

SEMESTER GUIDE Spring 2016

How to Register

Register online **UNLESS**:

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

Eligibility

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

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

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

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Registration Calendar

Period	Date	Who can Register
Priority 1	November 23 - 25	CalWORKS, DRC, EOPS, Foster Youth, Veterans *
Priority 2	November 30	Athletes, MESA, Puente, TRiO *
Priority 3	December 1 - 2	Continuing students, new-to-college students who have completed assessment, kick-start AND educational plan and GECA*
Priority 4	December 3	New-to-college students (1st semester) who have NOT completed assessment, kick-start AND educational plan
Priority 5	December 4 - January 31	Returning, Transfer, Academically Dismissed, High School students other than GECA
Late	February 1 - February 12	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

NOTES

- Eligible Continuing students during Priority 1, 2, or 3 registration must be in good academic standing (e.g., not on probation for 2 consecutive semesters or dismissal and have less than 100 earned units total excluding 30 units basic skills or ESL classes.)
- New-to-college students for Spring 2016 who are eligible for Priority 1, 2, or 3 registration, must have successfully completed an assessment, education plan, and orientation to be eligible. All other new-to-college students may enroll during Priority 4.

Hours of Operation

GILROY (Through May 27th 2016)

Monday –Thursday 8 a.m. – 5 p.m.
 Friday 10 a.m. – 2 p.m.

MORGAN HILL AND HOLLISTER

Monday –Thursday 8 a.m. – 6 p.m.
 Fridays 8 a.m. – 5 p.m.

HOLIDAY CLOSURE

All offices closed December 24 - January 1

STEPS TO SUCCESS

1	Application	Apply online at www.gavilan.edu
2	Financial Aid	Apply online at www.fafsa.gov AB 540 students may submit California Dream Act applications at: gavilan.edu/finaid/ca-dream-act.html
3	MyGav Account	At www.gavilan.edu click on MyGav and SSB.
4	Assessment	Sign up at www.gavilan.edu/admit/assess.html (408) 846-4992
5	Kick-Start	www.gavilan.edu/orientation (408) 852-2866
6	Counseling	www.gavilan.edu/counseling
7	Registration	Use Self-Service Banner at https://my.gavilan.edu
8	Payment	Pay fees before deadline to avoid being dropped from all classes
9	Orientation: Guidance 210	All first time college students must enroll in .5 unit New Student Seminar, Guid 210 OR Guid 6, during the first semester.

High School Students Concurrent Enrollment

Checklist:

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

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

Payment Deadlines

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

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

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 2:30 pm to 5:00 pm on deadline days

If you register between:	You must pay no later than:	Term of Dropped Classes
November 23, 2015 - December 9, 2015 (2:30 p.m.)	December 9, 2015 2:30 p.m. - 5 p.m.	Winter / Spring
December 9, 2015 (5 p.m.) - January 6, 2016 (2:30 p.m.)	January 6, 2016 2:30 p.m. - 5 p.m.	Winter / Spring
January 6, 2015 (5 p.m.) - January 13, 2016 (2:30 p.m.)	January 13, 2016 2:30 - 5 p.m.	Winter / Spring

Parking

Parking Permits Purchase online through the MyGav portal. You may print out a temporary permit to use while the official permit is in the mail. You will be notified by email when you submit your order, and the day the permit is scheduled to arrive in the mail. Permit should arrive approximately 7 business days after the order is placed. Students who receive Veterans Benefits or have 3rd party sponsors should contact Diane Christianson at (408) 852-2840 in Admissions & Records for special instructions on obtaining permits.

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

Sales of Gilroy Campus Parking Permits (not required in Morgan Hill or Hollister)

Term	Start Sales	End Sales	Permit valid from - to	Temporary Permits Valid	Price
Spring 2016	January 4	May 13	February 1 - June 17	For 12 days from online order	\$50 Day \$20 Evening

Fees

Basic Fees

Per unit fee (California resident)	\$46
Per unit fee (non-resident)	\$260
Health Fee:	\$19
Campus Center Use Fee	\$1 per unit to a maximum of \$5
Student Representation Fee	\$1
ASB Card, per semester	\$6

Courses With Additional Fees

COURSE FEE

AH 16	\$50.00	COS 200	\$650 kit + \$150 course materials; includes cosmetology kit, manikin and uniform. Payable at Admissions and Records by the first day of instruction.
AH 32	\$5 CPR Card, \$20 manual	COS 201	\$400 (approx.)*
AH 51, 52, 53, 54, 55, 56, clinical courses	\$100.00 per course	COS 202	\$400 (approx.)*
AH 170	\$50.00	COS 203	\$400 (approx.)*
AH 171	\$50.00	COS 221	\$200 (approx.)*
AH 180	\$50	* Students must purchase supplies. Does not include books and classroom materials.	
ART 12A	\$45	GUID 1/PSYCH 5	\$12.00
ART 12B	\$55	PSYCH 52	\$20
ART 13	\$15	KIN 17	\$30
CD 160	\$12	KIN 20	\$1.50 per session
		KIN 3	\$35
		KIN 4 A,B,C	\$35

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.

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.

Fees

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.

Student ID (ASGC) Discount Card ASGC 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 ASGC 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 Students of Gavilan College 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.

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 (ASGC) uses the fees to lobby and advocate for student issues and concerns at the state level, and to support opportunities for students to attend leadership conferences on issues related to advocacy. If you do not wish to support these activities you may request a refund directly from the ASGC.

Spring 2016 Fee Schedule

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

# of units	California Resident	Non-resident / Out-of-State
0.5	\$ 49.50	\$ 156.50
1.0	\$ 73.00	\$287
1.5	\$ 96.50	\$417.50
2.0	\$120.00	\$548
2.5	\$143.50	\$678.50
3.0	\$167.00	\$809
3.5	\$190.50	\$940.50
4.0	\$214.00	\$1,070
4.5	\$237.50	\$1,200.50
5.0	\$261.00	\$1,331
5.5	\$284.00	\$1,461
6.0	\$307.00	\$1,591
6.5	\$330.00	\$1,721
7.0	\$353.00	\$1,851
7.5	\$376.00	\$1,981
8.0	\$399.00	\$2,111
8.5	\$422.00	\$2,241
9.0	\$445.00	\$2,371
9.5	\$468.00	\$2,501
10.0	\$491.00	\$2,631
10.5	\$514.00	\$2,761
11.0	\$537.00	\$2,891
11.5	\$560.00	\$3,021
12.0	\$583.00	\$3,151
12.5	\$606.00	\$3,281
13.0	\$629.00	\$3,541
13.5	\$652.00	\$3,671
14.0	\$675.00	\$3,801
14.5	\$698.00	\$3,931
15.0	\$721.00	\$4,931
15.5	\$744.00	\$4,061
16.0	\$767.00	\$4,191
16.5	\$790.00	\$4,321
17.0	\$813.00	\$4,451
17.5	\$836.00	\$4,581
18.0	\$859.00	\$4,711

Financial 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.
- have a high school diploma or GED to qualify for federal aid.

FAFSA

(Free Application for Federal Student Aid)

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

Use Gavilan College code: 001202

Complete the: **2015-16 FAFSA** for Spring 2016

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.

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.

Veterans

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.

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 15, 2016.



Counseling Calendar

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

Walk-Ins

<i>Date</i>	<i>Time</i>	<i>Location</i>
December 21	8 a.m. - 7 p.m.	Gilroy
December 22	8 a.m. - 6 p.m.	Gilroy
December 23	8 a.m. - 6 p.m.	Gilroy
January 5	8 a.m. - 7 p.m.	Gilroy
January 6	8 a.m. - 3 p.m.	Gilroy
January 7	8 a.m. - 7 p.m.	Gilroy
January 7	10 a.m. - 6 p.m.	Hollister
January 7	10 a.m. - 6 p.m.	Morgan Hill
January 12	8 a.m. - 7 p.m.	Gilroy
January 13	8 a.m. - 3 p.m.	Gilroy
January 14	8 a.m. - 7 p.m.	Gilroy
January 19	8 a.m. - 7 p.m.	Gilroy
January 20	8 a.m. - 3 p.m.	Gilroy
January 21	8 a.m. - 6 p.m.	Gilroy
January 21	10 a.m. - 6 p.m.	Hollister
January 21	noon - 7 p.m.	Morgan Hill
January 25	8 a.m. - 7 p.m.	Gilroy
January 26	8 a.m. - 7 p.m.	Gilroy
January 27	8 a.m. - 3 p.m.	Gilroy
January 28	8 a.m. - 7 p.m.	Gilroy

Appointments

January 4	8 a.m. - 7 p.m.	<u>Gilroy</u>
January 8	8 a.m. - 7 p.m.	<u>Gilroy</u>
January 11	8 a.m. - 5:30 p.m.	<u>Gilroy</u>
January 15	8 a.m. - 7 p.m.	<u>Gilroy</u>
January 22	8 a.m. - 7 p.m.	<u>Gilroy</u>

Academic Dismissal - Petition for Re-Admission

Document Deadlines:

- If you are currently enrolled (Fall 2015) and are on dismissal:
December 18, 2015 at 4:00pm
- If your Fall 2015 grades place you on dismissal:
January 28, 2016 at 4:00pm
- If you are returning to college and the last term of attendance you were placed on dismissal: **January 28, 2016 at 4:00pm**

Registration F.A.Q.

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

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

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

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

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

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

Pass/No Pass, Letter Grade Option: Some courses have the option of a final grade of Pass/No Pass or a traditional letter grade of “A”, “B”, “C”, etc. The grading option is shown by the class listing in the schedule. 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:

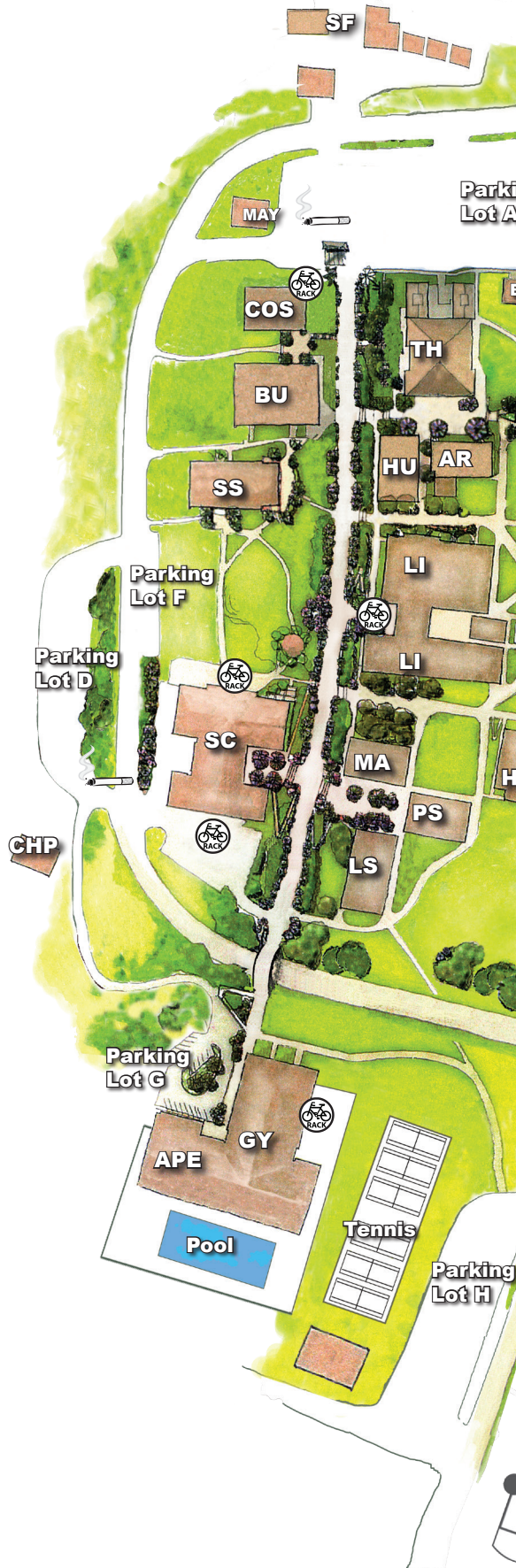
- If you withdraw from a course before the “NRS” deadline, or before 10% of the class meetings in a late-start class or short-term class, there will be no record shown on your transcript.
- If you withdraw from a course after the NRS date, but prior to completion of 75% of the class meetings for the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

Parking Lots

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

Building Guide

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





Rooms 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 Ed.	BU108
Cashier	BOB
Cashier (Student Accounts)	SC
Community Education	PB4
Computer Place	LI120
Cooperative 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
Learning Commons	LI 168
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
Security	SF
Student Success / Career Transfer Center	LI 135
Teaching and Learning Center	LI
Student Health	SC118
TRIO Program	MA 116
Tutoring Center	LI116
TV Studio	LITV
Veterans Center	LI 109
Welcome Center	SC107A
Writing Center	LI 168

Prerequisites

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

Get a prerequisite verification form and instructions at:
www.gavilan.edu/counseling/documents/VerificationForm.pdf

STEPS

1. Gather supporting documents.
2. Download and complete Prerequisite Verification Form
3. Meet with the walk-in counselor with completed form and supporting documents.

Successful completion of the prerequisite verification process will not grant credit for any courses taken at another institution. For a formal transcript evaluation, schedule an appointment with a counselor.

During registration cycles ONLY (December - January or May - August), bring your COMPLETED prerequisite verification form and supporting documents directly to the walk-in counselor. Wait times vary.

Supporting documents:

Submit a completed prerequisite verification form WITH PROOF OF:

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

Submit the following with your completed form:

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

2. AP test score of 3 or higher

Submit the following with your completed form:

- an AP Test Score Report from CollegeBoard*

3. Assessment/Placement Exam

You will need to submit the following with your completed form:

- An assessment/placement report from another institution (2 year recency)*

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

*All supporting documents (i.e.: transcripts) MUST include student's full name and name of institution.

Student Services

<i>Program</i>	<i>Students served</i>	<i>Services</i>
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 Project 408-848-4807	<ul style="list-style-type: none"> • Students who place into English 250 • First Generation students who plan to transfer to 4-year colleges/ universities 	<ul style="list-style-type: none"> • Freshman English and Guidance courses • Counseling until you graduate • College visits • Community mentors • Motivational Conference and Cultural activities

Student Services, continued

Student Success and Career Transfer 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

<i>Resource / Location / Contact</i>	<i>Description</i>
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 Commons	<ul style="list-style-type: none"> Writing Center Study rooms Computers
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 <p>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.</p> <p>ASGC cards can be used as library cards! Ask at the library desk to have yours activated.</p>

Labs and Instructional Support, cont'd

<p>Math Lab www.gavilan.edu/mathlab/ MA101. call 408-846-4959.</p>	<ul style="list-style-type: none"> • Practice math skills • Individualized help (every level) computers • Tutorial software • Math software for geometry, statistics and calculus projects.
<p>MESA (Mathematics, Engineering and Science Achievement) 408-846-4968 MA 115 www.gavilan.edu/mesa</p>	<ul style="list-style-type: none"> • Study center • Academic Excellence Workshops, tutoring, • University trips, • Academic advising, • Transfer assistance workshops and more. <p>Eligibility: 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.</p>
<p>Service Learning</p>	<ul style="list-style-type: none"> • Classes with a community service component to provide job and life experience.
<p>STEM MA 115</p>	<ul style="list-style-type: none"> • Internships • Support • Counseling for science and technology majors
<p>Student Success Center LI 135</p>	<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.
<p>Tutoring Tutoring Center (LI 116) Computer Place (LI 168). www.gavilan.edu/tutor 408-848-4838</p>	<ul style="list-style-type: none"> • Tutoring for all levels, all courses • Drop-in or appointment
<p>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.</p>	<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

ENGLISH AS A SECOND LANGUAGE COURSE SEQUENCE

Noncredit

*Lifeskills
Certificate
(12 hours)*

Literacy (1 & 2)	ESL 775 (5 hrs)	ESL 776 (5 hrs)	Vocational ESL	
Lifeskills 1 (A & B)	ESL 784 (6 hrs)	ESL 785 (6 hrs)		ESL 704A
Lifeskills 2 (A & B)	ESL 786 (6 hrs)	ESL 787 (6 hrs)		ESL 704 B
Beginning (formerly ESL 521, 522, 523)	ESL 727 (6 hrs) (Reading / Writing)			ESL 728 (6 hrs) (Listening / Speaking)



Credit

*Intermediate
II Certificate
(12 units)*

Intermediate I	ESL 532 (3units) (Reading / Vocabulary)	ESL 533 (5 units) (Grammar / Writing)		ESL 531 (4 units) (Listening / Speaking)
Intermediate II	ESL 542 (3 units) (Reading / Vocabulary)	ESL 543 (5 units) (Grammar / Writing)		ESL 541 (4 units) (Listening / Speaking)
Advanced I	ESL 552 (4 units) (Reading / Vocabulary)	ESL 554 (5 units) (Grammar / Writing)	ESL 553 (5 units) (Composition / Paragraphs)	
Advanced II	ESL 562 (4 units) (Reading / Vocabulary)		ESL 563 (5 units) (Composition - Essay)	



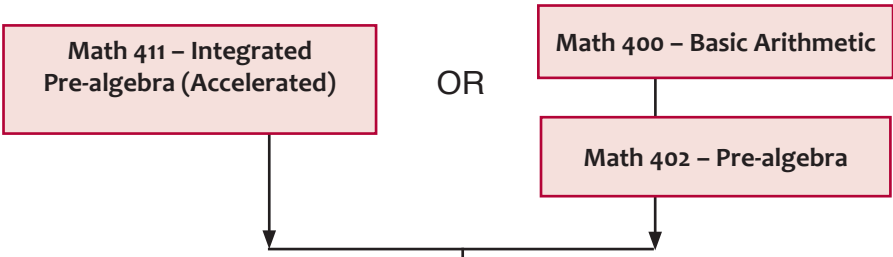
*Advanced
Certificate
(9 units)*

One Below Transfer	ENG 260 (3 units) (Reading)
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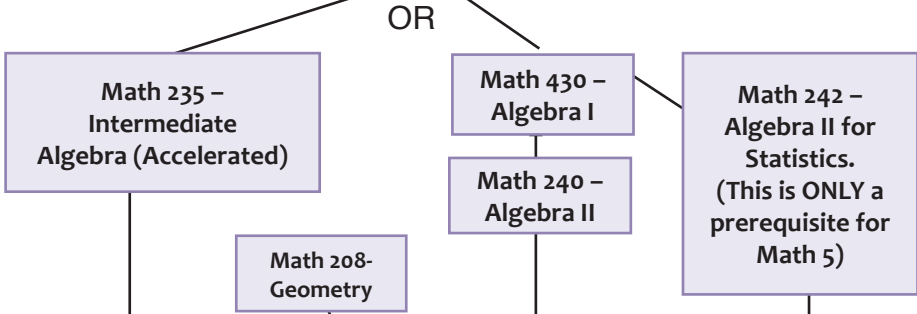
ENG 250 (3 units) (Writing)

MATHEMATICS COURSE SEQUENCE

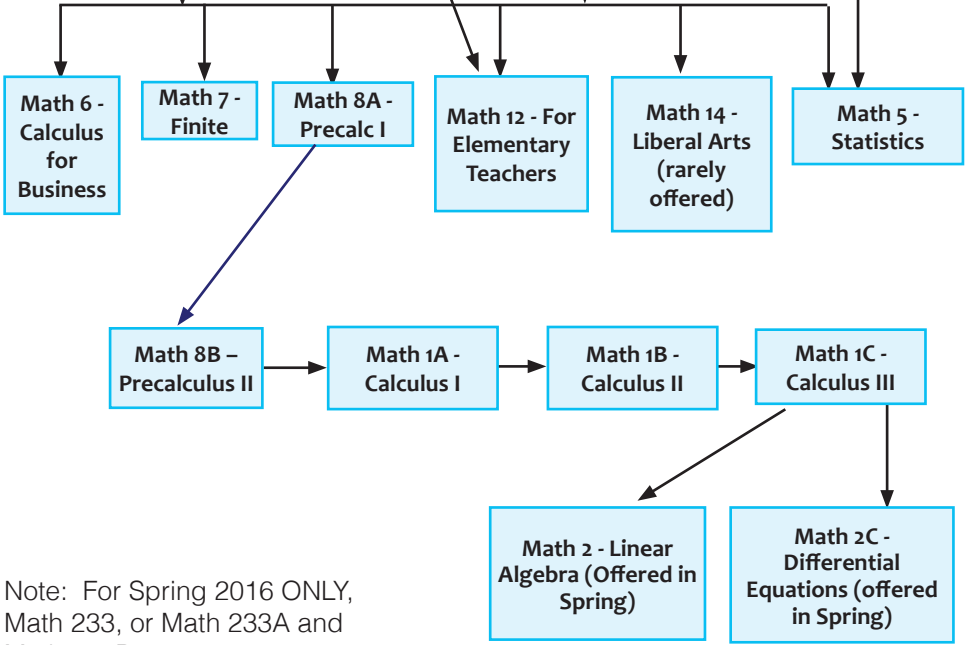
Pre-algebra



Algebra



Transfer Level



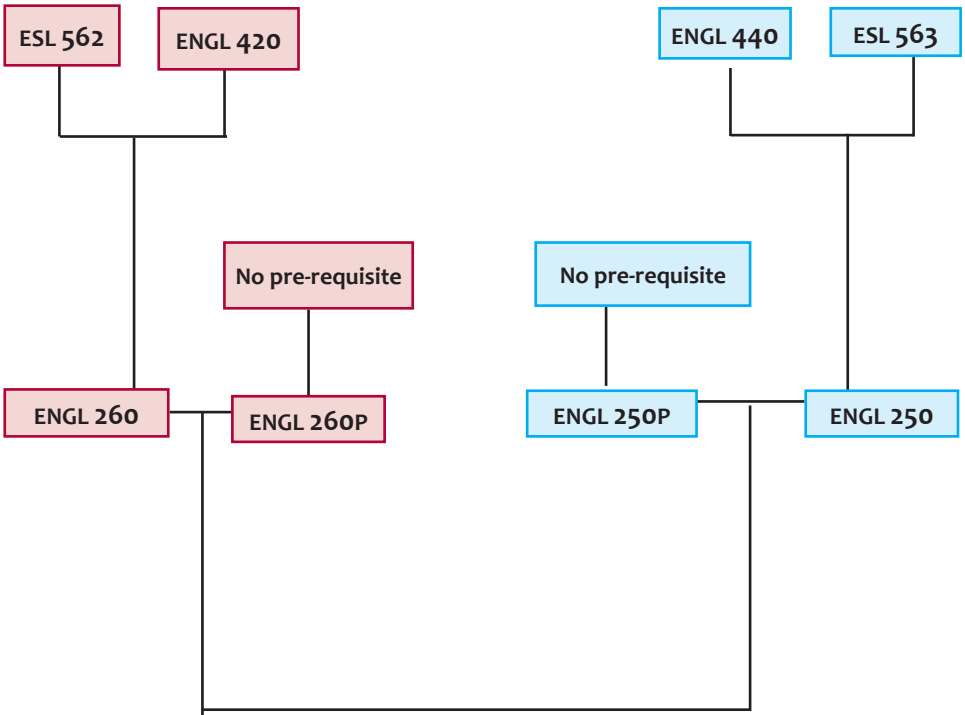
Note: For Spring 2016 ONLY, Math 233, or Math 233A and Math 233B can serve as a prerequisite for Math 6, 7, 8A, 12, 14 and/or Math 5.

ENGLISH COMPOSITION AND READING COURSE SEQUENCE

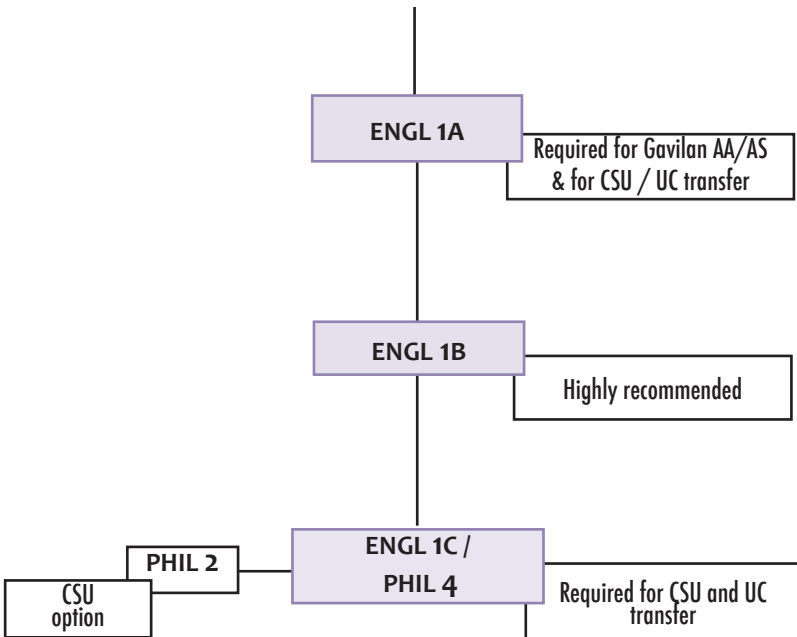
Reading

Writing

Basic Skills Level



College Level



Spring 2016 Final Exam Schedule

FINALS WEEK: May 23 - 27

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

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

If your class meets:	Starting at any time between:	Your final exam will be:
Daily, M, MTuW, MTuWF, MW, MWTh, MWThF, MWF, MTh, MThF, MF, W, WTh, WThF, WF	08:00 - 09:40	Monday May 23 08:00 - 10:00
	09:45 - 11:05	Monday May 23 08:00 - 10:00
	11:10 - 12:30	Wednesday May 25 10:30 - 12:30
	12:35 - 01:55	Wednesday May 23 10:30 - 12:30
	02:00 - 03:20	Monday May 25 01:00 - 03:00
	03:25 - 04:55	Wednesday May 23 01:00 - 03:00
MTu, MTuWTh, MTuTh MTuThF, MTuF, Tu, TuW, TWTh, TuWThF, TuWF, TuTh, TuThF, TuF, Th, ThF	08:00 - 09:40	Tuesday May 24 08:00 - 10:00
	09:45 - 11:05	Thursday May 26 08:00 - 10:00
	11:10 - 12:30	Tuesday May 24 10:30 - 12:30
	12:35 - 01:55	Thursday May 26 10:30 - 12:30
	02:00 - 03:20	Tuesday May 24 01:00 - 03:00
	03:25 - 04:55	Thursday May 26 01:00 - 03:00
Fri , Fri/Sat	8:00 - 10:55	Friday May 27 08:00 - 10:00
	11:00 - 1:55	Friday May 27 10:30 - 12:30
	2:00 - 7 pm	Friday May 27 1:00 - 3:00 pm
If your class meets: Saturdays, Sundays or evenings, exam begins at your regular class time	Monday	Monday May 23
	Tuesday	Tuesday May 24
	Wednesday	Wednesday May 25
	Thursday	Thursday May 26
	Friday	Friday May 20
	Mon/Weds	Monday May 23
	Tues/Thurs	Tuesday May 24
	Saturday	Saturday May 21
	Sunday	Sunday May 22
Make-ups and Conflicts	Monday	May 23 03:30 - 05:30
	Tuesday	May 24 03:30 - 05:30
	Wednesday	May 25 03:30 - 05:30

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.edu www.gavilan.edu/accreditation

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

Emergencies

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

Campus Security (non-emergency) <i>Seguridad del Campus (no emergencias)</i>	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 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
ASGC 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 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
Community/Contract Education Educación en la Comunidad/Contrato	408-852-2801
Cosmetology Appointment line /Cosmetología/Teléfono para Citas	408-842-5055
Counseling	gavilan.edu/ counseling
Disability Resource Center /Centro de Recursos para Estudiantes Incapacitados	408-848-4865

Directory



GavALERT

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

Discrimination-Harassment Complaints Oficina de Quejas por iscriminación 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
Health Services / Servicios de Salud	408-848-4791
International Students/Estudios Internacionales	408-848-4754
Library / Biblioteca	408-848-4810 408-848-4806
MESA Program - Math, Engineering, Science Achievement/ programa de Superación en Matemáticas, Ingeniería y Ciencias	408-846-4968
Noncredit Program (Community Development)/Programa sin Créditos (Desarrollo en la Comunidad) Sign up/Registrarse	408-852-2824 408-846-4954
Online / Cursos por Internet	408 848-4885
Outreach & Recruitment/Tours/Oficina de Inscripciones/ <i>Visitas al Campus</i>	408-846-4993 408-846-4993
President's Office/Oficina del Presidente	408-848-4711
Puente Program / Programa "Puente"	408-848-4807
Theatre Box Office/Taquilla del Teatro	408-846-4973
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
Welcome Center	408-848=4800 x5108

Spring Semester Calendar

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
January						January 1	2
	3	4 First day of Winter Intersession	5	6	7	8	9
	10	11	12	13	14 First day of Aviation	15	16
	17	18 Holiday	19	20	21	22	23
	24	25 Credit ESL Assessment	26 Credit ESL Assessment	27	28 Last day Intersession	29	30
February	31	February 1 First day of Spring classes	2	3	4	5	6
	7	8	9	10	11	12 Holiday	13 Holiday
		Last day to add a semester-long course					
	14 Hol.	15 Holiday	16	17	18	19	20
	Last day to drop with a refund. "NRS" deadline						
21	22	23	24	25	26	27	
March	28	29	March 1	2	3	4	5
	Deadline for grading option and for registering in independent study						
	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30	31	April 1	2
April	3	4 Spring Break	5 Spring Break	6 Spring Break	7 Spring Break	8 Spring Break	9 Spring Break
	10	11	12	13	14	15	16
	Spring Graduation Petitions Due						
	17	18	19	20	21	22	23
24	25	26	27	28	29 "W" deadline	30	
May	May 1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	First day to file official transcript request and to request CSU/IGETC certification						
22	23 Final Exams	24 Final Exams	25 Final Exams	26 Final Exams	27 Final Exams	28	
						Graduation Last day of semester	