only.
Must check-in 30 minutes prior to closing
Morgan Hill and Hollister: Call for drop-in and appointment schedule

	GILROY	HOLLISTER / MORGAN HILL
December 15	8 a.m. - 7 p.m. walk-in	
December 16	8 a.m. - 6 p.m. walk-in	
December 18	8 a.m. - 6 p.m. walk-in	
January 2	8 a.m. - 7 p.m. walk-in	
January 6	8 a.m. - 7 p.m. walk-in	
January 7	8 a.m. - 3 p.m. walk-in	
January 8	8 a.m. - 7 p.m. walk-in	10 a.m. – 6 p.m.
January 13	8 a.m. - 7 p.m. walk-in	
January 14	8 a.m. - 3 p.m. walk-in	
January 15	8 a.m. - 7 p.m. walk-in	
January 20	8 a.m. - 7 p.m. walk-in	
January 21	8 a.m. - 3 p.m. walk-in	
January 22	8 a.m. - 7 p.m. walk-in	10 a.m. – 6 p.m.

Counseling schedule is subject to change.
 View www.gavilan.edu/counseling for schedule updates.

Academic Standing

Good Standing	
Gavilan Cumulative GPA is greater than or equal to 2.0 and >50% of attempted units are completed	
Progress Probation 1 < 50% of attempted units are completed	Academic Probation 1 Cumulative GPA <2.0
Progress Probation 2 < 50% of attempted units are completed for a second consecutive semester	Academic Probation 1 Cumulative GPA <2.0 for a second consecutive semester
Progress Dismissal < 50% of attempted units are completed for a third consecutive semester	Academic Dismissal Cumulative GPA <2.0 for a third consecutive semester

1.

Academic Dismissal Petition for Re-admission

Document Deadlines:

- Currently enrolled (Fall 14) and are on Dismissal: December 12, 2014 – 4:00pm
- If your Fall 14 grades place you on Dismissal: January 22, 2015 – 4:00pm
- Returning to college and the last term of attendance you were placed on Dismissal: Jan 22, 2015 – 4:00pm

Instructions:

1. Complete the Petition for Re-admission: (<http://www.gavilan.edu/counseling/documents/PetitionForReAdmission.pdf>)
2. Print out and attach a copy of your unofficial transcripts to your petition.
3. Review the completed petition with your assigned counselor. Counseling appointments are required – schedule appointment online (<http://www.gavilan.edu/counseling/>)
4. Counselor must approve the petition and course selections.
5. Register for courses listed on the petition (petition will not be modified if courses are closed at the time you register).



my DegreeWorks

Log in to myGav and click DegreeWorks on the Student tab for 24/7 online access to:

- View your progress toward a Gavilan degree or certificate.
- Keep track of courses you must take to complete your degree or certificate.
- Check other degree options without any commitments.
- View and print your educational plan.
- View notes from the counseling and administrative offices.
- Use a GPA calculator to determine your term or graduation GPA.

The College Catalog

contains a complete description of all Gavilan College courses, programs, student policies, and services. You may purchase a catalog for \$4.00 at the bookstore or read or download it online at www.gavilan.edu/catalog



Registration F.A.Q.

Do you know about.....?

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. This becomes critical in being able to read and understand college textbooks.

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. See 2013-2015 Catalog for details.

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**. See Course Catalog for details.

Transcripts ORDER YOUR OFFICIAL TRANSCRIPTS 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 class 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.

What is an “Ed Plan”?

An Ed Plan (Educational Plan) is your roadmap to success.

It ensures that you take the **RIGHT CLASSES** in the **RIGHT ORDER** at the **RIGHT TIME**.



All students **SHOULD** have an Ed Plan.

Veterans and students receiving Financial Aid **MUST** have an Ed Plan.

An Ed Plan will help you get an earlier registration period.

It is your responsibility to schedule an appointment with a counselor, preferably at least once per semester to develop, review and update your educational plan and ensure that you are taking the appropriate courses to meet your educational goals.

Best place to get up-to-date information: www.gavilan.edu

Student Services

Program	Students served	Services
CalWORKS 408-848-4790 L101 A M-F 8 a.m. – 5 p.m.	<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
Cooperative Agencies Resources for Education (CARE) LI 101 A/B 408-848-4790	<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
Child Development Center 408-848-4815 www.gavilan.edu/cdc	<ul style="list-style-type: none"> Pre-school age children Parents may be students or community members 	<ul style="list-style-type: none"> Subsidized childcare Fee-based childcare Snacks, lunch
Disability Resource Center LI 117 408-848-4865 TTY – 408-846-4924 www.gavilan.edu/drc	<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
Extended Opportunity Programs and Services (EOPS) 408-848-4740 LI 101A	<ul style="list-style-type: none"> Students with social, economic, and educational challenges Foster youth 	<ul style="list-style-type: none"> Counseling Book vouchers Specialized workshops for student success Student computer center Book lending library
First Year Experience 408-848-2866	<ul style="list-style-type: none"> First-time college students 	<ul style="list-style-type: none"> Strengthen reading, writing, and study skills Gain familiarity with campus and resources Develop connections between courses
General Counseling SC 113 www.gavilan.edu/counseling	<ul style="list-style-type: none"> Students Prospective students 	<ul style="list-style-type: none"> Academic, career and vocational counseling Registration Course placement
Health Services	<ul style="list-style-type: none"> Adult students enrolled in credit classes 	<ul style="list-style-type: none"> see page 13
Outreach and Recruitment 408-846-4993	<ul style="list-style-type: none"> Prospective students and their families 	<ul style="list-style-type: none"> Campus tours and visits Presentations and Information
Puente 408-848-4807	<ul style="list-style-type: none"> Educationally underserved students who plan to transfer to four-year colleges and universities 	<ul style="list-style-type: none"> Learning community pairing classes in English and Guidance Counseling Community mentors
Student Success Center LI 135 408-852-2866	<ul style="list-style-type: none"> Students who assess into pre-collegiate English or math New students ESL students 	<ul style="list-style-type: none"> Referrals Counseling Workshops Early intervention
TRIO 408-846-4981 MA 115	<ul style="list-style-type: none"> First-generation students or Low-income or Disabled Space in the program is limited to 160 	<ul style="list-style-type: none"> Academic counseling Laptop and calculator lending Cultural and social activities University visits
Veterans Resource Center LI 109 408-848-4787	<ul style="list-style-type: none"> U.S. Military Veterans 	<ul style="list-style-type: none"> Vet-to-Vet tutoring and mentoring Benefits counseling and resources
Welcome Center 408-848-4800 x5108 SS107A	<ul style="list-style-type: none"> New students 	<ul style="list-style-type: none"> computers registration and G-number assistance

Labs and Instructional Support

Resource / Location / Contact	Description
Disability Resource Center: LI 105 High Tech Center, LI 105 408-848-4823 Learning Skills Lab, LI 116 408-848-4865	<ul style="list-style-type: none"> • Assistive computer technology • Services and accommodations • Specialized training and courses
English as a Second Language (ESL) Computer Lab BU119. Call 408-848-4856	<ul style="list-style-type: none"> • Software programs for all levels and ESL classes.
Learning Communities	<ul style="list-style-type: none"> • Two or more linked courses. • Research shows that when you take a learning community course, you become a stronger student and do better in your other college courses.
Library www.gavilan.edu/library/ Monday-Thursday, 8:00 am - 8:00 pm and Friday from 8:00 am - 3:00 pm. Circulation: 408-848-4810 Reference: 408-848-4806	<ul style="list-style-type: none"> • 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 key online resources
Math Lab www.gavilan.edu/mathlab/ MA101. call 408-846-4959.	<ul style="list-style-type: none"> • Practice math skills • Individualized help (every level) computers • Tutorial software • Math software for geometry, statistics and calculus projects.
MESA (Mathematics, Engineering and Science Achievement) 408-846-4968 MA 115 www.gavilan.edu/mesa	<ul style="list-style-type: none"> • Study center • Academic Excellence Workshops, tutoring, • University trips, • Academic advising, • Transfer assistance workshops and more. <p>Eligibility:</p> <ol style="list-style-type: none"> 1) majoring in math and science based fields (ie. Biology, Chemistry, Engineering etc.), 2) planning to transfer to 4-year universities 3) have financial need and 4) are first generation college students.
Service Learning	<ul style="list-style-type: none"> • Classes with a community service component to provide job and life experience.
STEM MA 115	<ul style="list-style-type: none"> • Internships • Support • Counseling for science and technology majors
Student Success Center LI 135	<ul style="list-style-type: none"> • A one-stop shop for first-year students. • Come at any time of the day to use the computers, get tutoring, see counselors, and hang out with friends. • Computers and printers for student use. • Refrigerator and microwave. Snacks. • Tutoring and workshops.
Tutoring Tutoring Center (LI 116) Computer Place (LI 168). www.gavilan.edu/tutor 408-848-4838	<ul style="list-style-type: none"> • Tutoring for all levels, all courses • Drop-in or appointment
Writing Center 408-848-4811 LI 120 Monday-Thursday 8 am-6 pm (closed Mondays 2:30-3:30 pm) and Friday 8 am-2 pm.	<ul style="list-style-type: none"> • 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

Student Life

Student CLUBS

A variety of clubs and organizations provide opportunities to participate in scholastic, social, political, cultural and recreational pursuits. Club activities are coordinated and supported through the Student Senate. Students are encouraged to start clubs if they have a particular interest not represented currently on campus.



Associated Student Body (ASB) 408-848-4777

is the official student organization on campus and provides the majority of student input and recommendations on critical campus issues to faculty, staff, administration and the Board of Trustees.

Student Senate is a representative body of students who meet weekly to plan, implement and evaluate college activities and services that meet the needs of Gavilan College students. Any student who meets the requirements of the ASB's by-laws may become a voting member of the Student Senate. The elected and appointed officers provide a liaison between the students and academic departments and student services. The political and practical leadership skills that students develop through the ASB are supplemented through a leadership course offered through the Political Science and Psychology Departments (POLS 27; PSYC 27). The curriculum includes practical skills that are applicable to college-related opportunities and other professional and personal environments.

ASB **Student Body Card** revenue supports social and cultural activities on campus and provides the purchaser with free admission to athletic events, discounts at cultural events and free bluebooks and scantrons (testing supplies) in the bookstore. Community businesses offer discounts to card holders such as reduced movie admissions, restaurant, gym, museum, computer and software discounts. ASB cards can be activated as library cards and come with 10 free prints. **Please note:** There is a \$2 charge for replacing lost ASB cards.

Campus Safety and Crime Statistics Contact the Gavilan College Security Department at **408-710-7490 (or dial "10" from any campus extension)** to report criminal or potential criminal activity. Campus safety information and crime statistics are available online at www.gavilan.edu/safety. If you would like a hard copy of this information, copies are available at the Campus Security office (S/F bldg.) or call 408-848-4703 to have a copy mailed to you. In accordance with The Campus Sexual Violence Elimination (SaVE)

Act and the Jeanne Clery Act, incidents of domestic violence, dating violence, sexual assault, and stalking as well as information on the rights of victims and procedures are available at: <http://www.gavilan.edu/health/assault/index.html>.

Rho Alpha Mu - Honor Society 408-848-4897

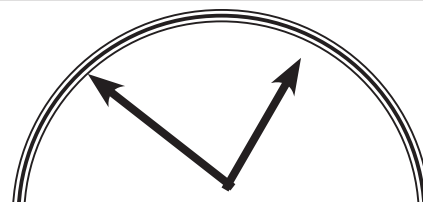
is the Gavilan College chapter of Alpha Gamma Sigma, the California Community College Honor Scholarship Society. Its purpose is to recognize student scholarship, contribute to the social and cultural life of the campus and to provide and promote active involvement with the larger community through voluntary community service activities. Membership is open to all those with at least a 3.0 grade point average. There are a number of financial award possibilities for members in good standing.

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.

Student Email

Every student has a Gavilan College email account. You do not have to sign up -- the accounts are automatically assigned. Student email addresses use the format FIRSTNAME.LASTNAME#@my.gavilan.edu. To access your email account, login to the MyGav portal, where you will see your email and calendar "portlets" displayed, with links to FAQ's and guidelines.



College Hour

**Tuesdays and Thursdays
12:50pm - 1:50 p.m.**

A time to meet
A time to connect
A time to participate in activities



Student Life



Student Health Services

- ◇ First aid treatment
- ◇ Smoking cessation treatment, including nicotine replacement therapy
- ◇ Blood pressure screening
- ◇ Tuberculin skin testing for students
- ◇ HIV testing referrals
- ◇ Condoms
- ◇ Over-the-counter medications such as aspirin
- ◇ Pamphlets and classes on nutrition, flu, hepatitis, stress management, AIDS, suicide and other topics.
- ◇ Referrals for health conditions including alcohol and drug intervention, and mental health.
- ◇ Health counseling appointments
- ◇ Online tools for mental health education: ccc.kognito.com.

**For adult students enrolled in credit classes. Appointment preferred.
408-848-4791, Student Center, SC118**

www.gavilan.edu/health

Library

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

Discover the rich resources available with your library card. Whether for your term-paper or your interests, current and reliable materials specifically designed for Gavilan courses are available from the library databases. About a third of all the library materials are from "proprietary" databases. That means we pay for these materials on your behalf; they are not available to the public at large.

GET YOUR LIBRARY CARD NOW!

Your library card gives you access to library resources:

- access to computers in the library
- books, eBooks, reserve materials and more
- access to all electronic databases, on campus or from home

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.

ASB cards can be used as library cards! Ask



Gavilan College is smoke and tobacco-free

Smoking is permitted only in designated areas in the parking lots (see campus map, inside back cover)



You can get help quitting!
Visit Student Health Services in SC118

Need to print ?
It's easy !

GoPrint

Purchase either a GoPrint card or ASB card, get it "loaded" and you're ready to go!

**Prints are:
\$.10 (black & white)
\$.50 (color)**

GoPrint cards are \$ 1.00

GoPrint cards can be purchased and reloaded at the following pay stations: The Business Skills Lab, Computer Place, Library and the Morgan Hill and Hollister computer labs.

ASB cards are issued as part of the registration process. You may pay and have your picture taken in the Admissions and Records Office or at Morgan Hill and Hollister sites.

You may purchase your ASB card online at the time of registration only.

Students with financial hardship can request assistance at Financial Aid, EOPS, TRIO, and MESA programs.

Spring Semester Calendar

Spring Semester Calendar

First day of Aviation January 8

First day of full semester classes January 26

Last day to add a semester-long course . . February 6

Last day to drop a semester-long course
with a **refund** February 8 (Sunday)

. (for Aviation: January 27)

Last day to drop a semester-long class with no record
shown (**NRS**) on your transcript. (The NRS deadline for
a short-term course is 10% of class meetings.)

. February 8 (Sunday)

. (for Aviation: January 27)

Deadline to select pass/no pass
grading option February 24

Graduation petitions due April 10

Last day to withdraw from a semester-long class.
(A "W" will appear on your transcript) April 24

First day to file transcript requests. May 15

First day to request
CSU / IGETC Certification. May 15

Final Exams. May 16 - May 22

Last Day of Semester May 22

Graduation. May 22

Final Grades Available Online June 3

Official Transcripts Available June 15

Holidays - all locations closed

Presidents' Day - February 13-16

Spring Break - March 30 - April 5

Memorial Day - May 25

Disability Resource Center (DRC) 408-848-4865

DRC provides a variety of services and classes for students with disabilities as they move toward their educational or vocational goals. Services include: academic, career and vocational counseling; registration assistance; learning skills evaluation, specialized instruction; vocational preparation and job placement; mobility assistance; note taking; test-taking facilitation; sign language interpreting; real time captioning; alternate media services; and assistive computer technology and training.

DRC CLASSES OFFERED:

Guidance Courses:

- | | |
|----------|--|
| Guid 530 | Job Readiness |
| Guid 531 | Career Exploration/Job Readiness for WorkAbility 3 |
| Guid 532 | Career Devel. and Work Experience for WorkAbility 3 |
| Guid 557 | Learning Skills Evaluation |
| Guid 558 | Learning Skills Laboratory (Intro, Intermediate, Advanced) |
| Guid 560 | Individual Learning Skills Development |
| Guid 562 | Directed Study Lab in Pre-Algebra |
| Guid 563 | Directed Study Lab in Algebra I |
| Guid 565 | Directed Study Lab in Algebra II |

Adapted Physical Education:

- | | |
|------------|--|
| APE 34/534 | Adapted Aquatic Exercise |
| APE 35/535 | Adapted Swimming for Total Fitness |
| APE 36/536 | Adapted Physical Education |
| APE 38/538 | Adapted Cardiovascular Conditioning and Training |

Computer Science Classes:

- | | |
|----------|---|
| CSIS 570 | Computer Access Evaluation |
| CSIS 571 | Assist. Computer Instruction Lab (Intro, Intermed., Adv.) |
| CSIS 572 | Adaptive Computer Basics |

Vocational Preparation: These programs are offered for students with intellectual disabilities at three sites: Gavilan College, HOPE in Gilroy and HOPE in Hollister.

Students requiring special services or arrangements because of hearing, visual, or other disability should contact their instructor, counselor, or the Disability Resource Center.

**Spring and Winter Intersession class listings
can be found online or in the separate
Class Listings handout**

How to read the Class Listings

Transferability
Includes:
CSU, UC
CSU-GE area designation
IGETC area designation
Gavilan AA/AS General Education designation
CAN #: For more information, refer to the General Education/ Course Credit Matrix on page 48 of the 2011-2013 Gavilan College Catalog.

Course Number

Course Title

Discipline

BUSINESS

BUS 1 Fundamentals of Business
Transferable: CSU; UC; GAV AA/AS, D2
Course Description
REQUIRED/ADVISORY: Listed at the end of the course description

CRN	Type	Room	Instructor	Units	Days	Begin-End
10000	LEC	BU120	ROSS Y	3.0	TR	1250P 0210
10100	LEC	BU119	STAFF	3.0	T	0600P 0900

Prerequisites
(Refer to the College Catalog for Advisories for most courses. See page 28 of this schedule for an explanation of Advisories, Prerequisites and Co-requisites.)

Course Reference Number

Evening & weekend Courses
gray shading

Building/Room

Instructional Type
LEC Lecture
LAB Laboratory
L/L Lecture/Laboratory

Instructor

Semester Units

Days -see legend below

Times

Legend
M = Monday T = Tuesday W = Wednesday R = Thursday F = Friday S = Saturday U = Sunday
ARR = Additional weekly hours required FEX = Field Experience TBA = to be arranged TV = Telecourse
Wrk Ex = Work Experience
Gray shading indicates evening and weekend classes

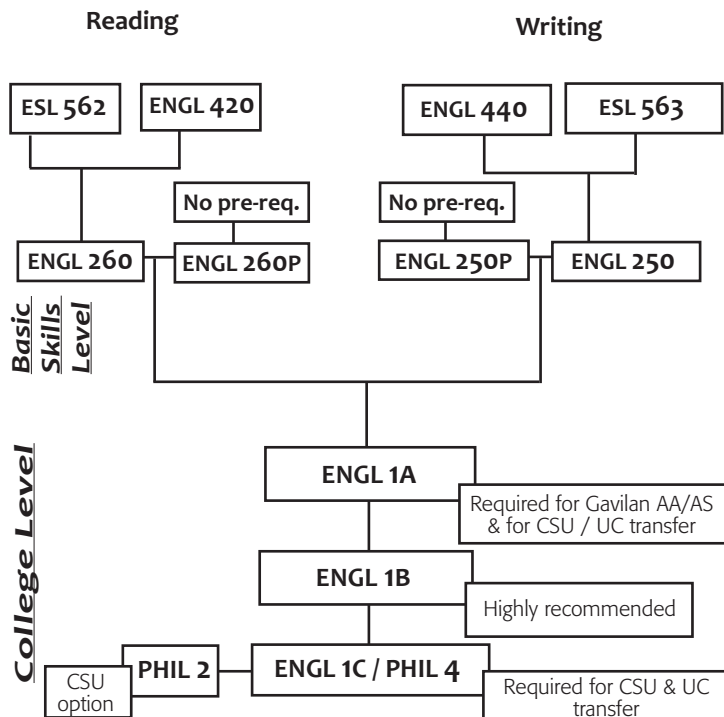
What is a CRN?
CRN stands for Course Reference Number. This is the number (used to be called section) that you will use to register for your classes.

Guide to off-campus class locations

For on-campus locations, see campus map, inside back cover

ANZ	Anzar High School, 2000 San Juan Hwy, San Jn Bautista	LOHS	Live Oak High School, 1505 E. Main Ave., Morgan Hill
BROWNL	Brownell Middle School, 7800 Carmel St., Gilroy	MHG	Morgan Hill Community Center, 17060 Monterey Rd., Morgan Hill
CALAVR	Calaveras Elementary, 1151 Buena Vista Rd., Hollister	PORTHL	Portuguese Hall, 695 Seventh St., Hollister
CHS	Christopher High School, 850 Day Rd., Gilroy	PLY	Morgan Hill Playhouse, Monterey Highway and E. Dunne, Morgan Hill
CRC	Centennial Recreation Ctr., 171 W. Edmundson Ave., Morgan Hill	ROH	R.O.Hardin School, 881 Line St., Hollister
CTC 1-4	GUSD/Gavilan Computer Technology Center, 7881 Murray Ave., Gilroy	SBHS	San Benito High School 1220 Monterey St., Hollister
EGLRIG	Eagle Ridge Golf Course, Santa Teresa Blvd., Gilroy	SBCL	San Benito County Library, 470 5th St., Hollister
ELIOT	Eliot Elementary School, 475 Old Gilroy St., Gilroy	SBRAT	Sobrato High School, 401 Burnett Ave., Morgan Hill
ELROBL	El Roble Elementary, 930 Third Street, Gilroy	SJBCC	San Juan Bautista Community Center, 10 San Jose St., San Juan Bautista.
ERGOLF	Eagle Ridge Golf Club, 2951 Club Dr., Gilroy	SOL	Solorsano Middle School, 7121 Grenache Way, Gilroy
GHS	Gilroy High School, 750 W 10th St., Gilroy	STF	St. Francis, 7950 Church St., Gilroy
GIBOWL	Gilroy Bowl, 7554 Monterey Street, Gilroy	SUNNY	Sunnyslope Elementary, 1475 Memorial Dr. Hollister
HOL	Hollister Briggs Bldg, 365 Fourth St. Hollister	SVALLY	South Valley High School, 385 loof Ave., Gilroy
HOLLCC	Hollister Community Center, 300 West St., Hollister	VG	Village Green, 7610 Isabella Way, Gilroy
HOPE-G	HOPE - 8855 Murray Ave., Gilroy	WEX	Work Experience
HOPE-H	HOPE - 650 San Benito St. Suite #120, Hollister		
HVME1	Hacienda Valley Mobile Estates, 275 Burnett Ave., Morgan Hill		
JS	Jasmine Square, 16530 Monterey Rd., Morgan Hill		
LOADCS1	Live Oak Adult Day Services, 651 West Sixth St., Gilroy		

ENGLISH COMPOSITION AND READING COURSE SEQUENCE



ENGLISH AS A SECOND LANGUAGE COURSE SEQUENCE NON CREDIT

LITERACY

ESL 775, ESL 776

LIFE SKILLS

ESL 784, ESL 785

FUNDAMENTALS

ESL 786, ESL 787

VOCATIONAL

VESL, ESL 704A/B

To move from noncredit to credit ESL classes students must take an ESL assessment.

CREDIT - ACADEMIC TRACK

	Basic	DAYTIME CLASSES			EVENING CLASSES	
	510B					
Beginning	521 L/S	522R	523GW	527RW	528L/S	
Intermediate I	531 L/S	532R	533GW	537RW	538L/S	
Intermediate II	541 L/S	542R	543GW	547RW	548L/S	
Advanced I	554G	552R	553W			SUPPLEMENTARY ESL COURSES: ESL 509A Basic ESL Review I ESL 509B Basic ESL Review II ESL 546 Intro Computers / ESL ESL 581 Pronunciation I ESL 582 Pronunciation II ESL 584 Culture through Film
Advanced II	564G	562R	563W			
				ENGL 260	ENGL 250	

ACADEMIC PROGRAMS

VOCATIONAL PROGRAMS

JUMPStart Classes

Get your prerequisites early!

Who should enroll?

Students who want a strong foundation in the basics.

Complete your English and math pre-requisites quickly and successfully. **Take Eng 250P-260P Accelerated English or Math 235 Integrated Algebra**, while getting support from teachers, counselors, and peers.

To enroll, students **must** attend an advising session.

For a complete schedule see www.gavilan.edu/JumpStart

For more information about the math program, please call 408.623.5629 or email edachkova@gavilan.edu

For JumpStart questions call 408.852.2866 or email Vania Parakati at vparakati@gavilan.edu

Recommended: Also take English 414 or Math 414 Boot Camp January 2015



This program is for students who plan to transfer to a four-year university or college.

Puente consists of:

- A year-long supportive writing experience with emphasis on Mexican American Literature: ENGL 250 / 260 in the Fall & ENGL 1A in the Spring
- GUID 6 in the Fall & GUID 1 in the Spring

It includes:

- Academic advisement and a transfer plan
- University and college visits
- Student leadership conferences
- Community mentor
- College and community activities

Meet with Puente Counselor Coordinator Celia Marquez, 408.848.4807, to schedule an appointment.

www.gavilan.edu/puente

High School Equivalency

GED / HiSET. Preparation

In order to receive federal financial aid, students must have a high school diploma, or GED / HiSET. Sign up today, call 408.852.2824.

This class is open entry/open exit and FREE of charge.

GRADUATION INFORMATION

Call 408.848.4737 for details about the graduation process.

The deadline for filling out a petition for graduation in the spring is Friday, April 10, 2015.



WINTER BOOT CAMPS!

Get ready for your spring classes.

Whether you are a student who needs more practice in understanding foundational elements, or you just need to brush up on your algebraic skills, these boot camps are for you.

JANUARY 12 - 16, 2015

BASIC SKILLS BOOT CAMP

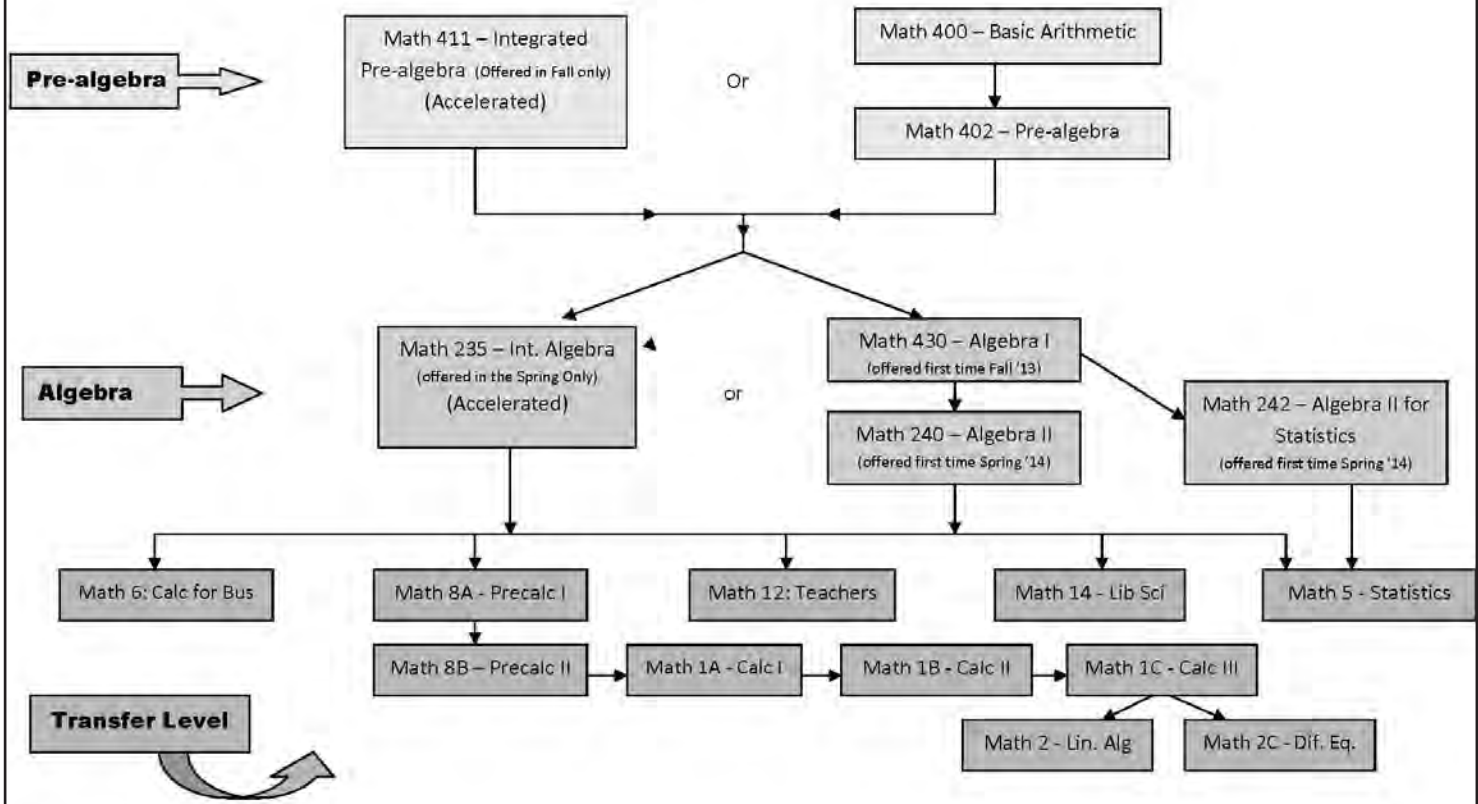
Preparation for Math 402 / 430
See Math 414 for details

ALGEBRAIC BOOT CAMP

Preparation for Math 240 / Math 8A
See Math 415 for details



ALGEBRA SEQUENCE



GAVILAN COLLEGE BOOKSTORE

Student Center

408-848-4742

- NEW BOOKS
- USED BOOKS (25% LESS THAN NEW)
- BOOK BUY BACK

GET OUT OF LINE, AND GO ONLINE!

Order your textbooks @ www.gavilan.BKSTR.com

RETURN Policy: Refunds given UP TO SEVEN DAYS from start of class.

Always have your receipt.

Always make sure new books have not been written in.

Shrink wrap sets should be unopened.

We accept all major credit cards and checks with ID

HOURS: Monday - Thursday, 8 AM - 7 PM, Friday, 8 AM - 4 PM



Rental and Digital options available!

Go to www.gavilan.BKSTR.com or see stores for details.

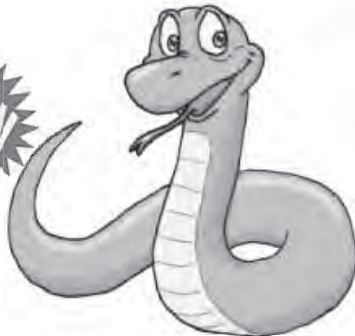
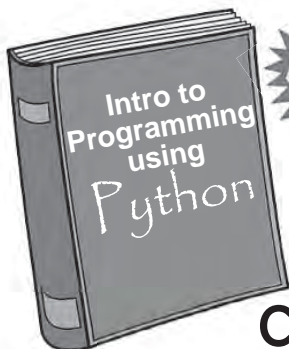
Purchase Parking Permits ONLINE!



Login to Self-Service Banner, click on **Student**, then click on **Purchase a Parking Permit**. Pay online and get your pass in the mail in less than a week!

Spring Passes \$40 days, \$20 evenings*
(go on sale Monday, January 5, 2015)

*Price subject to change, please check website.
Student parking permits are **not** required during the January Winter Intersession.



CSIS 42 Python Programming



Santa Clara County



GAVILAN COLLEGE, IN PARTNERSHIP WITH THE COUNTY OF SANTA CLARA OFFERS PUBLIC SAFETY TRAINING FOR CAREERS IN LAW ENFORCEMENT AND PROBATION.

CLASSES ARE HELD AT THE HAROLD HOLDEN JUSTICE TRAINING CENTER IN MORGAN HILL.

FOR MORE INFORMATION CONTACT:

CLAY FONTES, SR. TRAINING SPECIALIST
SANTA CLARA COUNTY SHERIFF'S OFFICE
408.808.5789

CARL TADEMARU, SANTA CLARA COUNTY
PROBATION OFFICE
408.201.7696

Gavilan College Public Safety Careers



Gavilan College is a member of the South Bay Regional Public Safety Training consortium.

This consortium is funded by all colleges regionally to provide vocational specific training which may require special facilities, special training conditions or is presented outside of schedules of regular college classes.

CAREERS IN:

- LAW ENFORCEMENT
- PROBATION OFFICER
- CORRECTIONS OFFICER
- FIRE TECHNOLOGY
- DISPATCHER
- JUVENILE HALL COUNSELOR



408.270.6458

Gavilan College has been providing quality Administration of Justice education and training for over 40 years. If you want to begin your career in Law Enforcement, go to the same place where thousands of Northern California law enforcement officers got their start!

www.theacademy.ca.gov



Photoshop DM 75

Learn all the cool features of Photoshop and create professional artwork.

This course is also listed as CSIS 75.

APPRENTICESHIP PROGRAM



CARPENTER AND DRYWALL

In cooperation with the local construction unions, the apprenticeship program is a formal system of occupational training from two to five years that combines paid employment, on-the-job training and job related college level instruction in order to develop highly skilled workers.

Enrollment is limited to registered apprentices, however anyone meeting the requirements can apply. Requirements are:

- 18 years or older, or 17 with a parent or guardian's signature
- HS Diploma or GED

An application can be obtained from the
CARPENTER TRAINING CENTER
 485 WOODVIEW DRIVE, MORGAN HILL, CA
 OR HTTP://CTCNC.ORG 408.778.1552

Fill out the application, then bring it in to the training center or follow the mailing instructions on the application.

Learn about the marvelous planet we live on and investigate the many serious environmental issues we must face to sustain it.

This class has a service learning component that targets campus and local environmental science issues.



ES 1 Environmental Science

THE MOST FUN YOU'LL EVER HAVE IN A CLASS!

MUS 12 VOCAL ENSEMBLE

MUS 7 SONGWRITING & COMPOSITION

Write and create your own songs with state of the art equipment.

MUS 14A INSTRUMENTAL ENSEMBLE

Perform on and off campus.
 Play: Rock & Roll / Jazz / Blues / Hip Hop / Rap!

MUS 16A INTRO TO AUDIO RECORDING

Learn microphone placement, signal flow, Digital Recording, record your own songs!

MUS 21 ELECTRONIC MUSIC / SOUND DESIGN

Compose and record your own music on state of the art equipment and create sound effects for music / video production.



PERSONAL TRAINER CERTIFICATE

18 Unit Certificate

Required Courses:

BIO 15, KIN 3, KIN 84, KIN 85, CPR Certification, and either AH 11 or HE 1.



Certificate program students can sign up for KIN 22 Field Work and Experience with Irv Ploke for hands-on training at local facilities.

IF YOU HAVE QUESTIONS OR WOULD LIKE MORE INFORMATION, PLEASE CONTACT **NIKKI DEQUIN** AT **408.848.4894** OR **NDEQUIN@GAVILAN.EDU**

**NEW CLASS!
 BOOT CAMP
 FITNESS**

**KIN 68 A, B, C
 Monday & Wednesday
 5:00 PM - 6:20 PM
 in Hollister**



LOOK AT THIS!!

Child Development & Kinesiology Majors

KIN 6 / CD 6

Games and Rhythms for Children

Spring 2015

Monday & Wednesday

9:45 AM - 11:05 AM

WELCOME CENTER

SC 107A next to Admissions & Records

Don't wait in the wrong line! Peer mentors are available to assist with directing you to where you need to be, completing applications, filing the FAFSA, registering for classes, accessing documents, and more!

The Welcome Center is designed to assist students with general information about campus services and provide support for Admissions & Records, Financial Aid, and Counseling Departments. Equipped with computer stations and a printer, the Welcome Center is staffed by Peer Mentors who assist students and others as they arrive in the Student Services area.

Peer Mentors assist with:

- The Registration Process
- Purchasing Online Parking Pass
- Filling Applications and Forms
- Scheduling Appointments
- Setting up Gavilan Accounts
- General Campus Resources
- Campus tours by request



OFFICE HOURS

MONDAY 8:00 AM - 3:00 PM
TUESDAY 8:00 AM - 3:00 PM
WEDNESDAY 8:00 AM - 3:00 PM
THURSDAY 8:00 AM - 3:00 PM
FRIDAY 8:00 AM - 12:00 PM
CLOSED DURING HOLIDAYS

408.848.4800, EXTENSION 5 108

WWW.GAVILAN.EDU/WELCOME-CENTER

STUDENT SUCCESS CENTER

IN LI139

Follow your path to success!

Services

- **Appointments with Student Success and Early Alert counselors.**
- **Computers with internet and printing capability.**
- **iPads and laptops to use in the center.**
- **Roundtables for group studying.**
- **Lending library with popular textbooks.**
- **A relaxing lounge area.**
- **Kitchen equipped with a refrigerator and microwave.**
- **Ongoing Student Success Workshops.**

Center Hours: Monday - Friday
8:00 AM - 5:00 AM
408.852.2866

The Student Success Center is a one-stop center with multiple support services in one location. We offer new and returning students a welcoming environment where they can study, attend a workshop, relax, and see a counselor - all under one roof.



EARLY ALERT COUNSELOR: KATIE BENNETT
E-MAIL: KBENNETT@GAVILAN.EDU
(408) 852-2855

STUDENT SUCCESS COUNSELOR: VANIA PARAKATI
E-MAIL: VPARAKATI@GAVILAN.EDU
(408) 848-4776

WWW.GAVILAN.EDU/STUDENT_SUCCESS

VETERANS RESOURCE CENTER

LI 109

Gavilan's VRC, located on the Gilroy Campus in LI 109, is a one-stop shop for student veterans resources and services. The center is staffed by student veterans, whose goal is to help other veterans manage the transition from military service to the academic setting. The VRC is a place for veterans to connect with one another, learn about available campus services, and to provide a welcome and familiar environment for incoming veteran students.



The VRC strives to provide access to the following services:

- Financial Aid Information
- VA Benefits and Certification Help
- Veteran Mentors and Academic Tutoring
- Readjustment Counseling
- Scholarship Information
- Peer-to-peer Student Support
- Mental Health Counseling
- Veterans Club Information

OFFICE HOURS

MONDAY - WEDNESDAY

0800 - 1600

FRIDAY

0800 - 1200

CLOSED DURING HOLIDAYS

408.848.4787

WWW.GAVILAN.EDU/VETERANS/VRC.HTML



STUDY IN SPAIN

From beginner to advanced, learn the language and culture of Spain through this incredible summer program, living with a host family.



June 14 - July 12, 2015

4 week program

Earn up to 5 transferable units

Seville, Spain

Orientation Feb. 21, 2015

10:00 AM in Hum 105



Call 408.848.4794 or 408.848.4842

Email dperez@gavilan.edu or amarques@gavilan.edu

Policies and Procedures

Academic Freedom It shall be the policy of Gavilan College to maintain and encourage full freedom for its faculty to teach, research and pursue knowledge subject to the applicable provisions of law.

In the exercise of this freedom the faculty member may, as provided in the U.S. and California Constitutions and other applicable laws, discuss his/her own subject or area of competence in the classroom, as well as any other relevant matters, including controversial matters, so long as he/she distinguishes between personal opinions and factual information.

- Faculty shall be free from unlawful harassment or from unlawful interference or restrictions based on political views.
- Faculty shall be free from any and all forms of electronic or other listening or recording devices, except with his/her express and non-continuing consent, except where allowed otherwise by law.
- The Board shall not unlawfully inquire into, nor predicate any adverse action upon a faculty member's personal, political or organizational activities or preferences.
- The Board shall not interfere with a faculty member's freedom of speech or use of materials in any teaching assignment, except as allowed by law.

The intent is to allow those activities protected by constitutional freedom of speech and other forms of academic freedom protected by the laws of the State of California and the laws of the United States.

Complaints

To file a complaint with the Office of the Chancellor of the California Community Colleges, go to <http://www.cccco.edu/ContactUs/>

Disabilities

American's With Disabilities Act (ADA)

Compliance: If you have a verified disability and need academic materials in an alternate format or other services, contact the Disability Resource Center at 408-848-4865 or the Vice President of Student Services at 408-848-4738 for assistance.

Discrimination

Prohibition of Harassment and Hate Crimes

(Reference: Education Code sections 212.5; 66252; 66281.5): The district is committed to providing an academic and work environment that respects the dignity of individuals and groups. Sexual harassment, all forms of sexual intimidation and exploitation, other unlawful harassment and hate crimes, including those which are based on any of the following statuses;

race, color, religion, ancestry, national origin, disability, sex (i.e., gender), sexual orientation, or the perception that a person has one or more of the foregoing characteristics, are prohibited.

Non-Discrimination: The district is committed to equal opportunity in educational programs, employment, and all access to institutional programs and activities.

Title VI, Title IX, and ADA/Section

504/508: To file complaints in the following areas please contact the Equal Opportunity Officer, Eric Ramones, Director of Human Resources, HR103 (408-848-4753).

The areas are: 1) Civil rights complaints (Title VI), 2) Gender equity, sex discrimination/harassment complaints (Title IX) and 3) Persons with disabilities discrimination complaints (ADA/Section 504/508).

Drug Free Schools and

Campuses Act District policy AP 3550 prohibits "the use, distribution, sale or possession of alcohol, narcotics, dangerous or illegal drugs or other controlled substances, as defined in California statutes, on district property or at any function sponsored by the district." Gavilan College complies with the Drug-Free Schools and Campuses Act of 1989 and the Drug-Free Workplace Act of 1988.

The college recognizes the legal drinking age of 21 years and enforces all state laws regulating the use of alcoholic beverages. All members of the campus community are subject to disciplinary action and/or criminal prosecution for the on-campus possession, use, sale or distribution (by either sale or gift) of any quantity of inappropriate prescription drugs, or controlled substances as defined by the State of California Health and Safety Code. Students found to be in violation of this policy may be subject to the Standards of Student Conduct and Discipline Procedures. Any district employee who violates these laws is subject to prosecution by civil authorities and disciplinary action by the District.

For Free Confidential Assistance:

On-Campus:

- Counseling Center, 408-848-4723
- Student Health Services, 408-848-4791

Off-Campus:

- Alcoholics Anonymous, 408-374-8511; www.AASanJose.org
- Narcotics Anonymous, 408-998-4200
- National Council on Alcoholism & Drug Dependence, 408-292-7292

Further detailed information on the risks associated with the use of alcohol and other drugs may be obtained from the Gavilan

College website: www.gavilan.edu/health and www.gavilan.edu/jobs/index.html.

Health Consequences:

- Drugs and alcohol are toxic to the human body and if abused can have catastrophic consequences. Some drugs, such as crack, are so toxic that even one experimental use can be fatal.
- Impaired learning due to poor concentration, fatigue, drowsiness, anxiety, altered perception, confusion, indifference, depersonalization, memory loss, panic attacks and drug-induced psychosis.
- Impaired judgment leading to driving under the influence of alcohol/other drugs, accidents, violent and abusive behavior, criminal acts, financial troubles, unwanted pregnancy, sexually transmitted diseases, acquaintance rape, attempted or accomplished suicide, permanent injury or death as a result of substance overdose.
- The use of intravenous drugs can result in hepatitis, tetanus, abscesses, and AIDS.
- The use of stimulants can lead to cardiac fibrillation, heart attack, seizures, respiratory arrest and death.
- The most common negative health consequences from occasional drinking are trauma incidents such as auto accidents and violent behavior which involve both the drinker and non-drinking victims.
- Long-term alcohol abuse can cause brain damage, cirrhosis of the liver, hepatitis, permanent coordination loss, ulcer disease, gastritis, pancreatitis, heart disease, stroke, anemia, sexual dysfunction, cancers and many other health problems.

Legal Sanctions: As a student, if you are under the influence of alcohol and/or other drugs, or if you are discovered selling or dispensing drugs on campus or at any college function, you can be suspended, expelled and criminally prosecuted.

If you are an employee at Gavilan College, you can be placed on probation, terminated and criminally prosecuted for the use, sale or possession of illegal drugs and/or alcohol on campus, or at college sponsored events.

For a first offense of driving under the influence of alcohol and/or drugs, you may serve 96 hours to six months in jail and pay a fine. It is unlawful for anyone with a blood alcohol content (BAC) level of .08 percent or above to drive a motor vehicle or ride a bicycle on a highway. For pot or marijuana (1 oz. or less), you can be fined up to \$100 and receive a criminal citation.

- For possession of marijuana (more than 1 oz.) you may receive up to 6 months in county jail, up to a \$500 fine, or both.
- For possession of cocaine you can be imprisoned in a state prison.
- For sales of any illegal drug you can be imprisoned in a state prison.
- Any person under the age of 21 years who has any alcoholic beverage in his or her possession on any street or highway or in any public place can be convicted of a misdemeanor.
- It is a misdemeanor crime to sell, give or furnish alcohol to anyone under 21 years of age.
- Carriers of motor vehicle insurance can increase premiums, cancel or deny renewal as a result of driving-under-the-influence convictions.

Enrollment Priorities:

On September 27, 2012 the Governor of California signed into law SB1456 known as the Student Success Act of 2012, resulting in a new protocol for enrollment beginning in the fall 2014. Higher registration priority can be achieved by completing ORIENTATION, ASSESSMENT and an EDUCATIONAL PLAN.

Please be advised: **students who are on academic dismissal or probation 2 status for two semesters are not eligible for priority registration.** New-to-college students are required to successfully complete assessment, orientation and an education plan to be eligible for a higher registration priority for subsequent terms. Students who have completed 100 or more units at Gavilan College will have a lower registration priority. Some exceptions exist for certain majors. Check with your counselor.

Family Educational Rights and Privacy

In compliance with the Federal Family Education Rights and Privacy Act of 1974 (also known as the Buckley Amendment) and California Title V regulations (SB 182), Gavilan has adopted the following policy:

- Official academic, discipline and other necessary records are maintained on all students who have applied to attend Gavilan College.
- These records are maintained by and in the Admissions & Records Office and the Office of the Vice President of Student Services.
- These records will be released only upon the written authorization of the student upon payment of any or all fees and charges due the college, except as provided by law. Unless otherwise directed, the following directory of

information may be released by Gavilan without written consent of the student:

- name of the student
- dates of attendance at Gavilan
- date of graduation and degree or certificate awarded

Students who do not wish to have this information released as directory information may notify the Admissions & Records Office in writing within the first week of each term. Copies of the complete federal and state regulations are available in the Vice President of Student Services Office and may be reviewed by students by appointment.

Gainful Employment Information about our graduation rates, the median debt of students who completed each program, and other important information, can be found at www.gavilan.edu/gainful_employment/

Illegal Distribution of Copyrighted Materials Students are prohibited from using the college's computers and information network to illegally download or share music, video, and all other copyrighted intellectual property. Gavilan College supports the Higher Education Opportunity Act and Digital Millennium Copyright Act, including efforts to eliminate the illegal distribution of copyrighted material. Illegal forms of downloading and file sharing as well as the unauthorized distribution of copyrighted materials are violations of the law and Board Policy as contained in the Standards of Student Conduct and may subject a student to academic and/or disciplinary sanctions from the college as well as criminal and civil penalties, including a lawsuit by the Recording Industry Association of America (RIAA).

Open Enrollment Unless specifically exempted by statute, every course, course section or class, the average daily attendance of which is to be reported for state aid shall be fully open to enrollment and participation by any person who has been admitted to the college and who meets all prerequisites. Class enrollment is limited by size of facility and program content. Gavilan College is in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

Parking on Campus Semester permits are available online at Self Service Banner. All vehicles parked on the main campus are required to display a parking permit. Day permits are available from coin-operated machines located in parking lots A, E, H and at the south entrance to campus. Student

parking is permitted in Lots A, C, E or H except where restricted to staff, guests, or the disabled. Parking Lot D is reserved for staff and disabled only. Guest parking permits are issued at the Facilities Use Scheduling Department (located in the Security/Facilities Bldg (SF)). Disability parking is available in all lots to those displaying a placard from the California Department of Motor Vehicles.

Parking is enforced by the campus security department and local law enforcement. Student and staff spaces are enforced Mon - Thurs: 7am-10 pm and Fri: 7 am- 5 pm. All other spaces and areas are enforced at all times. A complete list of parking regulations is available outside the Security Office (S/F Building.)

Sexual Assault is a crime regardless of when or where it occurs, or what the relationship is between the attacker and the victim. Gavilan College is committed to providing a safe environment for students and staff. Reports of sexual misconduct will be thoroughly investigated and the victim informed of the outcome. If you, or someone you know have been the victim of sexual assault, notify Campus Security at 408-710-7490. Confidential counseling is available on campus through Counseling 408-848-4723 or Student Health Services 408-848-4791.

Off-campus confidential counseling is available at Community Solutions: 408-683-4118; 24-hour crisis line: 1-877-363-7238.

In accordance with The Campus Sexual Violence Elimination (SaVE) Act and the Jeanne Clery Act, incidents of domestic violence, dating violence, sexual assault, and stalking as well as information on the rights of victims and procedures are available at: <http://www.gavilan.edu/health/assault/index.html>.

Smoke-Free Campus Smoking is permitted only in designated areas in parking lots. Smoking is prohibited on the campus and inside all buildings. Smoking is also prohibited in all college-owned vehicles. Tobacco products shall not be sold on campus either through vending machines or campus establishments. Implementation of the campus smoke-free environment policy will be the responsibility of every student, faculty member, staff person and visitor on campus.

Students' Problem Resolution Process Students may file grievances against Gavilan College staff members. The formal policy is available through the Vice President of Student Services Office, in the college catalog and online at www.gavilan.edu. Students are encouraged to resolve issues informally by talking with college staff members prior to filing a grievance.

Información en Español

ESL (Inglés Como Segundo Idioma)

Los nuevos estudiantes que deseen tomar clases de Inglés como Segundo Idioma (ESL) en Gilroy deben inscribirse en la Oficina de Admisiones y Archivos para hacer una cita y tomar la evaluación apropiada después de llenar una solicitud. **Llame 408-848-4737** o **408-848-4751** para hacer una cita o venga a la Oficina de Admisiones y Archivos en Gilroy.

Para aquellos estudiantes que desean estudiar en Hollister, deben hacer una cita para tomar el examen de nivelación en la oficina en Hollister en el Briggs Building.

¿Quién debería tomar el examen de evaluación de ESL?

- Los estudiantes que no saben nada de inglés.
- Los estudiantes que saben un poco de inglés pero que no han tomado clases formalmente o que tomaron clases hace más de tres años.
- Los estudiantes que asistieron a la secundaria (high school) en este país por menos de un año.
- Los estudiantes que asistieron a la secundaria (high school) en este país por algunos años pero que no están seguros de su nivel de proficiencia en el inglés.

Asesoramiento, Colocación y Orientación para Estudiantes ESL

Los estudiantes que deseen inscribirse en clases de ESL (Inglés como Segundo Idioma) deben hacer lo siguiente:

- Completar una solicitud de admisión en la Oficina de Admisiones y Archivos.
- Obtener una cita para el examen de nivelación en la Oficina de Admisiones y Archivos (Gilroy).
- Presentarse al examen de nivelación de acuerdo con la cita obtenida para tomar el examen escrito y oral.

Los resultados del examen y la información de la entrevista serán usados para recomendar y colocar a los estudiantes en las clases de Inglés como Segundo Idioma (ESL) que mejor les convengan. Los estudiantes estarán listos para inscribirse en las clases adecuadas al final de esta evaluación de tres horas. Los nuevos estudiantes en el Programa de Inglés como Segundo Idioma (ESL) recibirán una orientación sobre los servicios y regulaciones del Colegio Gavilán en sesiones ofrecidas durante las primeras dos semanas del semestre. Las orientaciones serán dadas en inglés y en español y los maestros se comunicarán con los nuevos estudiantes para asistirlos en seleccionar la sesión más conveniente.



La oficina de Programas y Servicios de Oportunidades Extendidas (EOPS) provee apoyo a estudiantes que experimentan desafíos económicos, sociales, y educativos. La intención del programa es asistir a estos estudiantes a alcanzar sus metas educativas incrementando el acceso, la retención, y la transferencia a otras instituciones de enseñanza.

Para calificar para el programa de EOPS, los estudiantes deben demostrar necesidad financiera y educativa y matricularse en un mínimo de 12 unidades cada semestre.

Servicios y beneficios disponibles para estudiantes: Consejería personal y académica, asistencia para la compra de libros, prioridad de inscripción a clases, tutoría, visita a universidades, talleres de enriquecimiento, becas y mucho más.

ESL (English as a Second Language)

New students who want to take ESL classes at the Gilroy campus will register at the Admissions & Records Office for a placement assessment appointment when completing an application. **Call 408-848-4737** or **408-848-4751** to make an appointment or come into Admissions & Records at the Gilroy main campus.

Students interested in taking ESL courses in Hollister should register and take the placement test at the Briggs Building in Hollister.

Who Should Take the ESL Assessment?

- Students who do not know any English.
- Students who know some English but have not received formal classes in the English language or who took ESL classes more than three years ago.
- Students who attended high school in this country for less than a year.
- Students who attended high school in this country for a few years but are unsure about their level of proficiency in English.

Placement Assessment and Orientation for ESL Applicants

Students who want to enroll in ESL classes must:

- Complete a Gavilan College application at Admissions & Records or at the sites.
- Sign up for a testing appointment at Admissions & Records (Gilroy).
- Return for testing, which includes oral and written exams.

The interview information and the test results will be used to advise and place students into the ESL classes that best match their needs. Students will be ready to register for ESL classes at the end of this three-hour placement assessment appointment.

Orientation for new ESL students will be offered several times during the first two weeks of the semester and will be given in English and Spanish in the classroom setting. New students will be contacted for orientation by their ESL instructors.



CalWORKs sirve a estudiantes quienes reciben asistencia pública para llegar a ser autosuficientes, a través de educación, empleo y servicios

de apoyo. Los programas laborales para los estudiantes de CalWORKs, están vinculados a las demandas del mercado laboral y pueden ayudarlos a trabajar en una trayectoria de carrera que los lleve a obtener un ingreso suficiente para poder sostener a sus familias. Los servicios de apoyo que CalWORKs ofrece incluyen asesoría, libros, asistencia y colocación de empleo, servicios de apoyo y enlace con los departamentos de servicios sociales del condado

El personal de CalWORKs es cordial y apoya a los estudiantes para que puedan lograr y alcanzar sus metas. La oficina se encuentra en LI 101, junto a la biblioteca y está abierta de lunes a viernes de 8 a.m. a 5 p.m. Los estudiantes interesados pueden llamar al 408-848-4813.

Información en Español

NUESTRA MISIÓN En un ambiente que cultiva la creatividad, estimula la curiosidad y hace énfasis en el aprendizaje del estudiante, Gavilán College sirve a su comunidad, ofreciendo servicios de gran calidad y apoyo, que preparan a los estudiantes para carreras de transferencia a la universidad o técnicas y de servicio público, educación para toda la vida y la participación en una sociedad global y diversa.

POLIZAS Y PROCEDIMIENTOS Pendiente a la Mesa Directiva. La Política y Procedimientos del Colegio están disponibles a través de acceder la página de Internet del Gavilan College en www.gavilan.edu (Seleccione el "College Catalog" bajo el menú de "Academics".) o visitando la Oficina del Vicepresidente de Servicios Estudiantiles (SC128).

Formas Alternativas El Catalogo y el Horario de Clases del Colegio Gavilán está disponible en formato de medios alternos. Por favor de contactar El Centro de Recursos para estudiantes inhabilitados (DRC) en (408) 848-4865 o la Oficina del Vicepresidente de Servicios de Estudiante en (408) 848-4738.

Servicios para los Estudiantes con Inhabilidades

Los estudiantes que requieren servicios o arreglos especiales debido a inhabilidad auditivas, visuales o alguna otra inhabilidad verificada deberán ponerse en contacto con su instructor, consejero, asesor o El Centro de Recursos para Inhabilitados (DRC).

Discriminación

NO DISCRIMINACIÓN El Distrito está comprometido a proveer igualdad de oportunidades en programas educativos, empleo, y acceso a programas y actividades de la institución.

PROHIBICIÓN DE ABUSO Y OFENSAS POR DISCRIMINACIÓN

Referencia: Secciones 212.5; 66252; 66281.5 del Código Educativo

El Distrito está comprometido a proveer un ambiente de enseñanza y de trabajo que respete la dignidad de los individuos y grupos. El Distrito estará libre de ofensa y persecución sexual y todas la formas de intimidación sexual y abuso. También estará libre de otros abusos y ofensas por discriminación incluyendo aquellas ofensas basadas en cualquiera de los siguientes estados: raza, religión, ancestro, origen, impedimento, sexo (género), orientación sexual, o la percepción de que una persona tenga alguna de las características mencionadas.

TÍTULO VI, TÍTULO IX, Y NORTEAMERICANOS CON

IMPEDIMENTO/SECCIÓN 504/508 Para presentar una queja en cualquiera de las siguientes areas, por favor comuníquese con el Oficial de Igualdad de Oportunidades, Eric Ramones, el Director de Recursos Humanos, HR103 (408-848-4753).

Las areas son las siguientes: quejas por violación de derechos civiles (Título VI), quejas por violación de igualdad de género, discriminación sexual, o abuso (Título IX) y quejas por violación contra personas con impedimentos (ADA/Sección 504/508)

Cumplimiento de ADA Si usted tiene un impedimento verificado y necesita materiales o servicios de estudio en un formato alternativo, contacte El Centro de Recursos para Estudiantes Inhabilitados (DRC) o al Vice Presidente de Servicios Estudiantiles. para obtener ayuda. Hay servicios para estudiantes con impedimentos verificados a través de DRC o a través del Vicepresidente de Servicios Educativos.

Alquilar
un Libro!



Los estudiantes ahora pueden ahorrar 50% o mas rentando libros!

Vaya a rent-a-text.com para ver los detalles de la tienda..

Derechos Educativos y Privacidad Gavilan College está en cumplimiento de los Derechos Educativos Federales y Acto de 1974 (también llamado el Buckley Amendment) y las regulaciones del Título V de California (SB 182). Las siguientes reglas están en efecto:

1. Toda la documentación académica, documentación relacionada con problemas disciplinarios, y cualquiera otra documentación oficial es mantenida para todos los estudiantes que han solicitado admisión a Gavilan College.
2. La documentación oficial es mantenida por y localizada en la Oficina de Admisiones y Archivos.
3. La documentación oficial será proveida únicamente cuando la solicitud o permiso sea hecha por escrito por parte del estudiante previo pago de cualquier cargo o costo a la institución, excepto en los casos provistos en ley.
4. La siguiente información puede ser proveida por Gavilan College sin consentimiento escrito por parte del estudiante:
 - a. el nombre del estudiante
 - b. las fechas de matriculación/asistencia a Gavilan College
 - c. la fecha de graduación y título o certificado recibido

La entrega de cualquier otra información requerirá consentimiento escrito del estudiante, excepto en los casos previstos en ley. Los estudiantes pueden notificar su deseo por escrito a la Oficina de Admisiones y Archivos durante la primera semana de cada sesión de estudios que no desean que los puntos ennumerados en a), b) y c) pueden ser entregados.

5. Los estudiantes tienen derecho a revisar sus propios archivos y la documentación que esté en ellos. Cualquier objeción a éstos archivos debe ser presentada por escrito al Vicepresidente de Instrucción y Servicios Estudiantiles. Las objeciones serán resueltas por dicho vicepresidente, y la resolución será inserta en el archivo del estudiante pero no entregada con el resto de la documentación. En caso de desacuerdo sobre éste punto, la Política de Quejas de la institución estará en efecto.

Copias de las regulaciones federales y estatales y del Proceso de Resolución de Problemas Estudiantiles son disponibles a través de la Oficina de Admisiones y Archivos y pueden ser revisadas por los estudiantes haciendo una cita con el Vicepresidente de Instrucción y Servicios Estudiantiles o el Director de Admisiones y Archivos. El Proceso de Resolución de Problemas Estudiantiles también está disponible en éste catálogo, online, y en el Manual Estudiantil.

Habilidad en Inglés para Estudios Vocacionales

Habilidad limitada en Inglés no será obstáculo para ser admitido y participante en programas educativos vocacionales.

SERVICIOS ESTUDIANTILES Y PROGRAMAS DE APOYO PARA LA INSTRUCCIÓN

Servicios de Asesoría Inscribirse y tener éxito en clases a nivel post-secundario requieren dedicación y tiempo. A veces ocurren problemas personales y familiares que distraen a los estudiantes de sus tareas y clases y en estos casos, la única solución parece ser abandonar los estudios. Antes de tomar esta decisión tan difícil, por favor consulte a un consejero. Una buena plática puede ayudar a poner la situación en perspectiva, identificar posibles soluciones, y dar el apoyo necesario para hacer modificaciones necesarias en el horario y las clases. Gavilán College provee consejeros que hablan español y las citas con ellos pueden ser hechas para el día o para la tarde. No hay que pagar por este servicio. Para más información o para hacer una cita con un consejero, visite la Oficina de Consejeros, localizada en el cuarto número SC 113 en el Centro de Estudiantes (Student Center) o visite www.gavilan.edu/counsel.

Centro de Desarrollo de Niños El Centro de Desarrollo de Niños provee cuidado para niños de dos a cinco años de edad. Este programa es para familias con ingresos mensuales que satisfacen el criterio de elegibilidad. Estos programas sirven a niños con discapacidades y necesidades especiales y que no hablan inglés. Todos los programas requieren que los padres inviertan ciertas horas como voluntarios.

El Centro de Recursos para Estudiantes Inhabilitados (DRC) ofrece asesoría individual para evaluar las destrezas de los estudiantes en las áreas de lectura, matemáticas, escritura, razonamiento, lenguaje oral, percepción y memoria. Los estudiantes que requieren servicios o arreglos especiales debido a incapacidades auditivas, visuales o alguna otra incapacidad deberán ponerse en contacto con su instructor, consejero, asesor o la oficina del DRC.

SERVICIOS DE AYUDA ECONÓMICA PARA ESTUDIANTES

La ayuda económica para costos del colegio, están disponibles para estudiantes de cualquier tipo de ingreso.

OFICINA DE AYUDA ECONÓMICA

www.gavilan.edu/finaid/
Oficina SC 124.

CÓDIGO ESCOLAR DEL COLEGIO GAVILÁN ES: 001202

El colegio Gavilán participa en varios programas de ayuda económica, que están diseñados para proporcionar ayuda a los estudiantes de necesidad económica. Esta ayuda es proporcionada por diferentes instituciones incluyendo agencias federales, estatales y privadas.

Si está interesado en solicitar ayuda económica, adquiera una solicitud (FAFSA) en la oficina SC 124 o solicítela usando el Internet en la página www.fafsa.ed.gov. Si llena la solicitud usando el Internet, imprima y mande la página con su firma (signature page) o use su número secreto (PIN) para firmar la solicitud electrónicamente. Si desea aplicar para obtener su número secreto (PIN) ingrese a www.PIN.ed.gov. Las solicitudes también se pueden obtener por medio de los Consejeros de las Preparatorias (High School), Centro de Carreras de la Preparatoria y Bibliotecas Públicas.

Los requisitos para ayuda económica de parte de FAFSA son:

- Tienen que comprobar que necesitan ayuda económica y que cumplen con las reglas de cada programa.
- Tienen que ser ciudadanos, o ser residentes permanentes de los EE.UU.
- Tienen que tener buen historial en préstamos estudiantiles, y no deber nada a la oficina de ayuda económica.
- Tienen que ser elegibles para recibir los beneficios de una educación superior.
- Hombres entre 18 y 25 años de edad tienen que registrarse en el servicio selectivo (militar).

NOTA: *Si ha estado encarcelado por usar o vender drogas ilegales, usted no será elegible para algunos programas de ayuda económica.*

PÓLIZA DE PROGRESO SATISFACTORIO ACADÉMICO

(SAP) La oficina de ayuda económica requiere medir su progreso académico hacia un certificado, asociado, o un programa de transferencia a la universidad. Si sus metas no son uno de estos programas, no califica para ayuda económica. Su progreso será evaluado por lo mínimo una vez por año.

Si ustedes han tenido circunstancias extenuantes durante su último término en el Gavilan College y fueron colocados en descalificación, podrán someter una Apelación y un Cuestionario SAP para su consideración.

PROGRAMAS DE AYUDA ECONÓMICA Ayuda Pagando la Matriculación: El programa (Board of Governor's Fee Waiver/BOG), ayuda a pagar parte de la registracion. Este programa es solamente para residentes de California. Es para estudiantes de bajo ingreso familiar. La solicitud para el BOG se encuentra en la página de Internet en: www.gavilan.edu/finaid/

Becas Gratuitas Federales y Estatales:

Federal Pell Grant • Federal SEO Grant • Federal Work Study Grant • Cal Grant • Chafee Grant • Child Development Grant

Becas Federales de Trabajo y Estudio: Proporcionan a los estudiantes de Gavilan College empleos temporales mientras obtienen valiosa experiencia laboral. Para ser considerados para el programa de trabajo y estudio federal, se requiere que los estudiantes llenen la solicitud de FAFSA que indiquen que están interesados en el Programa de Trabajo y Estudio que alcancen los requisitos del programa y que reciban ayuda financiera. Puesto que los fondos para el programa Federal de Trabajo y Estudio son limitados, se sugiere que los estudiantes sometan su solicitud FAFSA.

Becas: Las becas son otorgadas basadas en al aprovechamiento académico y/o la necesidad financiera. La elegibilidad varía y se establece dependiendo del donador de dicha beca. Las solicitudes para becas privadas las encuentran durante el año en la página de Internet de Ayuda Financiera en www.gavilan.edu/finaid/. Les recomendamos que busquen becas en línea varias veces durante el semestre. Durante el ciclo escolar se anuncian becas en cuanto están disponibles.

Servicios Para Miembros de las Fuerzas Armadas (Veteranos):

Gavilan College ofrece asistencia especial a estudiantes que son veteranos o hijos de veteranos deshabilitados que asisten al colegio, para lograr una meta. Estudiantes que tengan preguntas sobre si califican, beneficios y el procedimiento de las solicitudes o cualquier otra pregunta sobre veteranos, por favor de contactar la oficina de ayuda económica al 408-848-4734.

Información en Español

Becas Privadas: Becas privadas son fundadas por organizaciones y agencias privadas. Estos fondos se otorgan al estudiante dependiendo de las notas académicas o dependiendo de la necesidad económica del estudiante. Para ser considerado para una beca privada, el estudiante necesita completar una solicitud por cada beca privada a la que se aplique. Visite nuestra oficina para más información.

Solicitudes para la beca privada llamada "Gavilan College Scholarship Application" están disponibles en nuestra oficina.

NECESITA AYUDA FINANCIERA PERO NO TIENE DIPLOMA DE ESCUELA SECUNDARIA (HIGH SCHOOL)?

Regulaciones federales requieren a aquellos estudiantes que no poseen un diploma de escuela secundaria (high school), certificado de Desarrollo de Educación General (GED), o Examen de Proficiencia de High School de California (CHSPE), y que estén aplicando para ayuda financiera, que tomen un asesoramiento de Habilidad para Beneficiarse. Usted estará exento, si tiene un diploma de escuela secundaria (o algo equivalente) de otro país.

Estudiantes con habilidad limitada en el idioma de Inglés, que estén inscritos en clases de Inglés como Segundo Idioma (ESL) y que no tengan diploma de escuela secundaria o examen de GED, y que estén aplicando para ayuda financiera, deberán de tomar el asesoramiento de Habilidades del idioma Inglés Combinado (CELSA). El examen CELSA es ofrecido una vez al mes. Por favor llame a la Oficina de Ayuda Financiera (408-848-4727) para una referencia.

Inscribase para una sesión de examen a través de la Oficina de Ayuda Financiera: Teléfono 408-848-4727, oficina numero SC 124. Las sesiones comienzan puntualmente a la hora anunciada. Para ahorrar tiempo, haga favor de presentarse media hora antes de la hora indicada. Nadie será admitido después de que haya comenzado la sesión.

Para fin de ser admitido en el cuarto de examen, usted deberá proveer una identificación válida* con retrato, número de identificación estudiantil de Gavilán College, una copia de su horario de clases y la nota de referencia de la Oficina de Ayuda Financiera.

Visite la Oficina de Asesoramiento, cuarto MP100, o llame al teléfono 408-846-4992, por lo menos dos días antes de su cita, para confirmar la hora y la localidad de su cita. Hay la posibilidad de que cambien la hora y/o la localidad del examen.

** Una identificación con retrato válida incluye una Licencia de Manejar del Estado de California, identificación de California, pasaporte, Tarjeta de Miembro del Cuerpo Estudiantil (ASB), identificación militar o Tarjeta de Registro de Extranjero. Comuníquese con la Oficina de Asesoramiento, cuarto numero MP100, o llame al teléfono 408-846-4992, si no tiene una identificación válida.*

PROGRAMA DE SIN CREDITO Clases de No-Crédito son ofrecidas y diseñadas para responder a las necesidades específicas e intereses de aquellos estudiantes que no desean obtener créditos por unidades. Estas clases ofrecen oportunidades para mejorar en materias, crecimiento del desarrollo, poder aprender ocupaciones y para aprender otras áreas de educación general. Estos cursos y programas están definidos categóricamente bajo el Código de Educación, Sección 84711, mientras que los fondos del estado se permiten en nueve categorías específicas.

Programa para el Bienestar de Gente que esta Empleada Este programa está diseñado para responder a las necesidades de los adultos que trabajan. Las clases están abiertas para todos los miembros del personal y de la comunidad.

Programa de Educación Básica Para Adultos - Este programa está diseñado para adultos que desean tomar clases de Inglés como Segundo Idioma (ESL). Ofrecemos clases para preparación de Ciudadanía, clases para mejorar sus habilidades en lectura, escritura, y matemáticas. El programa también ofrece clases para los estudiantes que están interesados en preparación de Educación General (GED) y CAHSEE (Examen de Egreso de las Preparatorias de California).

Todas las clases son gratuitas. No se requieren pruebas, exámenes ni tampoco se otorgan calificaciones. Las inscripciones se realizan a través de la Oficina de Admisiones y Archivos o en el lugar en donde se vaya a impartir la clase, durante la primera sesión de la clase. Los estudiantes que tengan preguntas adicionales o necesiten más información, deberán llamar al teléfono (408) 852-2824.



Grades and Exams



Final Exam Schedule

FINALS WEEK: May 16 - May 22

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.

Guide to Grades		
Grade	GPA	Definition
A	4	Excellent
A-	3.7	Excellent
B+	3.3	Good
B	3	Good
B-	2.7	Good
C+	2.3	Satisfactory
C	2	Satisfactory
D	1	Passing, Less Than Satisfactory
F	0	Failing
P	0	Pass - at least satisfactory, units awarded not counted in grade point average or in consideration of honors. (To be used ONLY if final grade for a course is designated Pass/No Pass)
NP	0	No Pass - less than satisfactory or failing, units not counted in grade point average. (To be used ONLY if final grade for a course is designated Pass/No Pass)
I	0	Incomplete - incomplete academic work for unforeseeable, emergency and justifiable reasons after the last day to withdraw with a "W." Request for this grade must be initiated by the student. Work to be completed must not involve further class attendance or instruction. The "I" must be made up during the next term of attendance, summer excluded, within the next year.
W	0	Withdrawn - withdrew from class after the NRS (No Record Shown) period and before the "W" deadline. Students withdrawing from courses after the "W" deadline must be awarded a letter grade or, if appropriate, request an incomplete (see above.)
MW	0	Military Withdrawal

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 - 09:40 09:45 - 11:00 11:05 - 12:20 12:25 - 01:40 01:45 - 03:00 03:05 - 04:30	Wed. May 20 08:00 - 10:00 Mon.. May 18 08:00 - 10:00 Wed. May 20 10:30 - 12:30 Mon.. May 18 10:30 - 12:30 Wed. May 20 01:00 - 03:00 Mon.. May 18 01:00 - 03:00
MTu, MTuWTh, MTuTh MTuThF, MTuF, Tu, TuW, TWTh, TuWThF, TuWF, TuTh, TuThF, TuF, Th, ThF	8:00 - 9:10 9:15 - 10:25 10:30 - 11:40 11:45 - 12:55 1:00 - 2:10 2:15 - 3:25 3:30 - 4:55	Tues. May 19 08:00 - 10:00 Thurs May 21 08:00 - 10:00 Tues. May 19 10:30 - 12:30 Thurs. May 21 10:30 - 12:30 Tues. May 19 01:00 - 03:00 Thurs May 21 01:00 - 03:00 Tues. May 19 03:30 - 05:30
Fri, Fri/Sat	8:00 - 10:55 11:00 - 1:55 2:00 - 7 pm	Fri. May 22 08:00 - 10:00 Fri. May 22 10:30 - 12:30 Fri. May 22 1:00 - 3:00 pm
If your class meets: Saturdays, Sundays or evenings, exam begins at your regular class time	Monday Tuesday Wednesday Thursday Friday Mon/Weds Tues/Thurs Saturday Sunday	Mon. May 18 Tues. May 19 Wed. May 20 Thurs May 21 Fri. May 22 Mon. May 18 Tues. May 19 Sat. May 16 Sun. May 17
Make-ups and Conflicts		
Mon.	May 18	03:30 - 05:30
Tues.	May 19	03:30 - 05:30
Wed.	May 20	03:30 - 05:30

Hollister and Morgan Hill

Ride the Bus!
County Express...
from Hollister to the Gilroy campus!
www.sanbenitocountyexpress.org/

Hollister

Briggs Building
365 Fourth St.
Hollister, CA 95023
831 636-3783

Judy Rodriguez,
Director
Natalie Juarez,
Program Service Specialist

Many student services are available in Hollister and Morgan Hill!

You can:

- Turn in applications for admission
- Get catalogs and class schedules
- Register and pay for classes, add and drop classes
- Get assessment test results
- Get your Student Body (ASB) Cards
- Pick up forms: Transcript Requests, Repeated Course Requests, Prerequisite Challenge Forms, etc.

Placement/Assessment

- Assessment tests offered on a regular basis .

Disability Resource Center: 408 848-4767.

Tutoring (not offered in summer)

- Morgan Hill, Thursdays 3 p.m. - 6 p.m. (drop-in)
- Hollister, Tuesdays 3 p.m. - 6 p.m. (drop-in)

Counseling See page 7 for drop-in and appointment schedule or go to www.gavilan.edu/counseling.

Financial Aid

- Assistance with BOG Fee Waiver forms

Bookstore

- Buy textbooks for your Hollister classes during the first week of the semester
- Order textbooks online at efollett.com
- Purchase scantrons and green books

Health Services

- First aid supplies and health education materials

Library

- Research assistance via email, chat and phone.
- Search e-books and databases, and much more.

Career/Transfer

- College catalogs
- EUREKA career assessment.

Computer drop-in lab

- Available to all students registered at Gavilan College. Open during office hours.
- Purchase GoPrint cards and reloads.

Morgan Hill

Gavilan College Morgan Hill Site
17060 Monterey Rd.
Morgan Hill, CA 95037
(408) 782-2873

Irma Banuelos, Program Service Specialist

Directory

Gilroy Main Campus **Automated Directory:** 408-848-4800
5055 Santa Teresa Blvd. Gilroy, CA 95020

Hollister, Briggs Bldg. 831-636-3783
365 Fourth St., Hollister, CA 95023

Morgan Hill Community Center 408-782-2873
17060 Monterey Road, Morgan Hill, CA 95037

Emergencias

- 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.*

Campus Security (non-emergency)/*Seguridad del Campus (no emergencias)* 408-848-4703

TTY (for Deaf or Hard of Hearing)/*TTY (para Discapacitados Auditivos)* 408-846-4924

Admissions & Records/Oficina de Admisiones y Archivos
408-848-4735 or 408-846-4954

Student Accounts Cashier/Cajero de las Cuentas del Estudiante
408-852-2840

Transcripts/Expedientes Académicos 408-848-4733

Grading/Calificaciones 408-848-4751

Enrollment Verifications/Verificación de Registro 408-846-4954

Graduation/Graduación 408-848-4737

ASB Office/Oficina de ASB 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

CARE Cooperative Agencies Resources for Education/Agencias
Cooperativas para Recursos de Educación 408-848-4790

Career/Transfer Resource Center/Centro de Recursos para
Carreras y Transferencias 408-848-4818

Carpenter Training Center Apprenticeship Program/Centro de
Entrenamiento en Carpintería, Aprendizaje 408-852-2815

Cashier (Business Office)/Cajero (Oficina de Negocios)
408-848-4714

Cashier (Student Accounts)/Cajero (Cuentas de Estudiantes) . .
408-852-2840

Child Development Center/Centro de Desarrollo de Niños.
408-848-4815

Community/Contract Education / Educación en la
Comunidad/Contrato 408-852-2801

Cosmetology Appointment line/Cosmetología/Teléfono para
Citas 408-842-5055

Disability Resource Center/Centro de Recursos para
Estudiantes Incapacitados DRC 408-848-4865

Discrimination-Harassment Complaints/Oficina de Quejas por
Discriminación y Acoso. 408-848-4731

EOPS - Extended Opportunity Programs & Services/Programas y
Servicios de Oportunidades Extendidas. 408-848-4740

Financial Aid/Ayuda Financiera 408-848-4727

GECA - TJ Owens Early College Academy/Academia de
Universidad Temprana GECA TJ Owens 408-846-4909

Health Services / Servicios de Salud 408-848-4791

International Students/Estudios Internacionales 408-848-4754

Library / Biblioteca 408-848-4810 or 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) . . . 408-852-2824
Sign up/Registrarse 408-846-4954

Online / Cursos por Internet 408 848-4885

Outreach & Recruitment/Tours/Oficina de Inscripciones/
Visitas al Campus. 408-846-4993

President's Office/Oficina del Presidente. 408-848-4711

Puente Program / Programa "Puente" 408-848-4807

R.O.P. - Regional Occupational Programs/Programas
Regionales Laborales 408-848-4816

Theatre Box Office/Taquilla del Teatro 408-846-4973

Transfer (Career/Transfer Resource Center)/Transferencias
(Centro de Recursos para Transferencias y Carreras)
408-848-4818

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
Instruction / Servicios de Instrucción 408-848-4761

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

MAIN CAMPUS, GILROY

5055 Santa Teresa Blvd.
 Gilroy, CA 95020
 408-848-4800 or
 831-637-1158 (from Hollister)



Building Guide

- APE Adapted Physical Education
- AR Art
- BOB Business Office Building
- BU Business
- CDC Child Development
- CE Community Education
- 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

Parking Lots

- A Student/Staff/Disabled Access/30 min. spaces
- B Student/Staff/Disabled Access/Visitor/30 min. spaces
- C Student/Staff/Disabled Access/15 min. spaces/30 min. spaces
- D Staff/Disabled Access
- E Student/Staff/Motorcycle
- F Staff/Disabled Access/Visitor/Motorcycle/30 min. spaces
- G Staff/Disabled Access
- H Student/Staff/Disabled Access/Motorcycle/30 min. spaces



Office / Room Guide

Administration	SC
Admissions & Records	SC111
Art Gallery	LI
ASB	SC158
Assessment Center	LI171
Athletics Office	GY
Aviation	MP129
Bookstore	SC
Box Office	TH
Business Office	BOB
Cafeteria	SC
CalWORKs	LI101A
Career Technical Education	BU108
Cashier	BOB
Cashier (Student Accounts)	SC
Child Development Center	CDC
Community Education	CE
Computer Place	LI168
Coop. Work Exp.	LI101A
Cosmetology	COS
Counseling Secretary	SC113
Disability Resource Center	LI117
EOPS/Special Services	LI101A
Financial Aid Office	SC124
GECA	PB17
Human Resources	HR
Liberal Arts and Sciences	SS116
Math Lab	MA101
MESA	MA115
Noncredit Program	PB2
North / South Lounge	SC154N/S
Nursing	HOB
Payroll	BOB
Police Academy	MP
Public Information Office	PB2
Receiving	SF
ROP	BU124
Security	SF
Student Success Center	LI 135
Teaching and Learning Center	LI
Student Health Nurse	SC118
TRIO Program	MA 116
Tutoring Center Services	LI116
TV Studio	LITV
Writing Center	LI 120
Veterans Center	LI 109
Welcome Center	SC107A

DON'T GO TO THE WRONG CITY!
MHG = Morgan Hill
HOL = Hollister



Transfer with lower division classes complete! Gavilan College offers associate degrees for transfer (AA-T and AS-T). Successful completion of these degrees guarantees transfer to a CSU with upper division standing and all credits accepted.

DEGREES NOW OFFERED:

- Administration of Justice (AS-T)
- Art History (AA-T)
- Communication Studies (AA-T)
- Journalism (AA-T)
- Kinesiology (AA-T)
- Mathematics (AS-T)
- Music (AA-T)
- Studio Arts (AA-T)
- Theater Arts (AA-T)



Save money with your ASB Card.

Students, alumni, & staff receive discounts from local retailers and restaurants...the list keeps growing!!!

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