

# Degrees Currently Offered by Gavilan College

## Associate of Arts

Administration of Justice  
Art  
Business  
Child Development  
Fine Arts  
Humanities  
Humanities &  
Social Science  
Interpersonal  
Communications  
Language Arts  
Liberal Arts  
Media Arts  
Music  
Physical Education  
Social Science  
Spanish  
Theatre Arts

## Associate of Science

Aviation Maintenance  
Technology  
Biological Science  
Business:  
Economics Option  
Computer Graphics  
& Design  
Computer Science and  
Information Systems  
Cosmetology  
Digital Media  
Engineering &  
Physical Science  
Health Science  
Mathematics  
Nursing (LVN/RN)



## *Find your niche!*

What if you could design a personal college, with the combination of classes and services you need to meet your goals? At Gavilan College, you can. No two students are exactly alike, and at Gavilan College you will find the flexibility and individual support you deserve.

If you are a new student, or want additional opportunities for friendship and camaraderie, you can participate in First Year

Experience, TRIO, or Learning Communities. If you just need a course or two for better career options take a class online, or an evening class.

If you're planning to transfer, are prepared for college-level work, and are not afraid of a challenge, join the Transfer Institute, and take the guesswork out of transferring.

No matter what your interests, you can broaden your education and unwind by attending sporting events, theater performances, guest lectures, and exhibits at the college gallery. See what your personal college has to offer.

Sincerely,

Steven M. Kinsella, D.B.A., C.P.A.  
Superintendent/President

Gavilan Joint Community  
College District

## Board of Trustees

Tom Breen, San Benito County  
B.S., J.D., Santa Clara University

Kent Child, San Benito County  
A.A., College of San Mateo;  
B.A., M.A., San Jose State University

Mark Dover, Gilroy  
B.S., M.A., San Jose State University

Laura Perry, Esq., Morgan Hill  
A.A., Gavilan College,  
B.S., San Jose State University;  
J.D., Santa Clara University

Elvira Robinson, Esq., San Benito County  
B.A., J.D., Santa Clara University

Deb Smith, Gilroy  
B.S., University of Phoenix

Leonard Washington, Morgan Hill  
B.A., Texas Southern University,  
M.A., Santa Clara University

Jesse Sandow, Student Trustee



## Administrators

Steven M. Kinsella, D.B.A., C.P.A., *Superintendent/President*

Jane Harmon, Ph.D., *Vice President of Instructional and Student Services*

Joseph Keeler, C.P.A., *Vice President of Administrative Services*

John Pruitt, *Dean of Student Services*

Fran Lozano, *Dean of Liberal Arts and Sciences*

Sherrean Carr, *Dean of Technical and Public Services*

Ron Hannon, *Director of Physical Education & Athletics*

Rich Gillis, *Associate Dean of Business Development*

Fran Lopez, *Associate Dean of the Disability Resource Center*

Rachel Perez, *Associate Dean of Community Development/Grants Management*

Anne Ratto, *Associate Dean of EOPS/CalWORKs and CARE*

# Contents

Ability to Benefit test	8
Academic Freedom	20
ADA/Section 504/508	20
Adding Courses	5
Administrators	1
Advanced Placement (AP)	13
Advisories	22
Americans With Disabilities Act (ADA) Compliance	20
Articulation Agreements	13, 18
Assessment	9
Assist	11
ASB - Associated Student Body	93
Attendance	22
Board of Trustees	1
California Articulation Numbers (CAN)	13
CalWORKs	27 (en español), 43
Campus Safety	22
CARE	24
Career/Transfer Resource Center	13
Child Development Center/Preschool	24, 73
CMAP (Community Media Access Partnership)	107
Codes; Major & Occupational	center pages
Community Education	107
Computer Place	25
Counseling Services	10
Course Repetition	22
Credit/No Credit, Letter Grade Option	22
Disabilities, Resources for Students	20
Disability Resource Center	24, center pages
Dropping Courses	5
Drug Free Schools and Campuses Act	20
English Skills, Vocational	20
ESL (Inglés como Segunda Lengua)	26
Evening Courses	102
Extended Opportunity Programs and Services (EOPS)	24
Family Educational Rights and Privacy	21
Fees	6, 7
Final Exam Schedule	110
Financial Aid	7
First-Year Experience	24, 68, 74
Footnotes, Spring	96
Forms	center pages
Application for Admission, BOGGE Fee Waiver Application, Educational Support Services for Students with Disabilities, High School Contract, Transfer Institute Application, Verification of Prerequisite	
GavTV	95, 107
General Education Requirements	12
Grade Policy	22
Graduation Requirements	12
Harassment/Hate Crimes	20
Health Services	25
High School Students	17
High Step Program (High School Transfer Enrichment Program)	17
Hollister Classes	
Spring	98-99
Summer	107

## Schedule Development Team

Mimi Arvizu, Jan Bernstein Chargin, Sherrean Carr, Katie Day, Bonnie Donovan, Natalie Juarez, Lynda Kerr, Fran Lopez, Fran Lozano, Jesus Olivas, Joy Parker, Rachel Perez, Dave Phillips, Celia Ramirez, Rosa Rivera-Sharboneau, Cindy Starr, Dennie VanTassel

Cover by: Jan Bernstein Chargin  
Photos by: Jan Bernstein Chargin  
Printed by: Casey Printing

Late Afternoon Courses	102
Late Start - Short Term Courses	103
Learning Communities	69-70, 81
Library	25
Maps	inside back cover
Matriculation	9
Mediation Services	23
MESA	24
Morgan Hill Classes	
Spring	100-101
Summer	107
New Classes	42
Non-discrimination	20
Noncredit Program	106, 108-110
Online Classes	
Spring	37-38
Summer	106
Open Enrollment	20
Orientation	9
Parking	6, 22
Prerequisites and Co-requisites	23
Problem Resolution Process (Grievance Process)	22
Puente Project	66, 105
Refunds	6
Register by Phone - GavNOW	112
Residency	see fees
ROP Courses	29-30
San Joaquin Biotechnology Center	15
SBDC - Small Business Development Center	21
Spring Semester classes	42
Calendar	inside front cover
Registration	5
Student Identification/Discount Card	7
Student Services	24
Summer Session Preview	104-107
Telecourses; Gavilan College, SJSU	38
Telephone Numbers	3
Title VI, Title IX	20
Transcripts	23
Transfer	10-16
Agreements	11, 13
Articulation Agreements	13
Credit	10
CSU (Breadth)	15-16
IGETC	14
Services	11
Transfer Institute	111
Application	center pages
TRIO Program	25
Tutoring Center	25
Veterans' Services	25
Vocational English Skills	20
Weekend Courses	102
Winter Intersession	39-41
Writing Center	79

Información  
en español  
... página 26-28

ACCURACY STATEMENT: The Gavilan Joint Community College District and Gavilan College have made every reasonable effort to ensure that the 2006 Spring/Summer Class Schedule is accurate. 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.

**GAVILAN COLLEGE SATELLITE LOCATIONS:****Morgan Hill Community and Cultural Center**

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

**Hollister, Briggs Bldg.**

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

**Hollister Airport**

490 Skylane Drive  
Hollister, 95023  
(831) 637-1151

**Telephone Numbers**

Main Campus . . . . .	408-848-4800	Foundation/Fundraising . . . . .	408-846-4936
from Hollister, call toll free . . . . .	637-1158	GavTV, Channel 18 . . . . .	408-848-4764
Morgan Hill Site . . . . .	408-782-2873	Health Services . . . . .	408-848-4791
Hollister, Briggs Building Site . . . . .	831-636-3783	Human Resources . . . . .	408 848 4755
Campus Security (non-emergency) . . . . .	408-848-4703	Instructional Services, Vice President's Office . . . . .	408-848-4761
Emergency: <u>First</u> : Dial '911' (On campus, dial '8' first.)		International Students . . . . .	408-848-4754
<u>Second</u> : Dial '10' for campus emergency support.		Liberal Arts & Sciences . . . . .	408-848-4701
From campus pay phone: Dial 408-710-7490		Library . . . . .	408-848-4810
Cell phone: 408-710-7490		Reference desk . . . . .	408-848-4806
		Math Lab . . . . .	408-846-4959
Admissions & Records . . . . .	408-848-4735 or 846-4954	Matriculation Coordinator . . . . .	408-848-4758
ASB Advisor . . . . .	408-846-4951	MESA - Math, Engineering, Science Achievement . . . . .	408-848-4887
ASB Office . . . . .	408-848-4777	Noncredit Program (Community Development) . . . . .	408-848-4859
Assessment Office . . . . .	408-846-4992	Placement/Assessment Testing . . . . .	408-846-4992
Athletics/Physical Education . . . . .	408-848-4876	Sign up . . . . .	408-846-4954
Aviation . . . . .	831-637-1151	Online/Telecourses . . . . .	408 848-4885
Bookstore . . . . .	408-848-4742	Outreach & Recruitment/Tours . . . . .	408-846-4993
Business Skills Center . . . . .	408-848-4786	President's Office . . . . .	408-848-4711
CalWORKs . . . . .	408-848-4813	Puente Program . . . . .	408-848-4807
CARE - Cooperative Agencies Resources for Education . . . . .	408-848-4790	Rambler . . . . .	408-848-4827
Career/Transfer Resource Center . . . . .	408-848-4818	Reading Lab . . . . .	408-846-4980
Cashier . . . . .	408-848-4714	Registration by Phone (GavNOW) . . . . .	408-846-3729
Child Development Center . . . . .	408-848-4815	R.O.P. - Regional Occupational Programs . . . . .	408-848-4816
CMAP - Community Media Access Partnership . . . . .	408-846-4983	Small Business Development Center . . . . .	408-847-0373
Community Education . . . . .	408-847-2514	Student Services, Dean's Office . . . . .	408-848-4732
Computer Place . . . . .	408-848-4729	Student Services, Vice President's Office . . . . .	408-848-4738
Cooperative Work Experience . . . . .	408-846-4993	Teach for Tomorrow . . . . .	408-848-4805
Cosmetology Appointment line . . . . .	408-842-5055	Technical and Public Services . . . . .	408-848-4719
Counseling Office . . . . .	408-848-4723	Telephone Registration (GavNOW) . . . . .	408-846-3729
DRC - Disability Resource Center . . . . .	408-848-4865	Theatre Arts Box Office . . . . .	408-846-4973
Discrimination-Harassment Complaints . . . . .	408-848-4715	Transfer (Career/Transfer Resource Center) . . . . .	408-848-4818
Distance Education Coordinator . . . . .	408 848-4885	TRIO . . . . .	408-846-4981
EOPS - Extended Opportunity Programs & Services . . . . .	408-848-4740	TTY (for Deaf or Hard of Hearing) . . . . .	408-846-4924
ESL Computer Lab . . . . .	408-848-4856	Tutoring Center . . . . .	408-848-4838
Evening Office . . . . .	408-848-4750	Veterans' Counselor . . . . .	408-848-4723
Financial Aid . . . . .	408-848-4727	Veterans' Services . . . . .	408-848-4734
First Year Experience . . . . .	408-848-4723	Writing Center . . . . .	408-848-4811

4

**GE Classes**

x4

**Mornings a Week**

x4

**A Full-time Schedule**

x4

**Spring**

For a list of courses offered, see pages 98 and 101.

*Take 12 units of transferable General Education classes at the Morgan Hill and Hollister sites in the spring.*

**El Proceso de Registración para el Programa de ESL**

*Consulte la página 26.*

**Block Scheduling Options**

*See pages 32-35*

## WHO MAY ATTEND GAVILAN COLLEGE?

Anyone who is a high school graduate or has passed the California High School Proficiency Exam or GED or is 18 years of age or older may attend Gavilan College. Students younger than 18 who are currently enrolled in high school may co-enroll at Gavilan College using a Special Student Status Contract form available in the local high school counseling offices or the Gavilan College Admissions & Records Office.

A contract is included in this Class Schedule (see center pages).

### Things to consider **BEFORE** registering

- ◆ Are you a first time student planning to transfer?
- ◆ Are you a first time student planning to obtain an AA/AS degree?
- ◆ Are you an undecided major?
- ◆ Are you a high school contract student?
- ◆ Are you an academic probation student or in a "disqualified" status?
- ◆ Are you an international student?
- ◆ Are you taking over 17 units (spring/fall) or over 5 units (summer)?
- ◆ Have you completed prerequisite courses at another college?
- ◆ Does your class have a prerequisite that was not successfully completed at Gavilan?

If you answered yes to any of the above questions...

**THEN YOU NEED TO SEE A COUNSELOR**  
Counseling Office: 408-848-4723

Ambassadors  
A.S.B.  
Gavilan Music  
Chi Sigma Lota  
(Administration of Justice)  
Cosmetology  
E.O.P.S.  
Gavilan College Cheerleading  
Gavilan Music  
GavTV  
Health Promotion  
International  
Latina Leadership Network  
Literary Alliance/Friction  
MANO (Men's Academic Network  
Organization)  
MESA (Math engineering Science  
Achievement)  
Multicultural Club (TRIO)  
Out Club  
Parent's Club  
Rambler/Student Newspaper  
Rho Alpha Mu  
TADAA/Theatre Arts  
Teach for Tomorrow

## ASB/ Clubs



For more  
information call  
408-848-4777

## NEW STUDENTS

### Registration Checklist

- Application - File with the Admissions and Records Office or Morgan Hill or Hollister sites at least 48 hours prior to registering.
- Placement Assessment and Orientation - Sign up on the main campus or at the sites for an assessment in math and English. Complete an online orientation. (Go to [www.gavilan.edu](http://www.gavilan.edu) and click on the Assessment and Orientation link.) If you have attended another college and completed math and English courses within the past two years, you do not need Gavilan's placement assessment (unless you wish to take it or it is required by your major.) Gavilan's placement assessment results become part of a student's record approximately 24 hours after completion of the assessment. Those students who agree with and understand the English and math course placement do not need to see a counselor to enroll in those courses.
- Transcripts - Request a transcript from your high school if you graduated within the past five years and have not attended any college. Also request a college transcript from any previous colleges you have attended. Bring or send official copies to the Admissions and Records Office or the sites.
- Request for Verification of Prerequisite Form - Complete this form (see center insert) if you are enrolling in a course with a prerequisite that you've completed at another college and your official transcript is NOT on file in the Admissions and Records office.
- Counseling - See a counselor if you are:
  - enrolling for more than 17 units or
  - an international student or
  - a high school contract student or
  - need some help to interpret your placement assessment results in order to enroll for a course with a prerequisite. Assessment results are part of our prerequisite database and you do not need to see a counselor if you agree with your placement.
- Register - Fill out a registration card and register in the Admissions and Records Office or at the Morgan Hill or Hollister sites or enroll by telephone at 408-846-3729 (GavNOW).
- Pay fees - Make check payable to Gavilan College. Visa, MasterCard and cash are accepted. Parking permits and student ID cards may be purchased at this time. If you are eligible for a BOG waiver (see financial aid information on page 7), your enrollment fees will be covered. All students (except concurrently enrolled high school students) are required to pay the \$1 Student Representation Fee and the Campus Center Use Fee (\$1 - \$5). Check the fee schedule before registering. Registration cannot be processed without payment. Registrations will not be processed for students who have "holds" on their records. If registering by phone, fees must be paid within five (5) days.



# SPRING 2006 REGISTRATION

## REGISTRATION SCHEDULE

### • CONTINUING STUDENTS

Nov. 28 - Dec. 9

### • TRANSFER INSTITUTE

Dec. 8 & 9

### • NEW, RETURNING & HIGH SCHOOL CONTRACT STUDENTS

High School students register in person.  
Dec. 12 - Jan. 19

### • LATE REGISTRATION

New, Continuing, Returning or High School Students. High School students register in person.

Jan. 23 - 27: in person or by phone (GavNOW)

Jan. 28 - 29: by phone (GavNOW)

Add codes required for all semester-long classes as of the first day of the semester.

### • REGISTRATION FOR OPEN ENTRY AND LATE-START CLASSES

Consult the "Short-Term Courses & Late Start Course List" on page 103. Students must be registered before the first day of a late-start course.

## ADD CODES

Students may add courses on a space available basis during the first week of the semester provided they have obtained an add code from the instructor of the course. To add the course, use the telephone registration system, (GavNOW) or add in person. Add codes obtained during late registration will be accepted for in-person or phone registration until Friday, February 3.

**A "new" student** is any student who has not previously attended Gavilan College. New students must have an application on file 48 hours prior to registering.

**A "continuing" student** is any student who was enrolled in the previous semester. A continuing student who misses priority registration may register with new & returning students or during late registration.

**A "returning" student** is a student who has been absent from Gavilan College for a semester or more.

**A "high school contract" student** is a student currently enrolled in grades 9-12.

## REGISTER IN PERSON

### MAIN CAMPUS

- Nov. 28 -Dec. 22: Mon - Thurs, 8 am - 7 pm, Fri, 9 am - 4:30 pm
- Dec. 23 - Jan. 2: Closed for Christmas Holiday
- Jan 3 - 13: Tues - Thurs, 8 am - 5 pm, Fri, 9 - 4:30 pm
- Jan. 16: Closed for Martin Luther King Day
- Jan 17 - 19: Tues - Thurs, 8 am - 7 pm
- Jan. 20: Closed for Staff Development Day
- Jan. 23 - Feb. 3: Mon - Thurs, 8 am - 7 pm, Fri, 9 am - 4:30 pm

REGISTER BY PHONE  
See page 112.

### MORGAN HILL AND HOLLISTER SITES

- Nov. 28 -Dec. 22: Mon - Thurs, 8 am - 2 pm, 6 - 8 pm  
Fri, 8 am - 12 pm, 1 - 5 pm
- Dec. 23 - Jan. 6: Closed for Christmas Holiday
- Jan 9 - 19: Mon - Fri, 8 am - 12 pm, 1 - 5 pm
- Jan. 16: Closed for Martin Luther King Day
- Jan. 20: Closed for Staff Development Day
- Jan. 23 - Feb. 3: Mon - Thurs, 8 am - 2 pm, 6 - 8 pm  
Fri, 8 am - 12 pm, 1 - 5 pm

## REGISTER BY PHONE

**Call GavNOW at (408) 846-3729**

See step-by-step instructions on page 112.

- Nov. 28 - Jan. 19: Mon - Fri, 9 a.m. - 10 p.m.
- Jan. 28 & 29 only: Sat & Sun, 9 am - 10 pm

New and returning students must file an application 48 hours prior to registering by phone. No application necessary for students who were enrolled the preceding semester.

Pay by credit card (MasterCard or Visa) or mail your check within 5 days to: Cashier, Business Office, Gavilan College, 5055 Santa Teresa Blvd., Gilroy, CA 95020.

Helpline available Mon - Thurs, 8 am - 5 pm and Fri, 9 am - 5 pm @ 408-848-4733.

## NEW: Fall semester 2006 will begin in early September...

...as we transition to our new 16-week calendar. The first day of instruction for fall semester will be Tuesday, September 5, 2006.

## Adding and Dropping Courses

Students may add and/or drop courses by calling GavNOW at (408) 846-3729 or in-person by completing a Change-of-Program (pink card).

**Add codes obtained from an instructor during late registration will be accepted for in-person or phone registration through Friday, February 3.**

A student who stops attending and does not officially drop is not automatically dropped from a course and may receive a final grade of "F." If a refund is desired, a Refund Form must be submitted to Admissions and Records before the deadline. No refunds are issued for courses dropped after the deadline.

# FEES

## BASIC FEES

Per unit fee (California resident) . . . . .	\$26
Per unit fee (Non-resident) . . . . .	\$193
Health Fee: Fall/Spring . . . . .	\$14
Summer . . . . .	\$5
Campus Center Use Fee (Fall & Spring only): . . . . . \$1 per unit to a maximum of \$5	
This fee is not required of students whose entire course load is held off campus.	
Student Representation Fee . . . . .	\$1
Student Identification Card Fee: per semester . . . . .	\$6

## Parking Permits (Required only on the Gilroy campus Monday - Friday)

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

One-day permits may be purchased from the coin-operated machines located in parking lots A, E and at the south entrance to campus for 75 cents. (exact change required)

## Refunds

Fees, minus a \$10 processing fee will be refunded when semester-long courses are officially dropped by this date. Refunds are not automatic, even when a class is cancelled. Students must drop no later than 5 p.m. on February 3 and file a Request for Refund form no later than February 17. Short-term courses must be dropped before 10% of the course meetings have passed. For one- or two-day courses, this date will occur before the start of the course.

## Student Health Fees

Gavilan College is required to maintain health services and accident insurance for all registered students. The \$14 health fee covers students for any injuries or accidents that may occur on campus.

## Student Representation Fee

The Student Representation Fee is a \$1 per semester fee that students approved through a student body election. The student government (ASB) oversees and uses the fees to lobby and advocate for student issues and concerns at the state level. It also supports opportunities for students to attend leadership conferences on issues related to advocacy. Those students who do not wish to support these activities may request a refund directly from the ASB.

## Fee Status for Alien Residents

Undocumented aliens will be charged out-of-state tuition and fees unless eligible for resident tuition under AB540. See page 7 for details. Foreign students holding "F" visas are prohibited by federal law from establishing residency and will be assessed non-resident fees.

## Spring 2006 Fee Schedule

TOTAL INCLUDES: \$26 per unit Enrollment Fee, \$14 Health Fee (\$5 Summer Health Fee), \$1 per unit Campus Center Use Fee (maximum of \$5), \$6 Student Identification/Discount Card and \$1 Student Representation Fee.

<u>Number of Units</u>	<u>California Resident</u>	<u>Non Resident Out-of-State</u>	<u>Number of Units</u>	<u>California Resident</u>	<u>Non Resident Out-of-State</u>
0.5	34.50	118.00	9.5	273.00	1859.50
1.0	48.00	215.00	10.0	286.00	1956.00
1.5	61.50	312.00	10.5	299.00	2052.50
2.0	75.00	409.00	11.0	312.00	2149.00
2.5	88.50	506.00	11.5	325.00	2245.50
3.0	102.00	603.00	12.0	338.00	2342.00
3.5	115.50	700.00	12.5	351.00	2438.50
4.0	129.00	797.00	13.0	364.00	2535.00
4.5	142.50	894.00	13.5	377.00	2631.50
5.0	156.00	991.00	14.0	390.00	2728.00
5.5	169.00	1087.50	14.5	403.00	2824.50
6.0	182.00	1184.00	15.0	416.00	2921.00
6.5	195.00	1280.50	15.5	429.00	3017.50
7.0	208.00	1377.00	16.0	442.00	3114.00
7.5	221.00	1473.50	16.5	455.00	3210.50
8.0	234.00	1570.00	17.0	468.00	3307.00
8.5	247.00	1666.50	17.5	481.00	3403.50
9.0	260.00	1763.00	18.0	494.00	3500.00

## Courses with additional Materials Fees

### Fees payable at Registration

<u>COURSE</u>	<u>DESCRIPTION</u>	<u>FEE</u>
AH 16	IV THERAPY	\$100.00
AH 32	BASIC CARD/LIFE SUP	\$12.00
AH 44	COMPENSATORY NSG	\$100.00
AH 62	MED-SURG NURSING	\$100.00
AH 64	MED-SUR/PEDI.NURSE	\$100.00
ART/CSIS/DM 80	DIGITAL PHOTOGRAPHY	\$20.00
GUID 1	SELF ASSESSMENT	\$12.00
HUM 4	INTRO AMER CINEMA	\$22.00
PSYC 5	SELF ASSESSMENT	\$12.00

### Fees payable to instructor or additional materials required

<u>COURSE</u>	<u>DESCRIPTION</u>	<u>FEE</u>
COS 200	BEGINNING COSMETOLOGY cosmetology kit	\$500 (approx.)
COS 201	INTERMEDIATE COSMETOLOGY manikin, pedicure kit and uniform	\$250 (approx.)
COS 202-203	ADV COS - PRACTICUM manikin, uniform and books	\$300 (approx.)
MATH 404A-G	SELF-PACED BASIC MATH	\$60
PE 17	GOLF facility use fee - details at first meeting	\$TBA
PE 20	BOWLING	\$1.25 per session
PE 39	FENCING	\$1.00 (payable to instructor)

## Student Identification/Discount Card

The purchase of the Student ID/Discount Card benefits both the individual student and the college at large. The fees are budgeted by the Associated Student Body to develop and support campus activities, educational programs, speakers, and cultural events. Cardholders also receive numerous on and off campus benefits including:

- Free admissions to college athletic events
- Community wide discounts such as reduced movie admissions, restaurant discounts, gym discounts, etc.
- Free bluebooks and scantrons in the college bookstore

Students who do not wish to purchase the ID/Discount Card must decline the card in writing. Forms for requesting a waiver of this fee are available from the Admissions and Records Office, the Financial Aid Office, the Morgan Hill and Hollister sites, the ASB Office, and the ASB Advisor's office (located in the Counseling Department). These forms must be turned in at the time of registration. Requests for refunds must be processed through the ASB Advisor.

## Resident Enrollment Fees for Non-Immigrant Students (AB540)

AB540, as required by California law, provides an exemption from payment of non-resident tuition for non-immigrant students. To be eligible, a student 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 the qualifying student may not be eligible for state aid programs such as BOG or EOPS or federal financial aid. The student must sign an affidavit affirming that he or she has filed or will file an application with INS to legalize his or her immigration status as soon as he or she is eligible to do so. Contact the Admissions & Records Office for more information.



# PAYING FOR COLLEGE

## APPLYING FOR FINANCIAL AID 2005-2006

*Financial assistance with college expenses is available for students of all incomes.*

### FINANCIAL AID OFFICE

Room SC 124 (408) 848-4727

Open: Mon. - Thurs.: 8 a.m. - 5 p.m., Fri.: 8a.m. - 3p.m.

Evening hours: Hours are extended during peak registration periods.

**GAVILAN COLLEGE SCHOOL CODE: 001202**

Gavilan College participates in several financial aid programs that are designed to provide assistance to students with documented financial need. This aid is provided from several sources: federal, state and private agencies.

If you are interested in applying for financial aid, pick up a free Application for Financial Student Aid (FASFA) in the Financial Aid Office, Room SC 124 OR apply online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). If you apply online, print and return the signature sheet or use your pin number to sign your application. Applications may also be obtained from high school counselors, most high school career centers and public libraries.

### Financial Aid Eligibility

Financial aid applicants:

- Must demonstrate need according to the guidelines of each program
- Must be a U.S. citizen or eligible non-citizen
- Must be in good standing on a federal student loan or not owe a refund of student financial aid
- Must demonstrate eligibility to benefit from higher education
- Males must be registered with Selective Service

Note: If you have been convicted of illegal drug use or sales you may be ineligible for some aid programs.

### STAFF

## Profile



### ANGELES FUENTES:

My goal in the Financial Aid Office is to give students a strong foundation of knowledge in order to fully understand the process of financial aid and different programs that are available for them. We want to be one of the stepping stones for the student's educational goals. I am a community college graduate, with an Associates in Liberal Studies from Cabrillo College. I have a BA in Liberal Studies from California State University, Monterey Bay and am now working on my thesis for my Masters in Education/Counseling.

I have worked for the Pajaro Valley Unified School District, and for Cabrillo College prior to coming to Gavilan.

### SATISFACTORY ACADEMIC POLICY (SAP)

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 twice per year after the Fall/Spring semester.

If you are disqualified you must attend a SAP Workshop. Stop by the Financial Aid Office to sign up for the SAP Workshop.

## Financial Aid Programs

### FEE WAIVER:

Board of Governor's Fee Waiver/BOG Program – waives mandatory enrollment fees for eligible students. This fee waiver is for **California residents only**. The BOG form is included in the center pages of this schedule.

### FEDERAL AND STATE GRANTS:

- Federal Pell Grant
- Federal SEOG Grant
- Cal Grant – **for California residents only**
- Chafee Grant

### FEDERAL WORK-STUDY:

Provides the student with an opportunity to earn money while gaining valuable work experience and is awarded based on financial need.

### SCHOLARSHIPS:

Scholarships are awarded on the basis of academic achievement and/or financial need. Eligibility varies and is set by the scholarship donor. Gavilan College General Scholarship application is due December 20. Applications are available in the Financial Aid Office. Additional scholarship applications are available in the Financial Aid Office with various deadlines throughout the school year. We recommend you inquire about scholarships several times per semester as new scholarships are announced throughout the academic year as they become available.

### VETERAN SERVICES:

Gavilan College offers special assistance to student veterans and children of disabled veterans enrolled in the day and evening programs. Students having questions pertaining to eligibility, benefits, application procedures and other veteran matters should contact the Financial Aid Office at (408) 848-4734.

### SUBSIDIZED STAFFORD LOAN:

Gavilan College participates in the Federal Family Educational Loan Program. If you are interested in applying for a Subsidized Stafford Loan, complete the FAFSA & attend an Entrance Loan Counseling Session. Applications for the Subsidized Stafford Loan are distributed at loan counseling sessions.

Spring 2006

## ENTRANCE LOAN COUNSELING SESSIONS

Sign up in advance in the Financial Aid Office (SC 124) or call 408-848-4727 for an appointment. Location will be given when you sign up.

Jan. 4 2:30-3:30 p.m.	Feb. 15 2:30-3:30 p.m.	Mar. 23 11:30-12:30 p.m.
Jan. 12 11:30-12:30 p.m.	Feb. 23 11:30-12:30 p.m.	Mar. 29 2:30-3:30 p.m.
Jan. 18 2:30-3:30 p.m.	Mar. 1 2:30-3:30 p.m.	April 6 11:30-12:30 p.m.
Feb. 1 2:30-3:30 p.m.	Mar. 9 11:30-12:30 p.m.	April 12 2:30-3:30 p.m.
Feb. 9 11:30-12:30 p.m.	Mar. 15 2:30-3:30 p.m.	April 26 2:30-3:30 p.m.

### LOOK US UP ONLINE AT [WWW.GAVILAN.EDU/FINAID](http://WWW.GAVILAN.EDU/FINAID)

Complete the fafsa at [www.fafsa.ed.gov](http://www.fafsa.ed.gov)

Online financial planning guide & budget counseling at [www.edwise.org](http://www.edwise.org)

Check your Stafford loan status at [www.elmresources.com](http://www.elmresources.com)

Online loan counseling at [www.edfund.org](http://www.edfund.org)

Selective service verification of enrollment at [www.sss.gov](http://www.sss.gov)

## Ability to Benefit

### NEED FINANCIAL AID BUT HAVE NO HIGH SCHOOL DIPLOMA?

Federal regulations require students who do not have a high school diploma, General Educational Development (GED) certificate, or California High School Proficiency Exam (CHSPE) and who are applying for financial aid, to take an Ability to Benefit assessment. If you have a high school diploma (or equivalent) from another country you are exempt.

The Ability to Benefit ACT Asset schedule is listed below. To sign up for a session, call or come by the Financial Aid Office: 408-848-4727 (SC124).

### ACT ASSET Schedule for Native English Speakers:

DAY	DATE	TIME	LOC
Friday	Dec. 2	1-3	Gilroy
Friday	Dec. 16	8-10	Gilroy
Friday	Jan. 13	8-10	Gilroy
Wednesday	Feb. 3	8-10	Gilroy
Friday	Mar. 10	8-10	Gilroy
Friday	Apr. 7	9-11	Gilroy

Times and locations subject to change and additional times may be added. Confirm time and location with the Assessment Office in LS 114 - (408) 846-4992 prior to testing date.


## CELSA (Combined English Language Skills Assessment)

Students with limited English language skills that are enrolled in English as a Second Language (ESL) classes and do not have a high school diploma or GED and are applying for Financial Aid must take the CELSA assessment. Contact the Financial Aid Office (SC124) or call (408) 848-4727.

DAY	DATE	TIME	LOC
Friday	Dec. 2	10-11	Gilroy
Friday	Jan. 13	11-12	Gilroy
Friday	Feb. 3	8-9	Gilroy
Friday	Mar. 10	10-12	Gilroy
Friday	Apr. 7	2-3	Gilroy

Dates, times and locations are subject to change. Contact the Assessment Office (LS114) or call (408) 846-4992 to confirm your appointment.

Visit the Gavilan Bookstore on the Gilroy main campus early. Used books may be available at reduced cost.

**Drop a class?** 

**Want a refund?** 

Gotta ask or it won't happen. (see page 6)



## Matriculation - What is that?

Matriculation is a series of services that Gavilan College commits to provide for you. The purpose is to help you identify your educational goals and successfully complete them.

These matriculation services include:

- a clear and accessible ADMISSIONS process
- ASSESSMENT of your academic skill level through placement testing and consideration of other related factors
- an online ORIENTATION to the College and the services we offer
- COUNSELING so you can complete your program in the quickest possible time with all the correct requirements
- FOLLOW-UP on your progress so you can both feel and be successful

The above is our commitment to you. Your part of the partnership is to:

- identify and declare an educational goal and major
- meet with a counselor to develop and update your educational plan so you can stay on track
- seek out services on campus that will support you and help you stay in school
- make progress towards your goal

## Exemptions

Sometimes a student does not want to take advantage of the matriculation services. That is a right you have. In order to be exempt from assessment and orientation you:

- must have an AA degree or higher
- must have accumulated fewer than 12 units in transfer courses
- must be presently enrolled in fewer than six units
- must not plan to earn a certificate or degree
- must complete a waiver form at the Admissions & Records Office. (Doing this will prevent you from participating in priority/early registration.)

You still have the right to use the other matriculation services. We encourage you to do so.

## Orientation

Orientation is one of the components of matriculation. It provides new students with an overview of instructional programs, support services, facilities and general graduation requirements. Completion will help students avoid making course choices that might complicate and lengthen the time required to reach their educational goals.

Gavilan College offers an online orientation. Click on the Orientation link on the Gavilan homepage ([www.gavilan.edu](http://www.gavilan.edu)) to complete the orientation or contact the Counseling Office at 408-848-4723.

You may choose to not participate in orientation by completing a waiver form at the Admissions & Records Office. Doing this will prevent you from participating in priority (early) registration.

### ORIENTATIONS are completed online.

Click on the Orientation link on the Gavilan homepage - [www.gavilan.edu](http://www.gavilan.edu)

### ¿Es el inglés su Segundo Idioma?

Consulte la página 34 para mas informacion sobre el examen de evaluacion de ESL.

## Assessment

Placement/assessment testing will help ensure that students are enrolled in courses that match their abilities in language and computational skills. Placement scores, together with other indicators of a student's abilities, are used by counselors to recommend appropriate course placements. Register for the assessment at the Admissions & Records Office in the Student Center.

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

***This CTEP/MDTP placement/assessment is administered in English and is not intended for applicants to the English as a Second Language (ESL) program.***

Sessions begin promptly at the stated time. Check in begins one half hour prior to starting time. No one will be admitted after the session has begun.

Assessment requires:

- Valid picture ID \*
- Social security number required for scoring of exam
- 2 - #2 pencils (no mechanical pencils)
- No pagers or cell phones allowed in the testing room
- No watches allowed in the testing room.

\* A valid picture ID includes a California Driver's License, California ID, Passport, Student Body Card, Military ID or Alien Registration Card. Contact the Assessment Office (LS114) or call 408-846-4992 if you do not have a valid ID.

### Re-Assessment Sessions:

Students who have previously taken the assessment test may re-test after 30 days. You may re-assess once per semester. Call the Assessment Office (LS114) or call 408-846-4992 to confirm dates, times and locations.

Re-Assessment requires a copy of student's previous test scores (test scores can be obtained from the Counseling Secretary - SC108)

Times and locations are subject to change. Additional times may be added. (Confirm dates and locations with the Admissions and Records Office or check online posting at [www.gavilan.edu/assessment](http://www.gavilan.edu/assessment).)

## SPRING SPORTS

### Spring Teams:

Men's Baseball  
Women's Softball  
Co-ed Golf  
Women's Basketball  
Men's Basketball



GO

RAMS!

### Also check out:

Soccer  
Volleyball  
Swimming  
Bowling  
Aerobics  
Pilates  
Yoga  
Cardio Fitness

For more information, contact the Athletic Department at 848-4876

# COUNSELING

Gavilan College provides a staff of full and part-time professional counselors to assist students in meeting educational, career and life goals. Counseling is available to students who are uncertain about their plans for the future, who are experiencing difficulty in making important decisions, or who have any other personal or social concerns. In addition, counselors make referrals to many community agencies. Students may seek the assistance of any counselor at Gavilan.

Photo ID required to obtain counseling services.

## Winter Intersession Counseling Hours

Gavilan Main Campus (walk in):

Jan. 3-13 Mon-Fri 8:30 am - 3:30 pm

Morgan Hill site (by appointment or drop-in):

Dec. 1 Th 8:30 am –1:00 pm

Dec. 15 Th 5:00 pm. – 8:00 pm

Jan 17 Tu 9:00 am - 5:00 pm

Jan 19 Th 9:00 am - 5:00 pm

Call 408-782-2873 for an appointment.

Hollister Briggs Building site (by appointment or drop-in):

Jan 18-19 Wed-Th 11:00 am-6:30 pm

Call 831-636-3783 for an appointment.

## Spring Counseling Hours

Gavilan Main Campus (walk in and appointments):

Walk -in: Mon-Fri 8:30 am-12:30 pm

Appointments: Mon-Fri 8:00 am - 8:00 pm

For more information call the Counseling Secretary: 408-848-4723.

Counseling Office - SC 108 (in the Admissions building)

Morgan Hill site (by appointment): Phone 831-634-0917

Hollister Briggs Building site (by appointment): Phone 408-782-0253

## Counselors by Department and Program

Dr. Rosa Sharboneau, <b>General Counseling/Transfer</b>		SC119
Dr. Tim Lister, <b>General Counseling</b>		SC106
Celia Marquez, <b>General Counseling/Puente Program</b>		SC105
Dr. Jesus Olivas, <b>General Counseling/Articulation</b>		SC104
Johanna Stewart, <b>General Counseling</b>		SC107b
Leslie Tenney, <b>General Counseling</b>		SC103
Candice Whitney, <b>General Counseling</b>		SC113
<u>MESA:</u> Darlene Martin	848-4968	PH114
<u>EOPS/CalWORKS</u> (Extended Opportunity Programs and Services)		
Gary Cribb	848-4740	LI101a
Christina Garcia	848-4740	LI101a
<u>DRC</u> (Disability Resource Center)		
Bruce Eastman	848-4865	LI117
<u>Athletics:</u> Darlene Martin	848-4968	GY118

# TRANSFER

## Complete your first two years of university coursework at Gavilan College.

Students planning to transfer to a four-year institution can generally complete the first two years of their college work at Gavilan College and enter the four-year institution with junior standing.

The requirements of universities vary. It is therefore advisable that students consult a counselor early in the semester for more detailed information about each university's specific requirements. *Due to recent changes in admissions policies at UCs and CSUs, working with a counselor is critical.*

## Transfer Credit

Official transcripts from institutions fully accredited by appropriate accrediting associations will be evaluated for transferable lower division coursework. Appropriate units and subject content will be applied to major and general education requirements to meet prerequisites or graduation requirements. Courses taken at other California Community Colleges, California State Universities or any University of California will be transferred to Gavilan with the same general education designation as that of the issuing institution. Courses with letter grades of less than "C" will not be transferred.

Students who wish to transfer coursework from foreign institutions must submit official transcripts to a college-approved foreign evaluation service for translation and evaluation.

Coursework from a foreign institution cannot be used for certification to a four-year institution. Students should contact the institution to which they wish to transfer to inquire about the acceptance of foreign coursework.

## CLEP EXAMS

University of California does not grant credit for College Level Examination Program exams. CLEP credit CANNOT be used to certify IGETC. Some California State Universities will grant CLEP credit for certain areas and some will not grant credit at all. Transfer students are advised to contact the university they will be attending for specific information regarding CLEP credit.

## GENERAL EDUCATION RECIPROCITY AGREEMENT

The Gavilan Community College District has entered into a mutual agreement with seven other community Colleges to accept the general education of these colleges. The participating colleges are De Anza College (Cupertino), Evergreen Valley College (San Jose), Foothill College (Los Altos Hills), Gavilan College (Gilroy), Mission College (San Jose), Ohlone College (Fremont), San Jose City College (San Jose) and West Valley College (Saratoga).

Students who obtain a Certification of Completion of Associate Degree General Education or complete an associate degree at any of the participating colleges will have both their general education course work and graduation proficiencies accepted as completed at any one of the participating campuses.

## Courses Numbered 22, 23, 122, 123, 98, 198

These courses are also called "Independent Studies", "Special Studies", "Special Topics", "Internships", etc. Credit for variable topics courses is given only after a review of the scope and content of the course by the receiving institution. This usually occurs after transfer and may require recommendations from faculty. Check with a counselor to prevent surprises.

## Transfer Services

### ASSIST

ASSIST is a computerized student-transfer information system that can be accessed over the World Wide Web. It displays reports of how course credits earned at one California college or university can be applied when transferred to another. ASSIST provides the most accurate and up-to-date information available about student transfer in California. Visit the website at [www.assist.org](http://www.assist.org).

### CSU MENTOR

CSU Mentor is an online resource designed to help students and their families learn about the CSU system, select a CSU campus to attend, plan to finance higher education, and apply for admission. Personal data entered by the user is not released without the user's express consent and direction.

CSU Mentor is free to use. The student will only pay the application fee charged directly by the CSU campus when an application for admission is submitted.

Visit the website at [www.csumentor.org](http://www.csumentor.org).

### PATHWAYS

PATHWAYS, the University of California's online undergraduate admission information and application network.

- Information about financial aid and how to finance a UC education.
- Answers for Transfers
- UC campus Web sites, a list of links to the campuses for prospective students
- Transfer/Application Center
- Message Center - ask a question about undergraduate education or admission at UC

Visit the website at <http://www.ucop.edu/pathways>

## Transfer Agreements (TAAs)

A Transfer Admissions Agreement is a formal agreement between a student in attendance at Gavilan College and a receiving baccalaureate granting institution to which the student intends to transfer. The agreement guarantees admission to a transfer university a year in advance for the fall semester. It may also guarantee admission into a major.

**Note: Educational plans for students preparing to transfer to any public or private institution can be developed.** Because the requirements of universities vary, it is advisable that students consult a counselor for more detailed information.

Gavilan College has Transfer Admission Agreements with the following universities:

- UC Davis
- UC Riverside
- UC Santa Cruz
- San Francisco State University
- San Jose State University
- University of Santa Clara
- CSU Monterey Bay

You do your part and they'll do theirs (admit you early!). Articulation agreements are also available online at [www.assist.org](http://www.assist.org). For eligibility requirements schedule a counseling appointment by calling 408-848-4723.

## Career/Transfer Resource Center

The center is located in SC102. Call 408-848-4818 for more information.

**Transfer Institute** See page 25 .

## Transfer Checklist

Are you preparing to transfer to a four year university? If so, planning for your transition now will guarantee a smooth and easy transition from Gavilan to the institution of your choice. Follow the recommended **PLAN FOR SUCCESS**:

### PLAN FOR SUCCESS

#### First Year at Gavilan:

##### FALL SEMESTER

- Meet with a counselor and inform him/her of your intent to transfer.
- Request a current copy of the general education pattern you wish to follow (IGETC or CSU)
- Refer to the Gavilan catalog for course descriptions.
- Begin to investigate possible major choices.
- Develop an educational plan with a counselor.
- Request that all high school and college transcripts be sent to Gavilan.

##### SPRING SEMESTER

- Meet with counselor to discuss academic progress and major choice.
- Update educational plan to include major preparation courses.
- Consider participating in student clubs, student government, etc.
- Identify at least 3 universities and check the required major preparation.
- Determine eligibility for an Associates Degree from Gavilan.

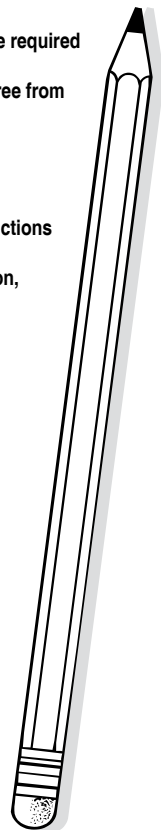
#### Second Year at Gavilan:

##### FALL SEMESTER

- Meet with counselor to discuss course selections and to review educational plan.
- Verify completion of units, general education, and major preparation.
- Update educational plan, if necessary.
- Apply for scholarships and financial aid.
- Apply for college admissions.

##### SPRING SEMESTER

- Submit a Gavilan graduation petition.
- Read all of your correspondence from universities.
- Follow university instructions and meet deadlines.
- Keep copies of all correspondence
- Send official transcript showing work completed and courses in progress for spring.
- At the end of the semester, request two copies of your final transcripts (spring grades included) and a G.E. certification. One copy is sent to the university that you plan to attend and the second copy is for you to keep for your personal record.



# Gavilan College Associate Degree Graduation Requirements

A Gavilan College Associate degree (AA or AS) is a combination of general education courses and a specific major selected from the Gavilan College catalog.

1. File a **Petition to Graduate** with the Admissions & Records Office by April 1 for a Spring or Summer graduation and October 1 to graduate at the end of Fall Semester. One petition must be filed for each Associate degree, Certificate of Completion, Certificate of Achievement or Award of Achievement the student expects to receive.
2. Students must earn an overall grade point average of 2.0 ("C") or higher for all work attempted and a grade point average of 2.0 "C" or higher in all major or certificate courses.
3. Complete a minimum of 18 units of coursework in a major. Specific major course requirements are listed in the college catalog.
4. Complete a minimum number of 60 semester units. Complete the last 12 units, or a total of 48 units, at Gavilan College.

## Gavilan College AA/AS General Education Requirements (2005-2006)

Area	Semester Units
<p><b>A. COMMUNICATION IN THE ENGLISH LANGUAGE</b> <span style="float: right;"><b>6-9</b></span></p> <p>One course from each of these two areas:</p> <p><b>A-1 Oral Communication</b> – CMUN 1A, 8 or 10</p> <p><b>A-2 Written Communication</b> – ENGL 1A or ENGL 250</p> <p><b>A-3 Reading</b> – ENGL 260 with a grade of "C" or better, or demonstrate reading proficiency at the college level. (Competency may be verified by an approved test.)</p>	
<p><b>B. PHYSICAL UNIVERSE AND ITS LIFE FORMS</b> <span style="float: right;"><b>6-14</b></span></p> <p><b>The Physical or Life Science requirement will include at least one course that has a laboratory section</b> <span style="float: right;">One</span></p> <p>One course from each of these three areas:</p> <p><b>B-1 Physical Science</b> – ASTR 1; <u>CHEM 1A, 1B, 12A, 12B, 30A, 30B</u>; <u>GEOG 1</u>; <u>GEOL 1, 13</u>; <u>PHYS 1, 2A, 2B, 4A, 4B, 4C</u>, PSCI 1, 2</p> <p><b>B-2 Life Science</b> – ANTH 1; <u>ECOL 1</u>; <u>BIO 1, 4, 5, 7, 8, 9, 10, 13, 15, 20</u></p> <p><b>B-3 Laboratory Activity</b> – Lab courses are underlined and are included in B-1 and B-2</p> <p><b>B-4 Mathematics</b> – Minimum of Math 205 or equivalent. (Competency may be verified by an approved test.)</p>	
<p><b>C. ARTS, FOREIGN LANGUAGE, LITERATURE AND PHILOSOPHY</b> <span style="float: right;"><b>5</b></span></p> <p>One course from each area:</p> <p><b>C-1 Fine and Performing Arts</b> – Art, Theatre, Music (other than area 2); CMUN 2; HUM 10; Journalism (other than Journalism 10)</p> <p><b>C-2 Cultural History, Foreign Language, Philosophy</b> – ART 1A,1B, 11, 20, 21; ENGL 1B, 1C, 2A-E, 2H, 2I, 2J, 4A, 4B, 5A, 5B, 9A, 9B, 9C; HIST 1, 2, 3, 4A, 4B, 5, 6, 7A, 7B, 10, 12, 14, 18, 19, 21; HUM 3, 4, 5, 10; JOUR 10; JPN 1A; MUS 1A, 1B; PHIL 1, 2, 3, 3B, 4, 5, 6, 6B, 7A, 7B, 8, 15; SOC 10; THEA 1; any foreign language</p>	
<p><b>D. SOCIAL, POLITICAL, AND ECONOMIC INSTITUTIONS</b> <span style="float: right;"><b>9</b></span></p> <p>One course from area D-1, and two courses from area D-2:</p> <p><b>D-1 U.S. History and Political Institutions</b> (3 units)</p> <p>One course from HIST 1, 2, 5, 18, 19 or POLS 1</p> <p><b>D-2 Behavioral, Economic and Social Science</b> (6 units)</p> <p>Two courses from AJ 6, 10; ANTH 2, 3, 5, 8, 9, 10; General Business 1; CD 2, 3, 7; CMUN 4; ECON 1, 2, 10; GEOG 2; HIST 1, 2, 3, 4A, 4B, 5, 6, 10, 12, 14, 18, 19; JOUR 10; SOC 1A, 1B, 3, 4, 10; POLS 1, 3, 4, 6, 12; PSYC 1A, 1B, 2, 3, 6, 7; SSCI 1</p>	
<p><b>E. LIFELONG UNDERSTANDING AND SELF-DEVELOPMENT</b> <span style="float: right;"><b>3</b></span></p> <p><b>E-1</b> One unit from any Physical Education activity class or Intercollegiate Sport *</p> <p><b>E-2</b> Minimum of two units from: AH 3, 11, 30; BIO 11; CD2; CSIS 1, 2, 6, 8, 45, 51; GUID 1, 200; HE 1, 2; PHIL 3B, 6B, 8, 15; POLS 27; PSYC 2, 3, 5, 27, 41; SOC 21</p> <p>* Note: Some CSUs require two units of Physical Education, an additional unit is recommended.</p>	
<p><b>F. CULTURAL DIVERSITY</b> <span style="float: right;"><b>0-6</b></span></p> <p>Two courses from the following list; courses may also count under appropriate areas for other General Education requirements.</p> <p>AH 3, 11; ANTH 3, 5, 9, 10; ART 10A, 11, 20, 21; BIO 11; CD 7; CMUN 4; ENGL 2B, 2E, 2H, 2I; GEOG 2; HIST 3, 5, 6, 10, 12; PHIL 6, 15; POLS 3, 4; PSYC7; SOC 3; SPAN 9A, 12A, 12B; THEA 1</p>	

## Advanced Placement (AP)

Gavilan College grants up to six semester units of transfer credit for each College Board Advanced Placement (AP) Test on which a student receives a score of 3 or better. The AP results must be submitted to the Office of Admissions & Records with a request for evaluation.

Students receiving a score of 3, 4 or 5 on the Math and English AP exams will be exempted from the placement assessment test. AP units will not apply toward financial aid, nor can they be used to satisfy the residency unit requirement.

Advanced Placement credit will be awarded as follows:

Test	Score*	Equiv. Gav. College	Semester Units
American History	3,4,5	HIST 1,2	6
Art History	3,4,5	ART 1A, 1B	6
Biology	3,4,5	BIO 10	4
Chemistry	3,4	CHEM 30A	4
	5	CHEM 1A	5
Computer Science A	3,4,5	CSIS 45	3
Computer Science AB	3,4,5	CSIS 45,46	6
English Language & Composition	3,4,5	ENGL 1A	3
English Composition & Literature	3,4	ENGL 1A	3
English Composition & Literature	3,4	ENGL 1A	3
	5	ENGL 1A, 1B	6
(Max # Units in English= 6)			
Economics, Macro	3,4,5	ECON 1	3
Economics, Micro	3,4,5	ECON 2	3
Government & Politics			
U.S.	3,4,5	POLS 1	3
Comparative	3,4,5	POLS 3	3
Math/Calc AB	3,4,5	MATH 1A	4
Math/Calc BC	3,4,5	MATH 1B	4
Math/Statistics	3,4,5	MATH 5	3
Music Theory	3,4,5	MUS 3A	3
Physics B	3,4,5	PHYS 2A	4
Physics C	3,4,5	PHYS 2B	4
Psychology	3,4,5	PSYC 1A	3
Spanish	3,4	SPAN 1B	5
	5	SPAN 2A	5

\* Scores of "3" may not be accepted for all courses by some 4 year colleges and universities.

## Articulation Agreements

Gavilan College has completed lower division course-to-course, major-to-major and general education agreements with all California State University (CSU), University of California (UC) and a number of private university campuses. These agreements ensure that participating universities will accept certain courses taken at Gavilan College to satisfy general education, major or elective university requirements.

The articulation officer, counselors and the Career/Transfer Resource Center staff have lists of participating institutions. Articulation agreements are also available online. See information on [www.assist.org](http://www.assist.org).

**Note: Educational plans for students preparing to transfer to any public or private institution can be developed.**

Please see your counselor for additional information and to view copies of specific transfer agreements. The Counseling Office is located in SC108. For more information call 408-848-4723.

# California Articulation Number System

The California Articulation Number (CAN) System provides a cross reference number for courses which have been evaluated by faculty and determined to be acceptable "in lieu of" each other. Only lower division, transferable, major preparation courses commonly taught on two- and four-year college and university campuses are included in the System.

The criteria for a campus to qualify to use a CAN Number includes written, faculty-approved articulation agreements on each course with a minimum of four public four-year California colleges and universities.

The CAN Number System is not a common numbering system. Each campus retains its own course numbers, prefixes and titles. The CAN (e.g., CAN ENGL 2) is listed parenthetically in catalog descriptions, class schedules and other publications as appropriate.

The CAN designation is assurance that the course or sequence of courses will be accepted in lieu of an identically designated CAN course or sequence at all participating campuses in California.

(CAN ENGL1A = CAN ENGL 1A at another college.)

## Visit the Career/Transfer Resource Center

Services are designed to assist you throughout your time at Gavilan College.

Services available:

- ◆ Information on job outlook, training and educational opportunities
- ◆ Career Assessment using **EUREKA** and **TRUE COLORS**
- ◆ Current transfer information
- ◆ Application workshops
- ◆ Current articulation agreements using ASSIST
- ◆ Access to an updated college information resource library
- ◆ Future career trends
- ◆ Assistance with admission procedures and referral to academic counseling
- ◆ Research library of career reference materials
- ◆ Annual Transfer Day and College Faire

Located in SC102, on the main campus  
For more information, call (408) 848-4818 or visit the website at  
[www.gavilan.edu/transferctr](http://www.gavilan.edu/transferctr)



## UC/CSU Intersegmental General Education Transfer Curriculum

### IGETC - 2005 - 2006

Completion of all the requirements in the IGETC will permit a student to transfer from a community college to the California State University or the University of California without the need, after transfer, to take additional lower-division general education courses to satisfy campus general education requirements. All areas must be satisfied and all courses must be completed with a grade of "C" or better before IGETC can be certified by Gavilan College's Admissions and Records Office. A "C-" is not acceptable. See the Gavilan catalog and a counselor for details. A student is strongly advised to complete a total of 60 transferable units before transferring. These will include the IGETC requirements, "major" prerequisites and elective units if needed.

**(Students should request an IGETC certification from the Office of Admissions & Records before transferring.)**

#### **AREA 1 – ENGLISH COMMUNICATION**

**9 units**

**CSU** – Three courses required, one each from A, B and C

**UC** – Two courses required, one each from A and B

**A: English Composition** – ENGL 1A

**B: Critical Thinking** – ENGL 1C or PHIL 4

**C: Oral Communication** (CSU requirement only) – CMUN 1A, 8 or 10

#### **AREA 2 – MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING**

**3 units**

One course: CSIS 26; ECON 11\*\*, GBUS 11\*\*, MATH 1A, 1B, 1C, 2, 2C\*\*, 5, 6, 7, 8, 8A, 8B, 9<sup>Ⓞ</sup>, 10<sup>Ⓞ</sup>, 14, 26

#### **AREA 3 – ARTS AND HUMANITIES**

**9 units**

Three courses, at least one in the Arts and one in Humanities

**Arts** – ART 1A, 1B, 6, 21\*\*, HIST 21\*\*, MUS 1A, 1B; THEA 1, 7

**Humanities** – ART 20; ENGL 1B, 2A, 2B, 2C, 2D, 2E, 2H, 2I, 2J, 4A, 4B, 5A, 5B; HIST 1, 2, 3, 4A\*\*, 4B\*\*, 5, 6, 7A, 7B, 10, 12, 14, 18, 19; HUM 3, 4, 5, 10; PHIL 1, 3, 3B, 6, 6B, 7A\*\*, 7B\*\*, 8, 15; SPAN 2A, 2B

#### **AREA 4 – SOCIAL AND BEHAVIORAL SCIENCES**

**9 units**

Three courses from at least two disciplines or an interdisciplinary sequence

ANTH 2, 3, 5, 10; CD 2, 3; CMUN 4; ECON 1, 2, 10; GEOG 2; HIST 1, 2, 3, 4A\*\*, 4B\*\*, 5, 6, 10, 12, 14, 18, 19; JOUR 10; PHIL 12; POLS 1, 3, 4, 12; PSYC 1A, 1B, 2, 3; SOC 1A, 1B, 3, 4, 10; SSCI 1

#### **AREA 5 – PHYSICAL AND BIOLOGICAL SCIENCES**

**7-9 units**

Two courses, (minimum of 7 units), one Physical Science course and one Biological Science course, one of which must include a lab (Lab courses are underlined)

**Physical Science** – ASTR 1; CHEM 1A, 1B, 12A, 12B, 30A, 30B; GEOL1; GEOG1; PSCI 1; PHYS 1, 2A, 2B, 4A, 4B, 4C

**Biological Sciences** – ANTH 1; BIO 1, 4, 5, 7, 8, 9, 10, 13, 15; ECOL 1

**Language other than English (UC requirement only)** – Complete two years of the same foreign language at high school level with a grade of "C" or better, OR earn a score of three or higher on the Foreign Language Advanced Placement exam OR complete up to the equivalent of two years of foreign language or higher at Gavilan OR the equivalent at another college.

**CSU Graduation Requirement in U.S. History, Constitution and American Ideals** – Not part of IGETC and you may NOT use the following courses to satisfy requirements for IGETC. (May be completed prior to transfer.)

For the baccalaureate degree, one of the following combinations is required: HIST 1 & 2, HIST 1 & 19, HIST 2 & 18; POLS 1 with either HIST 1, 2, 18 or 19.

**Note: Transfer credit of certain courses (especially Science & Math) may be limited by either UC or CSU or both. Consult with a counselor.**

University of California (UC) does not grant credit for College Level Examination Program (CLEP) exams. CLEP credit WILL NOT be used to certify IGETC. Some California State Universities (CSU) will grant credit for certain areas and some will not grant credit at all. Transfer students are advised to contact the university (CSU) they will be attending for specific information regarding CLEP credit.

\*\* Approved for fall, 2005

☐ Approved retroactively for Fall, 1999

**NOTE:** Courses listed under more than one discipline or area may be used only once to satisfy an area.

## Intersegmental General Education Transfer Curriculum

The IGETC can be used by community college transfer students to fulfill lower division general education requirements in either the CSU or UC system without the need, after transfer, to take additional lower division general education courses, as long as your IGETC completion is certified at the community college. Obtain the Certification form from Admissions and Records.

**Students are strongly encouraged to complete all IGETC requirements prior to transfer.**

**PARTIAL IGETC** - If you are approaching readiness for transfer and, for good cause, are unable to complete one or two IGETC courses, you may be eligible to complete IGETC after transferring. Typical situations which constitute good causes for not completing one or two IGETC courses are illness, unavailable or cancelled courses, military service and unexpected hardships, such as family or employment problems, experienced in the final term before transfer.

If your petition for partial certification of IGETC is approved, you may be able to complete IGETC in one of the following ways:

- 1) Take a certified IGETC course, in the area to be completed, at any California community college, when you are not enrolled at a California State University or a University of California, such as during summer session.
- 2) Complete the requirement at a California community college while concurrently enrolled at UC or CSU. You will be subject to the UC or CSU campus rules regarding concurrent enrollment, so this option may not be available at your university campus.
- 3) Take a comparable course at the UC or CSU campus to which you will be transferring. This option is at the discretion of each campus, so it may not be a choice available to you.

You will be expected to complete IGETC before the beginning of the second full year of enrollment at your UC or CSU campus. Check with your campus advisor after you transfer for more information, including which options are available and which UC or CSU courses may be comparable to the IGETC courses remaining to be completed.

All UC and CSU campuses will accept IGETC with the exception of Fifth and Revelle Colleges at UC, San Diego. Since all majors are available at each of the five colleges at UC, San Diego, students will not be restricted in their choice of major if they use the IGETC.

A course cannot be used to satisfy more than one subject area of the IGETC (general education). However, major prerequisite courses can be used (double counted) to satisfy IGETC requirements.

CSU campuses' limitations on double counting of general education courses toward major preparations are not changed by IGETC.

Students who wish to be certified for both CSU and UC systems should take CMUN 1A or 10 in Area 1 for CSU and meet the foreign language requirement for UC. Completing both provides flexibility and choices.

The courses for all IGETC areas must be completed with a grade of "C" or better before IGETC can be certified. A grade of "C-" is not acceptable.

### See a counselor when you are:

- a first time student planning to transfer
- a first time student planning to obtain a AA/AS degree
- an undecided major
- a high school contract student
- an academic probation student
- taking over 17 units (spring/fall) or over 5 units (summer)
- have completed prerequisite courses at another college(s)

## San Joaquin Biotechnology Center

(SJBC) at Gavilan College

- Education
- Training
- Economic & Workforce Development



The SJBC office is located at  
8351 Church Street, Bldg.  
E Gilroy, CA 95020  
408-847-0373

[www.gavilan-sjbc.org](http://www.gavilan-sjbc.org)



The SJBC exists to advance economic development in the rapidly expanding biotech/bioscience industry by establishing collaborative partnerships and linkages among community colleges, industry, high schools and universities. Our office is your regional point of contact for 14 community colleges in a 17 county area.



**Saturday  
May 6, 2006**

**Gavilan College  
Student Center**

**Events include:**

**Food Court**

**Local Bands**

**Dance Exhibition**

**Gaviland - Games  
and activities for  
kids.**

**Open House**

**GavFEST  
2006**

**Music!**

**Art!**

**Food!**



**For more information  
call 408-848-4701.**

## CSU General Education (Breadth) Requirements 2005 - 2006

*certified by Gavilan College*

Students transferring to the California State University system will qualify for admission as upper division transfers if they have completed 60 transferable units with a GPA of 2.0 ("C") or better (non-residents 2.4 or better). Within the 60 unit requirement, the 9 units in Area A (Communication), Area B-4 (Mathematics), and 18 additional semester units of general education coursework must be completed with a grade of 2.0 ("C") or better in each course.

Students who complete the following pattern will have satisfied the lower division General Education requirements for the California State University BA/BS degree. A minimum of 9 semester units of General Ed coursework must be completed at the upper division level after transfer; some CSU campuses require more than 9 units. See a counselor for further information.

Students completing the General Education Pattern below will not have to take any more lower division general education courses at the university provided they request a general education certification from the Office of Admissions and Records before transferring.

<p><b>AREA A – Communication in the English Language and Critical Thinking</b> <span style="float: right;"><b>9 units</b></span></p> <p>Select one course from each category. All courses must be completed with a grade of "C" or better.</p> <p><b>A-1 Oral Communication</b> – CMUN 1A, 8 or 10  <b>A-2 Written Communication</b> – ENGL 1A  <b>A-3 Critical Thinking</b> – PHIL 2, 4, 5 or ENGL 1C</p>
<p><b>AREA B – Physical Universe and its Life Forms</b> <span style="float: right;"><b>9 units</b></span></p> <p>One course from each category. The Physical or Life Science course must include a laboratory.</p> <p><b>B-1 Physical Science</b> – ASTR 1; <u>CHEM 1A</u> , <u>1B</u> , <u>12A</u>, <u>12B</u>, <u>30A</u> , <u>30B</u>; <u>GEOG 1</u>; <u>GEOG 1</u> , 13; <u>PHYS 1</u>, <u>2A</u> , <u>2B</u> , <u>4A</u> , <u>4B</u> , <u>4C</u>; PSCI 1  <b>B-2 Life Science</b> – ANTH 1; <u>ECOL 1</u>; <u>BIO 1</u>, <u>4</u>, <u>5</u>, <u>7</u>, <u>8</u>, <u>9</u>, <u>10</u>, <u>13</u>, <u>15</u>, <u>20</u>  <b>B-3 Laboratory Activity</b> – Lab courses are underlined and are included in B-1 and B-2  <b>B-4 Mathematics/Quantitative Reasoning</b> (Grade "C" or better) – CSIS 26; ECON 11**; GBUS11**; MATH 1A, 1B, 1C, 2, 2C, 5, 6, 7, 8, 8A, 8B, 9<sup>o</sup>, 10<sup>o</sup>, 12, 14, 26</p>
<p><b>AREA C – Arts, Literature, Philosophy and Foreign Language</b> <span style="float: right;"><b>9 units</b></span></p> <p>Required: <b>English 1B</b> and one course from C-1, and one course from C-2</p> <p><b>C-1 Arts – (Art, Dance, Music, Theatre)</b> - Minimum of 2 units from one of these courses – ART 2A, 3A, 6, 8A, 10A, 13, 14**, 25A; CD25A; CMUN 2; HUM 10; MUS 3A, 4A; THEA 4, 7, 12A  <b>C-2 Humanities (Literature, Philosophy, Foreign Languages)</b> – ART 1A, 1B, 11, 20, 21**; ENGL 2A-E, 2H, 2I, 2J, 4A, 4B, 5A, 5B, 9A-C; Foreign Language: SPAN 1A, 1B, 2A, 2B, 9A, 12A, 12B; HIST 1, 2, 3, 4A**, 4B**, 5, 6, 7A, 7B, 10, 12, 14, 18, 19, 21**; HUM 3, 4, 5, 10; JOUR 10; MUS 1A, 1B; PHIL 1, 3, 3B, 6, 6B, 7A**, 7B**, 8, 15; SOC 10; THEA 1</p>
<p><b>AREA D – Social, Political, and Economic Institutions</b> <span style="float: right;"><b>9 units</b></span></p> <p>Two requirements: select one course from Requirement 1, and 2 courses from Requirement 2.</p> <p><b>Requirement 1:</b> HIST 1, 2, 18, 19 or POLS 1 <b>Note:</b> For the baccalaureate degree, one of the following combinations is required: HIST 1 &amp; 2, HIST 1 &amp; 19, HIST 2 &amp; 18, POLS 1 with either HIST 1, 2 18 or 19.</p> <p><b>Requirement 2:</b></p> <p><b>D-1 Anthropology and Archeology</b> – ANTH 2, 3, 5, 8, 10  <b>D-2 Economics</b> – ECON 1, 2, 10  <b>D-3 Ethnic Studies</b> - CMUN 4; HIST 10, 12; SOC 3  <b>D-4 Gender Studies</b> – SOC 4; HIST 5, 6  <b>D-5 Geography</b> – GEOG 2  <b>D-6 History</b> – HIST 1, 2, 3, 4A**, 4B**, 10, 12, 14, 18, 19  <b>D-7 Interdisciplinary Social and Behavioral Science</b> – AJ 6; ANTH 9; CMUN 4; CD 7; POLS 6; PSYC 6, 7, ; SSCI 1  <b>D-8 Political Science, Government, and Legal Institutions</b> – PHIL 12; POLS 1, 3, 4, 12  <b>D-9 Psychology</b> – CD 2, 3, PSYC 1A, 1B, 2, 3  <b>D-0 Sociology and Criminology</b> – JOUR 10; SOC 1A, 1B, 3, 4, 10</p>
<p><b>AREA E – Lifelong Understanding and Self-Development</b> <span style="float: right;"><b>3 units</b></span></p> <p>1. Unit from any Physical Education activity course  2. Two units from – AH 3, 11; BIO 11; CD/PSYC 2** + 3** (acceptable for Area E only if taken in combination); GUID 1; HE 1, 2; PSYC 5, 41; SOC 21</p>
<p><b>Note: Transfer credit of certain courses (especially Science &amp; Math) may be limited by either UC or CSU or both. Consult with a counselor.</b></p> <p>** Approved for fall 2005                      © Approved retroactively for fall, 1999</p>

Courses listed under more than one discipline or area may be used only once to satisfy an area.

# HIGH SCHOOL STUDENTS

## HIGH SCHOOL STUDENTS Concurrent Enrollment *Registration Checklist*

### #1 Apply.

File a Gavilan College application at least 48 hours prior to registering for classes.

### #2 Schedule an assessment placement test.

Sign up in person or call 408 848 4736.

### #3 Take the assessment placement.

### #4 See your high school counselor.

Take your assessment test results and discuss possible courses. The course your counselor writes on the contract is the course for which you will be enrolled (space permitting). Be sure the counselor signs your contract form.

### #5 Get a copy of your current high school transcript

from the Registrar at your high school and attach it to your contract form. The transcript must show that you are in good standing and that you have a grade point average of at least 2.00.

### #6 Ask your parent or guardian to sign the contract.

### #7 Bring your transcript and signed contract to a Gavilan College counselor

during the enrollment period for high school students.

### #8 Register for Gavilan classes.

- Enroll for a maximum of 6 semester units of transfer level courses during the Fall and Spring semesters or for 5 units of pre-collegiate courses during the Summer Term
- Pay per unit enrollment fees only
- Purchase a parking permit if you need one
- Buy your books at the bookstore

### #9 Enjoy your class! You're earning college credit.

For more information, see the concurrent enrollment section on the following page of this schedule.

## HIGH STEP Program (High School Transfer Enrichment Program)

Gavilan College, in conjunction with the Live Oak and Ann Sobrato High Schools in Morgan Hill and Gilroy High School will offer courses accepted at any university (such as Political Science/Government and US History 1 and 2) each semester at the high school campuses. All students are required to take the placement assessment prior to enrolling. All concurrent enrollment procedures apply. The placement assessment will be offered at the high school campuses.

### The Program:

- Start college while enrolled in High School!
- In two years earn a maximum of 12 college units.
- Courses conveniently offered at the high school.
- Meet college and university requirements while still in high school.

### The Benefits:

- Experience college level work.
- Reduce four-year university expense.
- Advance academically.
- Become competitive in the four-year admission process.

### Who Can Participate?

- High School Juniors and Seniors may participate in High Step.
- Courses offered at high school locations are open to any college-age student.
- Minimum cumulative 2.0 GPA.
- Score at college level in reading, writing, and math.
- Ability to benefit from advanced scholastic work.

## Spring 2006 High Step offerings:

See the spring class listings for class descriptions.

### Gilroy High School:

#### sect. 4751 ENGL 1A Composition

Gilroy (rm. B-7) Monday 3:10 pm - 6:00 pm

### Live Oak High School:

#### sect. 4752 HIST 1 United States History through Reconstruction

Live Oak (rm. 903) Monday 3:15 pm - 6:05 pm

### Ann Sobrato High School:

#### sect. 4753 POLS 1 Introduction to American Government

Sobrato (Bldg. 106) Monday 3:30 pm - 6:20 pm

## High school contract students pay the per-unit enrollment fee. All credit earned is college credit.

All records of high school students attending Gavilan are protected by the Federal Educational Rights and Privacy Act (FERPA) and may not be released to anyone without the written permission of the student.



## Concurrent Enrollment Procedures for High School Students

Students whose age or class level is equal to grades 9 - 12 may attend Gavilan College as part-time or summer session students for advanced scholastic, vocational, or physical educational courses in accordance with the following procedures:

A Special Student Status Contract Form is required prior to registering for classes. A new form must be completed each semester. The form is available in local high school counseling offices from the Gavilan College Admissions & Records Office and is included in the center pages of this schedule. Students enrolled in a public or private high school will be limited to a maximum of 6 units for fall or spring semesters and 5 during the summer term. Students in good standing, with a minimum 2.0 GPA, must submit a current transcript, complete the placement assessment, and have the written approval of a parent or legal guardian, a high school counselor or principal, and a Gavilan College counselor.

The Campus Center Use Fee, Health Fee, and Student Representation Fee are waived for concurrently enrolled high school students.

### HIGH SCHOOL STUDENTS MAY CO-ENROLL IN THE FOLLOWING:

Fall and Spring Semesters *Transfer level (courses numbered 1-99)*

Summer Session *All courses (Transfer and non-transfer level)*

## Course-to-Course Articulation Agreements\*

### Gavilan College and District High Schools:

High School Course	Gavilan College	Grade Criteria
--------------------	-----------------	----------------

#### Anzar High School - Aromas / San Juan Bautista

Algebra	Math 205	A or B
Advanced Algebra	Math 233	A or B

#### Gilroy High School

Integrated Algebra 1 & 2	Math 205	A or B
Integrated Algebra 2 & 3	Math 233	A or B
Law Enforcement	AJ 10	A or B

#### Live Oak High School - Morgan Hill

Computer Aided Drafting-ROP	CGD2 & CGD2R	C or better
Child Care-ROP	Child Develop. 1,21	A or B
Algebra I	Math 205	A or B
Algebra II	Math 233	A or B

#### Mt. Madonna High School - Continuation High School Gilroy

Algebra I	Math 205	A or B
-----------	----------	--------

#### San Benito High School - Hollister

Computer Aided Drafting-ROP	CGD2 & CGD2R	C or better
Careers with Children-ROP	Child Develop 21	A or B
Algebra 1A or Algebra II	Math 205	A or B
Algebra 2A	Math 233	A or B

\*Articulation agreements currently being reviewed. Check Admissions for further information

The Gavilan Community College district assumes no liability for loss of damage of student personal property.

## High School Students must review completed contract with a Gavilan College counselor.

A new contract must be completed each semester.

The form is available online at

[http://www.gavilan.cc.ca.us/admit/2003\\_hs\\_contract.pdf](http://www.gavilan.cc.ca.us/admit/2003_hs_contract.pdf)

Counseling Services are available at the Gavilan main campus on a first-come, first-served basis (walk-ins only).

See page 10 for dates and times.

Use the  
Registration Checklist  
(page 17) to prepare for  
your meeting.

For more information, call the Counseling secretary: 408-848-4723.

Photo ID required to obtain counseling services.

All records of high school students attending Gavilan College are protected by the Federal Educational Rights and Privacy Act (FERPA) and may not be released to anyone without the written permission of the student.

## After School is Out TAKE a CLASS at GAVILAN!

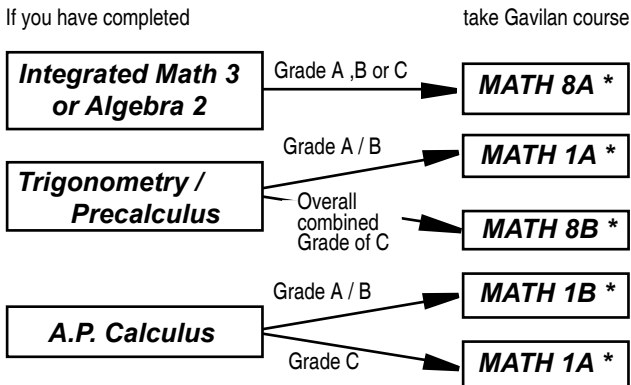
Gavilan offers a selection of afternoon & evening classes at our three locations.

Receive college credit.  
Complete courses not available at high school.

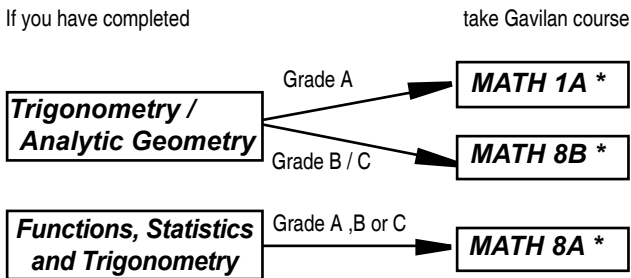


# Recommended Math Course Placements For Area High School Students

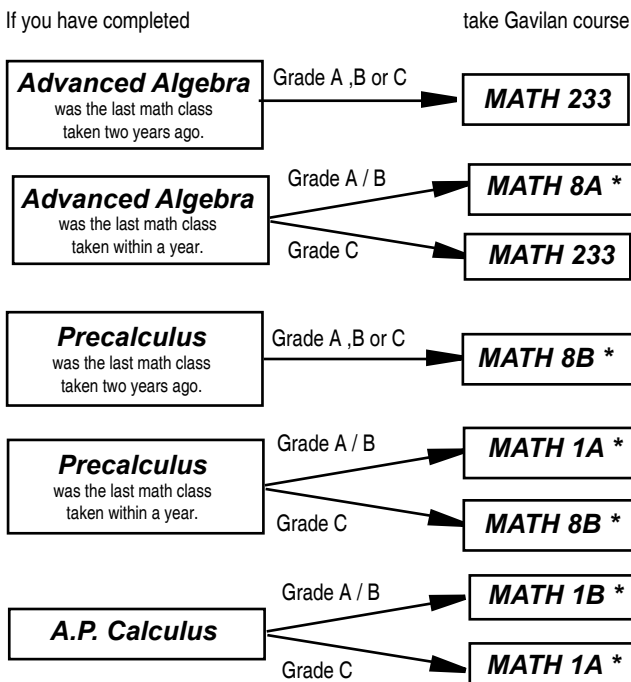
## Gilroy High School



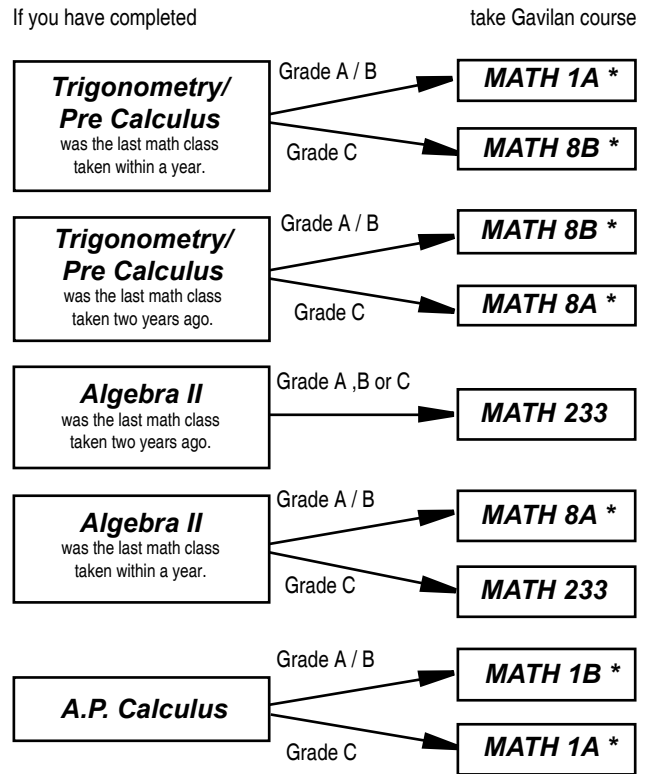
## San Benito High School



## Anzar High School



## Live Oak High School



Multiple measures will be considered to determine your final course. Consult with a counselor to select the appropriate course.

\* Students eligible for these courses are also eligible for Math 5, 6, 7, 12 and 14.

## Need a College Catalog?



The college catalog contains a complete description of all Gavilan College courses, student policies, and services. It can be purchased at the bookstore or viewed online at [www.gavilan.edu/catalog](http://www.gavilan.edu/catalog)

# POLICIES AND PROCEDURES

## Academic Freedom

It shall be the policy of the 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.

## 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.

## 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 or the Vice President of Instruction and Student Services for assistance.

## Resources for Students with Disabilities

Students requiring academic or physical accommodations because of visual, physical, learning and/or other verified disabilities should contact the Disability Resource Center at (408) 848-4865.

## Vocational English Skills

Limited English language skills will not be a barrier to admission to and participation in vocational education programs.

## 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. The District shall be free of sexual harassment and all forms of sexual intimidation and exploitation. It shall also be free of 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.

## 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, Joseph D. Keeler, Vice President of Administrative Services, HR101 (408-848-4715) or Shairon Williams, Director of Human Resources, HR103 (408-848-4753).

The areas are:

- Civil rights complaints (Title VI)
- Gender equity, sex discrimination/harassment complaints (Title IX)
- 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 of colleges." 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. If warranted, employees will also be subject to disciplinary sanction.

## 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](http://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](http://www.gavilan.edu). Click on Drug Free Schools and Campus Act of 1989 and the Drug Free Workplace Act of 1988.

Health Consequences:

- 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 may 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.

### 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 the above 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.

### DISCRIMINATION / HARASSMENT COMPLAINTS

Call Equal Opportunity Officer at 408-848-4715.



## GAVILAN COLLEGE BOOKSTORE

STUDENT CENTER

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

#### RETURN Policy

Always have your receipt.  
Always make sure new books have not been written in.  
Shrink wrap sets should be returned with all enclosures

#### GET OUT OF LINE • GET ON LINE

Order your textbooks @  
[www.gavilan.BKSTR.com](http://www.gavilan.BKSTR.com)

#### HOURS

Mon - Tues	8:00 a.m. - 7:00 p.m.
Wed - Thurs	8:00 a.m. - 5:00 p.m.
Friday	8:00 a.m. - 1:00 p.m.

#### SUMMER HOURS

Mon - Thur	8:00 a.m. - 3:00 p.m.
Friday	8:00 a.m. - 1:00 p.m.

**408-848-4742**

We accept all major credit cards and checks with ID

## The Gavilan College Small Business Development Center



**We can help you start or  
grow your business!**

UC Merced  
U.S. Small  
Business  
Administration

- ◆ Business Planning
- ◆ Marketing & Sales
- ◆ Sources of Capital
- ◆ Record Keeping
- ◆ Business Expansion
- ◆ Management
- ◆ Financial Analysis
- ◆ Business Start-Up
- ◆ Business Purchase
- ◆ Inventory Control
- ◆ Personnel
- ◆ Business Workshops
- ◆ International Trade Assistance

*Serving the communities of Gilroy, Morgan Hill,  
Hollister, San Juan Bautista, and Salinas*

**One-on-one counseling  
at no charge**

[www.gavilansbdc.org](http://www.gavilansbdc.org)

(408) 847-0373 or (800) 847-0373  
Fax (408) 847-0393  
8351 Church St., Bldg. E, Gilroy

## Gavilan's Grade Policy

Grade	Grade Points	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
CR*	0	Credit - at least satisfactory, units awarded not counted in grade point average or in consideration of honors.
NC*	0	No Credit - less than satisfactory or failing, units not counted in grade point average.
I	0	Incomplete - incomplete academic work for unforeseeable, emergency and justifiable reasons. Request for this grade must be initiated by the student. Work to be completed must not involve further class attendance or instruction. The Incomplete must be made up during the next term of attendance, summer excluded, within the next year. A Student Request for Incomplete Grade form must accompany the final grades.
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

\* To be used ONLY if final grade for a course is designated Credit/No Credit

## Smoke-Free Buildings (BP 6500)

Smoking is prohibited inside all public buildings, within twenty five feet of all entrances/exits, operable windows or ventilation air intake. 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.

## Parking on Campus

Permits are available during all registration periods. 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 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 F is reserved for staff and disabled only. Guest parking permits are issued at the switchboard in Administration building. Disability parking is available in all lots to those displaying a placard from the Department of Motor Vehicles.

Student and staff parking is enforced by the campus security department and local law enforcement: Mon-Thur: 7 am-10 pm and Fri: 7 am-5 pm.

## Students' Problem Resolution Process

Procedures have been adopted to allow for student grievances against Gavilan staff members. The formal policy is available in the lobby of the Admissions Office and in the college catalog, student handbook and on the Gavilan College website, [www.gavilan.edu](http://www.gavilan.edu). Students are encouraged to resolve issues informally by talking with college staff members.

# GENERAL INFORMATION

## Attendance

Students who fail to attend the first class session may be dropped by the instructor. Generally, students missing one more class hour than the unit value for that course, without making prior arrangements, may be dropped without the possibility of credit. However, a student should not assume that he or she will be dropped by the instructor; it is the responsibility of the student to make sure that courses are officially dropped.

## Advisorles

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. For example, a course advisory that reads "to be eligible for English 250 and English 260 in order to enroll in Psychology 1A" strongly recommends that you have successfully completed (with a "C" grade or better or a "credit") the previous courses, English 440 and English 260. This becomes critical in being able to read and understand college textbooks.

## Campus Safety and Crime Statistics

Contact the Gavilan College Security Dept. at 408-710-7490 (or dial "10" from any campus extension) to report criminal or potential criminal activity. For non-emergency calls, you may call the security office at 408-848-4703.

Campus safety information and crime statistics are available online at [www.gavilan.edu/safety](http://www.gavilan.edu/safety). If you would like a hard copy of this information, copies are available at Admissions and Records (SC111) and the Campus Security office (S/M bldg.) or call (408) 848-4703 to have a copy mailed to you.

## Course Repetition

There are limitations on the number of times a student may repeat a course. All courses listed in this publication with no repeat notation following the description may be repeated only once if a grade of D, F, or NC was earned. A student may petition to repeat a course beyond the limitations listed providing there are extenuating circumstances such as verified cases of accidents, illness, or other circumstances beyond the control of the student or because there has been a significant lapse of time (3 years or more) since the student previously took the course.

To repeat a course in which the student has received a final grade of "C" or better a student files a Request to Repeat a Course Under Special Circumstances prior to registering for the course again. Units and grade points for the repeated course are not computed in the grade point average in this version of course repetition.

## Credit/No Credit, Letter Grade Option

For some courses, students have the option of selecting a final grade of Credit/No Credit or a traditional letter grade of "A", "B", "C", etc. Review the course description in this schedule to determine which courses are designated as having this option.

Before selecting a grading option, students should consider the following:

- Once the option has been selected, the student's decision is final and irreversible.
- To select one option over another, a student must complete the Grading Option form and file it with the Admissions & Records Office prior to the NRS (No

Record Shown) date for the course. This date is either the end of the fourth week (for a semester-long course) or 30% of the course meetings (for a short-term course.)

- If the student opts for a Cr/NC final grade, the units are not included in the semester GPA but are considered for the purposes of academic and progress probation and dismissal.
- A Cr/NC grade is not used in consideration of honors.
- A total of 20 units of Cr/NC graded units (not including those courses required by the major which are designated Cr/NC only) may be applied to an Associates's Degree or Certificate.
- The student should carefully consider the transferability of Cr/NC units to other institutions. Some universities may not accept any credit/no credit courses and others limit the amount of credit/no credit units that will be accepted. Please consult your counselor before selecting the credit/no credit option.

### Prerequisites and Co-requisites

A prerequisite is a course or skill level that is required before you can enroll in another particular course. Courses used to meet prerequisite requirements must have been completed with a "C" grade or better or "credit". For example, English 250 is a prerequisite for English 1A.

A co-requisite is a set of courses that you must take at the same time. For example, Math 209 is a co-requisite for Math 9.

If you believe that you have the equivalency of the prerequisite through another means (courses at another college, AP tests, work experience, etc.) speak with your counselor about this or complete a Verification of Prerequisite form (available in this schedule).

### CHALLENGING A PREREQUISITE

Students who believe that they have already fulfilled a prerequisite, or that a prerequisite has been improperly established or implemented, may challenge the prerequisite. The student is responsible for providing compelling evidence to substantiate the challenge based on one of the following:

- The prerequisite course has not been made reasonably available.
- The prerequisite was established in violation of regulation or in violation of the District-approved processes.
- The prerequisite is in violation of this Article.
- The prerequisite is discriminatory or is applied in a discriminatory manner.
- The student has the knowledge or ability to succeed in the course despite not meeting the prerequisite.

Challenge forms are available in the Admissions & Records Office or from a counselor and must be completed and returned to the Vice President of Instruction prior to the first day of classes.

### Transcripts

Transcripts of a student's permanent academic record are released ONLY with written authorization of the student. Telephone requests will not be accepted. The first two copies are free; there is a \$4 charge for each copy thereafter. Transcripts are normally sent out within five days of the request. This response time may be longer during busy periods such as the first two weeks of a new semester. Urgent requests cannot be honored during the late registration period but can normally be produced within an hour at a cost of \$7 per copy.

## Rho Alpha Mu Honor Society

Gain eligibility for special scholarships and awards  
Meet other honors students  
Serve the community



Must have a GPA of at least 3.0 for twelve units

Incoming freshmen with GPA of at least 3.5 in HS

(408) 846-4947

Gavilan College

## MEDIATION SERVICES

free to all students



you talk, you listen, things change

For general mediation services  
contact Leslie Tenney: 846-4951  
For general mediation information  
contact the Counseling Department:  
848-4723 or go to [www.gavilan.edu/mediation](http://www.gavilan.edu/mediation)



# STUDENT SERVICES

**CalWORKs** See ad on page 43.

## CARE

The Cooperative Agencies Resources for Education (CARE) is a special program designed to assist single parents who attend or would like to attend Gavilan College. CARE is a joint effort among the Department of Social Services, EOPS and Gavilan College. To be eligible for CARE, a student must be at least 18 years of age, head of household single parent/grandparent receiving cash assistance from the Department of Social Services, have at least one child under 14 years of age and be eligible for EOPS.

Services provided include:

Transfer and vocational education and counseling • Priority registration • Academic tutoring • Financial assistance with transportation, books, supplies, grants • Other support services

For additional information, call 408-848-4790 or visit the EOPS office located in L101 A & B.

**Career/Transfer Resource Center** See ad on page 13.

## Child Development Center/Preschool

The Child Development Center provides care for preschool children in two state-funded programs for families whose monthly income meets eligibility criteria. In addition, a fee based preschool program is available to all parents. These programs serve children with disabilities and special needs as well as children who are limited or non-English speaking. The Center is the only facility in Gilroy that is accredited by the National Association for the Education of Young Children (NAEYC)

The Center is located above parking lot C and is open Monday - Friday. For more information, call 408-848-4815.

**Computer Place** See ad on page 25.

## Disability Resource Center (DRC)

DRC provides a variety of services and classes in an effort to equalize educational opportunities for students with disabilities as they move toward their educational or vocational goals.

Services include:

Note taking • Academic, Career and Personal Counseling • Referral Services Learning Skills Assessment • Vocational Classes • Academic and Educational Tutoring • Registration Assistance Mobility Assistance • Vocational Aptitude Testing • Multi-media Educational Aids • Sign Language Interpreting • Job Training and Placement • Accommodations • Alternate Media Services

### DRC CLASSES OFFERED:

Guidance Courses:

Guid 530	Job Readiness
Guid 557	Learning Skills Assessment
Guid 558	Learning Skills Laboratory
Guid 560	Individualized Basic Skills Development
Guid 561	Writing Skills
Guid 562	Directed Study Lab in Arithmetic
Guid 563A/B	Directed Study Lab in Algebra
Guid 564	Directed Study Lab in Pre-Algebra

### Adapted Physical Education:

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

### Computer Science Classes:

CSIS 570	Computer Access Evaluation
CSIS 571	Computer Assisted Instruction
CSIS 572	Adaptive Computer Basics

Vocational Preparation: These programs are offered at three sites: Gavilan College, HOPE in Gilroy and HOPE in Hollister.

Students requiring accommodations or arrangements because of hearing, visual, or other disabilities should contact their instructor, counselor, or the Adapted Services Specialist at the Disability Resource Center located in LI 117. For more information call 408-848-4865.

## Extended Opportunity Programs and Services (EOPS)

Extended Opportunity Programs and Services provides access and support services for low-income students facing social, economic and educational challenges.

The EOPS Program services include:

**Counseling:** Academic, career and vocational counseling • Personal problem-solving and crisis intervention • Vocational interest testing • Four-year college transfer assistance • Field trips to major four-year colleges • Community agency and emergency referrals

**Financial Assistance:** Grants • Book vouchers

**Specialized workshops** for facilitating student success

**Other Services:** Student computer center • One-on-one tutoring • Book lending service • Priority registration

The EOPS office is located in L101 A & B in the library and is open Monday through Friday, 8 a.m. to 5 p.m. Students who are interested may call 408-848-4740.

## First-Year Experience

Gavilan College offers a program for "first-time", new students who want to strengthen their reading, writing and study skills while at the same time becoming familiar with the campus and its resources. Teachers and counselors work together to help students develop connections between the courses and their college experience. The goal is to help students build a strong foundation and place them on the road for college success. See class listings on page 68 or 74.

**Health Services** See ad on page 25.

**Math Lab** See ad on page 83.

**Mediation** See ad on page 23.

## MESA

The MESA (Mathematics, Engineering, and Science Achievement) Undergraduate Program is a partnership between the University of California (UC) and California Community College Chancellor's Office. The program provides services to qualified students who are 1) majoring in math-based fields (i.e. CHEM, CSIS, ENGR), and 2) planning to transfer to 4-year universities in order to graduate with baccalaureate degrees and have financial need and are first generation college students. Open to all eligible students, MESA emphasizes participation by educationally underserved students. MESA provides a study center, Academic Excellence Workshops, tutoring, university trips, academic advising, workshops and more. The MESA Study Center is located in PH 105 - www.gavilan.edu/mesa. For more information call 408-846-4968.

**Puente** See ad on page 105 and classe listings on page 66 or 74.

## Transfer Institute

The Transfer Institute (TI) is a selective program designed for students who want to transfer to a public or private university in two years. Recent high school graduates who are academically prepared for college level work and students with placement in college level English and math are eligible.

The Transfer Institute will guide the student through the transfer process in the most efficient and effective means possible.

As a part of the Transfer Institute students will save time and money by completing the freshman and sophomore years at Gavilan College. Students will also meet and get to know other students who share their goals and ambitions.

Transfer Institute students receive:

- early registration
- a dedicated counselor to guide and monitor you through the transfer process
- pre-transfer events and activities with four-year universities
- access to activities designed to ensure your success at Gavilan College
- assistance with the identification of and preparation for a college major
- a two-year agreement guaranteeing transfer goals.

A Transfer Institute application is included in the center pages of this schedule of classes. Contact the Counseling Department (408-848-4723) for more information.

**Transfer Services** See Career/Transfer Resource Center ad on page 13.

## TRIO Program

The TRIO Student Support Services Program is funded by the Department of Education to specifically identify and support students who fit one of several of the following criteria: "first generation" college students, low income or students with verified disabilities. TRIO provides additional services such as academic counseling, tutoring, technology access, learning communities, cultural and social activities, and university visits.

TRIO is committed to increasing students' success in math and English courses and creating a "sense of place" for those who sometimes feel isolated and disconnected during their college experience. If you are interested in more information please visit the TRIO Program in the Student Center (SC 160 & 161), or call 408-848-4707.

## Tutoring Center

The Tutoring Center is a place where students with diverse academic needs gather together to receive learning assistance. The basic philosophy of the Tutoring Center is to assist students in the improvement of their learning skills and understanding of course content. This is accomplished by providing students with an opportunity to discuss processes and concepts, share ideas, give examples, practice and summarize their findings in a collaborative environment. The goal of the Tutoring Center is to guide students to independent learning.

Day and evening tutoring services are free to all Gavilan College students. The Tutoring Center is located in room LI 116 in the Library building. The phone number is 408-848-4838.

## Veterans' Services

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.

Students having questions pertaining to eligibility for benefits, application procedures and other veteran matters should contact the Office of Veteran Services located in the Financial Aid Office (SC124).

**Writing Center** See ad on page 79.

## Student Health Services

# Health Education

## Health Care

### Health Insurance Information

Gavilan College provides a full-time college nurse who provides health services, health information, health counseling and referrals.

Students receive confidential, personal health counseling for a variety of health concerns. Health Services provides first aid treatment, blood pressure screening, tuberculin skin testing for work/study students, HIV testing referrals, condoms and over-the-counter medications such as aspirin. Pamphlets and classes are available on nutrition, hepatitis, stress management, AIDS and other health topics provided in small group settings. Referrals for health conditions including alcohol and drug intervention are available. Health Services provides first aid kits for the campus and at the satellite sites and responds to campus emergencies. Information regarding outside health insurance for the college student is also available.

Health Services is a comprehensive "one stop" center for a variety of health services located in the Admissions Building, room SC 118. Services are free and available Monday through Friday on the main campus in Gilroy. For additional information call 408-848-4791.

# LIBRARY

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

## Hours:

Mon-Thur: 8 am - 6 pm  
Friday: 8 am - 2 pm

848-4810 - Circulation  
848-4806 - Reference

## THE COMPUTER PLACE

### SERVICES AVAILABLE:

Internet access ♦ Microsoft Office ♦ Spanish Software  
♦ Allied Health Software ♦ free Printing in black and white  
♦ minimal charge for color printing ♦ scanning ♦ transparencies

LIBRARY 168

MON - THURS: 8 AM - 6 PM

FRI: 8 AM - 2 PM

# INFORMACIÓN EN ESPAÑOL

## La Misión

En un ambiente que fomenta creatividad y curiosidad intelectual, Gavilán "College" sirve a la comunidad ofreciendo experiencias de enseñanza de alta calidad y preparación para educación más avanzada, carreras técnicas y para servicio público, educación para toda la vida, y participación en una sociedad diversa y global.

*¿Quiere Tomar Clases de Inglés? ¿Quién necesita tomar el examen de evaluación de ...*

## ESL (Inglés como Segunda Lengua)?

- 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.

Los nuevos estudiantes que deseen tomar clases de Inglés como Segunda Lengua (ESL) deben inscribirse en la Oficina de Admisiones y Archivos para hacer una cita y tomar la evaluación apropiada después de llenar una solicitud. Cuando los estudiantes se presenten en la oficina de Inglés como Segunda Lengua (ESL) de acuerdo con su cita, tomarán un examen escrito y sostendrán una entrevista 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 Segunda Lengua (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 Segunda Lengua (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.

Para más información sobre los cursos ofrecidos en el Programa de Inglés como Segunda Lengua (ESL), por favor consulte la página .

Para información sobre clases de destrezas básicas, refiérase a la página 69-70 (ENGL 420/440) y página 82 (MATH 400/402).

## Apoyo para la Instrucción

### Laboratorio de Computadoras de ESL

El programa de ESL tiene su propio laboratorio de computadoras con una variedad de programas para todos los niveles y clases. Los programas de software permiten a los estudiantes practicar y mejorar el lenguaje aprendido en clase. El ambiente amistoso les permite obtener práctica adicional cuando es conveniente. Trabajar con programas de software en las computadoras estimula la autoconfianza porque los estudiantes trabajan independientemente e interactúan con una computadora en vez de hacerlo con una persona, y además porque tienen múltiples oportunidades de ver un punto de lenguaje específico para mejorar habilidades de comprensión auditiva, comprensión de lectura, gramática, escritura, y pronunciación. Somos afortunados de poder ofrecer éste maravilloso recurso a nuestros estudiantes del programa de ESL.

## Polizas y Procedimientos

Pendiente a la Mesa Directiva.

### Formas Alternativas

El Catalogo y el Horario de Clases de Gavilán College está a su disposición en diferentes formas de publicación como en braille, para personas privadas de la vista, impresión grande o e-texto.

Comuníquese con el Departamento de Programas y Servicios para Estudiantes Incapacitados al telefono (408) 848-4865 o con el Vice Presidente de Instrucción y Servicios para estudiantes, al telefono (408) 848-4761 para solicitar su copia.

### Servicios para los Incapacitados

Los estudiantes que requieren servicios o arreglos especiales debido a incapacidades auditivas, visuales o alguna otra incapacidad verificado deberán ponerse en contacto con su instructor, consejero, asesor o la oficina de Servicios para Estudiantes Incapacitados.

### 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, impendimiento, sexo (género), orientación sexual, o la percepción de que una persona tenga alguna de las características mencionadas.

### Cumplimiento de ADA

Si usted tiene un impedimento verificado y necesita materiales o servicios de estudio en un formato alterno, contacte a DRC o al Vicepresidente de Instrucción y Servicios Educativos para obtener ayuda. Hay servicios para estudiantes con impedimentos verificados a través de DRC o a través del Vicepresidente de Instrucción y Servicios Educativos.

### 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 Registros.
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 Registros durante la primera semana de cada sesión de estudios que no desean que los puntos enumerados 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 al Estudiante. 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 Registros y pueden ser revisadas por los estudiantes haciendo una cita con el Vicepresidente de Instrucción y Servicios Estudiantiles o el Director de Admisiones y Registros. 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.

### Título VI, Título IX, y Norteamericanos con Impedimento/Sección 504/508

Para presentar una queja en cualquiera de las siguientes áreas, por favor contactar al Oficial de Igualdad de Oportunidades, Joseph D. Keeler, Vicepresidente de Servicios Administrativos, HR 101 (408) 848-4715.

Las áreas 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)

## 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. Gavilan 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. Por favor llame al 408-848-4723 para hacer una cita.

### Centro de Desarrollo de Niños

El Centro de Desarrollo de Niños provee cuidado para niños preescolares, en dos programas para familias con ingresos mensuales que satisfacen la 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.

## ¿Tiene Niños?

### El Centro de Desarrollo Infantil del Colegio Gavilán

provee cuidado de niños hasta la edad de cinco años mientras que usted asiste a sus clases.

(408) 848-4815



Acreditado por NAEYC

## CalWORKs

Programa de California de Oportunidad de Trabajo y Responsabilidad Hacia sus Niños

¡Vuelvase independiente a travez de educación, empleo y servicios de sostenimiento!

El programa CalWORKs del Colegio de Gavilán, localizado en el cuarto LI101A, provee soporte a estudiantes que reciben asistencia publica.

Para mas información, llame a 408-848-4813 o 408-848-4740.

Para información sobre clases de ESL, refiérase a la página 70.

Para información sobre clases de destrezas básicas, refiérase a la página 70 (ENGL 438, 439, 420, 440) y página 82 (MATH 400, 402).

## ¿Necesita ayuda para comprar libros?

Si usted ya compro su tarjeta de Cuerpo Asociado de Estudiantes (ASB) usted podra aplicar para prestamos (maximo \$100) para comprar libros, en la Oficina de Ayuda Financiera, cuarto SC124.

Usted puede comprar la tarjeta de ASB en la Oficina de Admisiones y Archivos, cuarto SC111.



## Centro de Recurso Para Invalidez

Centro de Recurso para Invalidez 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 Centro de Recurso Para Invalidez.

## Ayuda Financiera

Asistencia de ayuda financiera para gastos de colegio esta disponible para personas de varios ingresos. Estos programas están financiados a través del gobierno federal, agencias estatales, prestadores, donadores de becas privados y por el Colegio Gavilán. Cada programa tiene requerimientos específicos, que deberán ser satisfechos antes de que la ayuda sea concedida.

**Concesiones:** Basadas en necesidad económica y no requieren pago si el estudiante completa los cursos por los cuales recibió la ayuda financiera.

**Estudio y Trabajo (Empleo de Estudiantes):** Basadas en necesidad económica, proveen estudiantes con la oportunidad de ganar dinero y recibir valiosa experiencia de trabajo.

**Becas:** Basado en necesidad, realización académica, cualidades como líder, servicio a la comunidad, y otros factores.

**Programas Especiales:** Disponible para estudiantes elegibles.

Requerimientos de elegibilidad varían dependiente en las calificaciones del programa.

**Renunciación de Honorarios:** Residentes de California elegibles pueden calificar para renunciación de honorarios. Elegibilidad es basada en residencia del estado de California y en el número de miembros familiares y ingreso anual.

Prestamos para estudiantes están disponibles a través de varios prestamistas participantes. Prestamos deberán ser pagados. Antes de aplicar para un préstamo, los estudiantes deberán completar consejos de entrada de prestamos.

## SESIONES DE INFORMACIÓN PARA PRESTAMOS ESTUDIANTILES

Inscíbese en la Oficina de Ayuda Financiera (SC 124) o llame al (408)848-4727 para hacer una cita. El lugar donde se llevara las sesiones de información se dara cuando se inscriba.

Enero 4	2:30-3:30 p.m.	Feb. 15	2:30-3:30 p.m.	Mar. 23	11:30-12:30 p.m.
Enero 12	11:30-12:30 p.m.	Feb. 23	11:30-12:30 p.m.	Mar. 29	2:30-3:30 p.m.
Enero 18	2:30-3:30 p.m.	Mar. 1	2:30-3:30 p.m.	Abril 6	11:30-12:30 p.m.
Feb. 1	2:30-3:30 p.m.	Mar. 9	11:30-12:30 p.m.	Abril 12	2:30-3:30 p.m.
Feb. 9	11:30-12:30 p.m.	Mar. 15	2:30-3:30 p.m.	Abril 26	2:30-3:30 p.m.

Para más información y para recibir ayuda con los formularios, haga contacto con el departamento de Ayuda Financiera.

## PROCEDIMIENTO DE SOLICITUD

Se necesita llenar una solicitud gratis de Ayuda Estudiantil Federal (FAFSA) para toda clase de ayuda financiera. Se pueden obtener las solicitudes en la Oficina de Ayuda Financiera, de consejeros de escuelas secundarias, en la mayoría de los centros para carreras de las escuelas secundarias o en las bibliotecas públicas.

La Oficina de Ayuda Financiera está ubicada en el edificio de Administración. Llame al (408) 848-4727 para más información.

Se debe enviar la solicitud completada de Ayuda Financiera en el sobre proveído con la solicitud. Las solicitudes recibidas para el segundo de marzo recibirán prioridad de consideración para el año próximo.

Gavilán "College" ha cumplido con el Acta de Educación post-secundaria de 1986, incluyendo la provisión de información acerca del abuso de drogas.

## PRUEBA DE LA CAPACIDAD DE BENEFICIARSE DE LOS ESTUDIOS

Cualquier estudiante matriculado después de enero de 1991 que no tenga un diploma de secundaria o el GED o el equivalente, deberá tomar y aprobar un examen de "capacidad de beneficiarse" para ser elegible para la ayuda financiera. El examen de colocación de Gavilán (ASSET/B) no satisface este requisito. El estudiante tendrá que tomar un examen adicional para satisfacer el reglamento de "capacidad de beneficiarse". El estudiante cuya lengua principal no sea el inglés tiene la opción de tomar un examen alternativo diseñado para los estudiantes que no tengan proficiencia en el inglés. Este examen se llama "Combined Language Skills Assessment (CELSA)". El examen evalúa las varias destrezas del lenguaje. Aquellos que no aprueben pueden volver a tomar el examen.

Las pruebas y la ayuda financiera son ofrecida durante todo el semestre. Los estudiantes pueden apuntarse para tomar el examen "capacidad de beneficiarse" en la Oficina de Ayuda Financiera o pueden llamar al Centro de Asesoramiento al (408) 848-4889.

## ESTANDAR DE PROGRESO ACADEMICO SATISFACTORIO

Estos estándares se aplican únicamente a los estudiantes que reciben ayuda financiera.

La Oficina de Ayuda Financiera de Gavilan College tiene la obligación de evaluar dos veces al año tu progreso académico para obtener un certificado, un título de asociado, o para transferirte. Si usted no está logrando los objetivos para cualquiera de estos programas, no será elegible para recibir ayuda financiera.

## PROGRESO ACADEMICO

Los estudiantes que no mantengan un promedio de calificaciones de 2.0 GPA o que no completen las unidades requeridas están sujetos a ser descalificados para recibir ayuda financiera. Los estudiantes pueden apelar esta decisión después de haber asistido a un taller sobre Progreso Académico Satisfactorio y tras someter una petición directamente a la Oficina de Ayuda Financiera.

Si se niega la apelación, los estudiantes deben de cumplir con el proceso de restauración como lo define la Oficina de Ayuda Financiera. Es esencial que el estudiante obtenga la información completa sobre la ayuda financiera directamente de la Oficina de Ayuda Financiera.

## CUADRO DE REQUISITOS POR UNIDAD TERMINADA PARA AYUDA FINANCIERA

Número de Unidades	Matriculación	Requeridas para Terminar
12+	Tiempo Completo	12
9-11.5	Tres cuartos	9
6-8.5	Medio Tiempo	6
1-5.5	Menos que Medio Tiempo	Todas las unidades

Cursos exitosamente terminados A, B, C, D, Crédito

Cursos no terminados satisfactoriamente F, W, I, RD, IP, No Crédito

Se permite un máximo de tiempo del 150% del total de la duración de tu programa. Esto equivale a 3 años o a 6 semestres de matriculación de tiempo completo para título de A.A., A.S. o para un programa de transferencia para el título. Esto equivale a 1.5 años o a 3 semestres de matriculación de tiempo completo para un programa de certificación.

Meta Académica	Número promedio de unidades requeridas para obtener el título o certificado	El número máximo de unidades que puede terminar es: (150% de la duración de tu programa)
Título de Asociado	60 unidades	90 unidades
Educación General para la Transferencia	60 unidades	90 unidades
Programa de Certificación	30 unidades	45 unidades





# ROP Courses

Spring classes begin January 23, 2006  
**REGISTER EARLY!**

Regional Occupational Program (ROP) training is offered to residents of Santa Clara and San Benito Counties by the Santa Clara County Office of Education. Some classes are offered at Gavilan College. In some of the classes, students may earn high school or college credit, and upon completion they may be eligible for advanced placement at Gavilan College. ROP provides students with training to secure jobs, upgrade skills, or prepare for advanced career education. Students must be 16 years of age or older to participate. Classes are free for both high school students and adults. Gavilan College fees are charged for Gavilan College credit. ROP classes may have additional fees for textbooks and supplies. For information on ROP courses taught at Gavilan College, call 408-848-4816.

Students enrolled in ROP classes do not qualify for Financial Aid.

## ROP Accounting

### Computerized Accounting - QuickBooks

**Advisory:** CSIS 1 or CSIS 2 or the equivalent computer experience. ACCT 20 or ACCT 101 or ACCT 103 or ACCT 105 or the equivalent accounting experience.

An introduction to computer-assisted accounting. Hands-on use of a microcomputer menu-driven accounting package to do general ledger, sales journal, cash receipts journal, cash payments journal, purchases journal, payroll, receivables, payables and related financial reports. This course has the option of a letter grade or credit/no credit. Repeatable whenever a new software package is adopted. This course is also listed as CSIS 120. For college credit, enroll in Gavilan's ACCT 120 or CSIS 120.

Room	Instructor	Day	Time	Footnotes
MHG 5	BARTAM	TH	6:30 P-9:20 P	25 35 96

Above class meets at Morgan Hill Community site

### General Office Accounting

**Advisory:** Eligible for Mathematics 205.

This course is designed to prepare students for entry-level office accounting positions. Emphasis is on practical accounting applications. This course has the option of a letter grade or credit/no credit. For college credit, enroll in Gavilan's ACCT 103.

Room	Instructor	Day	Time	Footnotes
MHG4	BARTAM	M	6:30 P-9:20 P	96

Above class meets at Morgan Hill Community site

### Payroll Accounting

**Advisory:** Eligible for Mathematics 205, completion of Accounting 101.

An introduction to the calculating, journalizing, paying and reporting of employee earnings, employee withholding and employer payroll tax expenses. The course emphasizes procedures which conform to federal and state legal requirements. This course has the option of a letter grade or credit/no credit. For college credit, enroll in Gavilan's ACCT 105.

Room	Instructor	Day	Time	Footnotes
HOL 5	STAFF	Th	6:30P-8:20P	96

Above class meets at the Hollister Briggs site.

## ROP Computer Applications

### Computer Office Applications

The afternoon course offers **basic** business skills and concepts with hands-on experience in computer operations using Microsoft Office. The evening course offers **intermediate & advanced** business skills and concepts with hands-on experience. Software includes: Word, Excel, and PowerPoint.

Room	Instructor	Day	Time
HOL 3	HERNANDEZ A	TuTh	12:30 P-3:30 P
LI171	HERNANDEZ A	Tu	6:00 P- 9:00 P

Above class meets at Hollister Briggs site

## Additional ROP sites in the Gavilan College District

All day classes offered at high school locations are part of the regular high school schedule. Adults are admitted on a space-available basis by contacting the high schools.

**Live Oak High School**  
408-201-6129 or  
408-201-6112

Ag Mechanics  
Agriculture Sales/Services  
Animation  
Audio Visual Publishing  
C.A.D. Drafting  
Cabinet Making  
Child Care  
CISCO Networking  
Computer Science  
Fashion Design  
Graphic Technology  
Ornamental Horticulture  
Photography, Commercial  
Technical Writing  
Web Design

**San Andreas High School**  
Call 831-637-9269

Computer Bus. Appl.

**San Benito High School**  
831-637-5831, ext. 185

Ag. Fabrication-Construction

Audio Video Publishing  
Auto Mechanics  
C.A.D. Drafting  
Cabinet Making  
Child Care  
Commercial Art  
Computer Accounting  
Computer Programming  
Computer Repair  
Computerized Bus. Appl.  
Food Service/Restaurant  
Careers  
Marketing  
Metals Fabrication  
Sports Medicine  
Technical Writing

**Sobrato High School**  
408-201-6200

Computer Accounting  
Web Design  
Welding

**ROP Instructional Services - Gilroy**  
408-842-0361

Dental Assisting

**Anzar High School**  
408-623-7660

Audio Video Publishing  
Photography

**Gilroy High School**  
408-847-2424

Auto Technology  
C.A.D. Drafting  
Commercial Photography  
Computer Bus. Application  
Horticulture-Ornamental  
Hospitality  
Law Enforcement  
Marketing  
Sports Medicine  
Veterinary Medicine  
Web Design

## ROP Administrative Medical Assisting

### Medical Billing - MediSoft

**Advisory:** Eligible for English 250. Some computer experience.

This course in computerized billing procedures for a medical office uses MediSoft software. Students will learn the patient billing features of this software and complete a capstone simulation giving them hands-on realistic medical front office practice. This course has the option of a letter grade or credit/no credit. For college credit, enroll in Gavilan's BOT 181.

Room	Instructor	Day	Time	Footnotes
BU110	KNAPP D	M&1	6:00 P - 8:50 P	96

### Medical Office Procedures

**Prerequisite:** BOT 180 and CSIS 126 with credit or a grade of C or better or experience using Microsoft Word.

**Advisory:** Eligible for English 250 and Mathematics 402.

This specialized course includes medical office procedures, patient record management, coding/billing for private/government health insurance programs, and professional ethics. May be repeated three times for credit. This course has the option of a letter grade or credit/no credit. For college credit, enroll in Gavilan's BOT 182.

Room	Instructor	Day	Time	Footnotes
BU110	KNAPP D	Th	6:00 P - 8:50 P	35 96

### Medical Terminology for the Office

**Advisory:** Eligible for English 250 and English 260.

This course introduces fundamentals of medical word building used in the health profession (prefixes, word roots, suffixes and abbreviations) as well as review of body systems, with emphasis on analysis, definition, spelling and pronunciation. This course had the option of a letter grade or credit/no credit. For college credit, enroll in Gavilan's BOT 180.

Room	Instructor	Day	Time	Footnotes
MHG10	KNAPP D	Tu	3:10 P-6:00 P	96

Class meets at Gavilan's Morgan Hill Community Center site

## ROP Clinical Medical Assisting

### Advanced Clinical Medical Assisting

**Prerequisite:** AH 170 with a grade of C or better or equivalent. Equivalency determined by written and performance exams.

Course provides instruction and clinical experience in advanced concepts of clinical medical assisting including specialty procedures and treatments. For college credit, enroll in Gavilan's AH 171.

Room	Instructor	Day	Time	Footnotes
HOB114	STAFF	MTuWTh	1:00 P - 3:30 P	96

## ROP Nursing Assistant

### Fundamentals of Nursing—Convalescent

**Prerequisite:** Eligible for English 250 and English 260. Clearance from the Department of Health Services (Form HS283), fingerprint card, and health clearance required prior to clinical placement.

A course to provide a basic introduction to patient care in the convalescent setting. Emphasizes principles, understanding and skills necessary to perform basic nursing procedures safely and effectively. Includes introduction to health care, planning, safety, infection control, personal care, basic procedures, rehabilitation, nutrition and clients' rights and needs. At the completion of this course students will qualify for state certification as a nursing assistant. For college credit, enroll in Gavilan's AH 180.

Room	Instructor	Day	Time	Footnotes
HOB114	MACHADO M	MTu	9:00 A -12:00 P	92 94 96
			6:30 A -1:30 P	
HOB114	MACHADO M	MTu	9:00 A-12:00 P	92 94 96
			6:30 A -1:30 P	
HOB114	MACHADO M	MTu	9:00 A -12:00 P	92 94 96
			6:30 A -1:30 P	

## NEW! Short-term Training Program



## ROP Dental Assisting

Includes Radiology (X-Ray) Certification

Jan 30 - June 21, 2006

Days: Mon-Fri

Time: 9:30 am - 2:00 pm

Location: ROP-South

700 W. 6th St., Ste. L

Gilroy, CA 95020

Call (408) 842-0361 for more information.

**Registration:** begins Dec. 8 at 8:00 am

**Cost:** \$210 includes book and lab fee.

Students must purchase lab coat.

## Faculty! Staff! Students! Working Parents! Community!

Do you need child care while you are  
teaching, learning or working?



## FEE-BASED SERVICE!

Ages: 6 weeks - 5 years

Gavilan's Child Development Center will accept payment from other subsidized programs (i.e., 4C's, Choices for Children)

Personal payment also accepted.  
NAEYC accredited.

**6:30 a.m. - 6:00 p.m.**

Call the Child Development Center at 408-848-4815 for more information.

# Schedule Worksheet

## Study Program

	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Sat/Sun</i>
<b>7:10 - 8:00</b>						
<b>8:10 - 9:00</b>						
<b>9:10 - 10:00</b>						
<b>10:10 - 11:00</b>						
<b>11:10 - 12:00</b>						
<b>12:10 - 1:00</b>						
<b>1:10 - 2:00</b>						
<b>2:10 - 3:00</b>						
<b>3:10 - 4:00</b>						
<b>4:10 - 5:00</b>						
<b>5:10 - 6:00</b>						
<b>6:00 - 7:00</b>						
<b>7:00 - 8:00</b>						
<b>8:00 - 9:00</b>						

Use this worksheet to plan your schedule for the semester. This trial study program is printed for your convenience. For each day a class meets, list the course number and shade in the appropriate time slots. If a class extends beyond the hour, shade in the time slot to the nearest half hour. Gavilan College assumes no responsibility to adjust time conflicts which are the result of student errors.

Complete esta prueba de programa de estudios. Examinela para conflictos. Esta prueba de programa de estudios se ofrece para la conveniencia del alumno. Para cada día que una clase se reúna, apunte el número de la asignatura y llene las áreas del horario apropiadas. Si una clase se extiende más allá de una hora, llene la área próxima hasta la media hora siguiente. Es la responsabilidad del alumno evitar conflictos de horario. Gavilán College no será responsable de ajustar conflictos de horario que resulten por errores del alumno.

# BLOCK SCHEDULING OPTIONS

We've redone our schedule to make it easier for you to take all of your classes in 2 days, 4 days or afternoons!

## Monday/Wednesday Classes

### 8:10 a.m.

4059	AJ 12	CRIMINAL PROCEDURE	810A-925A	BU120
4079	ART 2A	DESIGN	810A-1100A	AR103
4186	CMUN 1A	INTRO PUBLIC SPEAK	810A-925A	TH127
4291	ENGL 1A	COMPOSITION	810A-925A	HU103
4583	MUS 4A	BEGINNING PIANO	810A-925A	TH130
4625	PE 25	SOCCER	810A-925A	GY131G
4627	PE 33	WALK/RN FOR FITNESS	810A-925A	GY131G
4675	PHIL 4	CRITICAL THINK/WRIT	810A-925A	SS205
4680	POLS 1	UNITED STATES INST.	810A-925A	SS210
4692	PSYC 1A	INTRO TO PSYCHOLOGY	810A-925A	SS214

### 9:45 a.m.

4074	ANTH 1	INTRO PHYSICAL ANTH	945A-1100A	SS210
4118	ART 113	INTRO DIGITAL VIDEO	945A-1100A	LI128
4194	CMUN 4	INTERCULTURAL COMM	945A-1100A	TH127
4233	CSIS 113	INTRO DIGITAL VIDEO	945A-1100A	LI128
4292	ENGL 1A	COMPOSITION	945A-1100A	SS203
4308	ENGL 1B	COMPOSITION & LIT	945A-1100A	HU103
4443	HIST 1	US HISTORY	945A-1100A	SS214
4504	JOUR 16A	WRITE FOR MEDIA	945A-1100A	HU106
4585	MUS 4B	BEGINNING PIANO	945A-1100A	TH130
4586-9	MUS 5A-D	INTERMED PIANO	945A-1100A	TH130
4618-9	PE 17	GOLF	945A-1100A	GY200C
4673	PHIL 2	LOGIC	945A-1100A	SS110
4696	PSYC 1B	INTRO TO PSYCHOLOGY	945A-1100A	SS110
4736	THEA 19	TV / FILM ACTING	945A-1100A	LI144

### 11:10 a.m.

4036	AH 30	1ST AID/CPR	1110A-1200P	LS104
4057	AJ 10	INTRO ADMIN JUST	1110A-1225P	BU118
4089	ART 11	CREATIVITY/IMAGIN	1110A-1225P	AR103
4084	ART 6	ART APPRECIATION	1110A-1225P	AL101
4175	CGD 4	TECH/COMP GRAPH II	1110A-1200P	LI126
4176	CGD 6	ADV TECH COMP GRAPH	1110A-1200P	LI126
4190	CMUN 1A	INTRO PUBLIC SPEAK	1110A-1225P	LI171
4193	CMUN 2	ORAL READING	1110A-1225P	TH125
4195	CMUN 8	INTERPERSONAL COMM	1110A-1225P	TH127
4287	ECON 1	PRIN MACROECONOMICS	1110A-1225P	BU120
4309	ENGL 1B	COMPOSITION & LIT	1110A-1225P	HU103
4452	HIST 12	CULT HIST/MEX-AMER	1110A-1225P	SS210
4505	JOUR 18A-D	WRKNG ON THE N/PAPE	1110A-1225P	HU106
4643	PE 44	AEROBICS	1110A-1225P	GY131G
4725	SSCI 270B	INTRO SOCIAL SCIENCE	1110A-1225P	SS205
4728	THEA 4	ORAL READING	1110A-1225P	TH125

### 12:45 p.m.

4093	ART 21	ANCIENT AMERICAS	1245P-200P	SS111
4197	CMUN 10	SMALL GROUP CMUN	1245P-200P	TH127
4199	CMUN 129	PRESENTATN GRAPHICS	1245P-200P	LI120
4299	ENGL 1A	COMPOSITION	1245P-200P	HU102
4310	ENGL 1B	COMPOSITION & LIT	1245P-200P	HU103
4321	ENGL 2B	MULTI-CULTURAL LIT	1245P-200P	SS111
4359	ENGL 260	PREP/COLLEGE READNG	1245P-200P	SS203
4445	HIST 1	US HISTORY	1245P-200P	SS210
4453	HIST 21	ANCIENT AMERICAS	1245P-200P	SS111
4455	HUM 10	APPROACH CONT FILM	1245P-200P	SS214
4621	PE 21	VOLLEYBALL	1245P-200P	GY131G
4677	PHIL 6	RELIGIONS OF WORLD	1245P-200P	SS205
4691	PSCI 1	PRIN PHYS SCIENCE	1245P-200P	LS102
4247	CSIS 129	PRESENTATN GRAPHICS	1245P-200P	LI120

### 2:15 p.m.

4319	ENGL 1C	CRITIC REASON/WRITE	215P-330P	HU102
4695	PSYC 1A	INTRO TO PSYCHOLOGY	215P-330P	SS210

### 4:00 p.m.

4301	ENGL 1A	COMPOSITION	400P-515P	HU102
------	---------	-------------	-----------	-------

### 5:30 p.m.

6091	ENGL 260	PREP/COLLEGE READNG	530P-645P	SS203
------	----------	---------------------	-----------	-------

### 6:00 p.m.

6025	BIO 15	SURVEY ANAT/PHYSIOL	600P-930P	LS103
6127	MATH 400	ELEM ARITHMETIC	600P-750P	SS206

### 6:15 p.m.

6095	ESL 501A	SURVIVAL ESL I A	615P-830P	HU101
6099	ESL 503A	SURVIVAL ESL III A	615P-830P	HU104

### 6:30 p.m.

6116	MATH 1C	MULTIVARI CALCULUS	630P-820P	PH102
6121	MATH 205	ELEM ALGEBRA	630P-850P	PH103
6126	MATH 233	INTERMED ALGEBRA	630P-855P	CH109

### 7:00 p.m.

6090	ENGL 250	PRACTICAL WRITING	700P-850P	SS203
------	----------	-------------------	-----------	-------

## Pages 32-33

This new "block schedule" will make it easier to balance work, school, and family, while still staying on track to meet your graduation and transfer goals.

## Monday only classes

### 9:45 a.m.

4686	POLS 4	INTRO/INTL RELATION	945A-1100A	SS205
------	--------	---------------------	------------	-------

### 6:00 p.m.

6027	BOT 181	MEDICAL BILLING	600P-850P	BU110
6032	CD 4	OBSERVING CHILDREN	600P-850P	SS205
6055	CSIS 5	C++ SCIENTIFIC PROG	600P-950P	BU111
6057	CSIS 18	UNIX/C++ PROG	600P-850P	BU111
6059	CSIS 45	C++ PROGRAMMING I	600P-950P	BU111
6120	MATH 14	MATH/LIBERAL ARTS	600P-850P	LS102
6129	MUS 4A	BEGINNING PIANO	600P-950P	TH130
6135	MUS 9A	GITAR	600P-850P	TH127
6155	PSYC 1A	INTRO TO PSYCHOLOGY	600P-850P	SS214

### 6:30 p.m.

6041	CD 28A	CHILD DEV AND GUID	630P-920P	BU118
The above section is taught in Spanish.				
6049	CMUN 11	BUSINESS CMUN	630P-920P	TH127
6080	ENGL 1A	COMPOSITION	630P-920P	HU103
6103	GBUS 80	BUSINESS LAW	630P-920P	BU120
6130	MUS 4B	BEGINNING PIANO	630P-920P	TH130
6149	PE 39	FENCING	630P-920P	GY131G
6167	SPAN 8B	CONVER SPANISH	630P-920P	HU105

### 6:45 p.m.

6131	MUS 5A	INTERMED PIANO	645P-935P	TH130
6132	MUS 5B	INTERMED PIANO	645P-935P	TH130
6133	MUS 5C	ADVANCED PIANO	645P-935P	TH130
6134	MUS 5D	ADVANCED PIANO	645P-935P	TH130

### 7:00 p.m.

6136	MUS 9B	GITAR	700P-950P	TH127
------	--------	-------	-----------	-------

## Wednesday only classes

### 5:30 p.m.

6086	ENGL 9A	INTRO CREATIVE WRIT	530P-820P	HU102
6087	ENGL 9B	ADV CREATIVE WRITNG	530P-820P	HU102
6088	ENGL 9C	POETRY WRITING	530P-820P	HU102

### 6:00 p.m.

6001	ACCT 20	FINANCIAL ACCT	600P-950P	BU118
6051	CMUN 129	PRESENTATN GRAPHICS	600P-950P	BU111
6053	CSIS 1	COMPUTER LITERACY	600P-950P	BU110
6078	ECON 1	PRIN MACROECONOMICS	600P-850P	SS205
6502	MUS 28	JAZZ/POP PIANO	600P-850P	TH130

### 6:30 p.m.

6022	ASTR 1	INTRO GEN ASTRONOMY	630P-920P	LS101
6083	ENGL 1B	COMPOSITION & LIT	630P-920P	HU103

### 7:00 p.m.

6139	MUS 14A	INSTRUMENTAL ENS	700P-950P	AL101
6145	MUS 26	SYMPHONY ORCHESTRA	700P-950P	AL101

Many additional classes with different starting and ending times are also available on these days.

Please see class descriptions within the discipline.

For class options in Morgan Hill or Hollister see pages 98-101.



# BLOCK SCHEDULING OPTIONS

## Tuesday/Thursday Classes

### 8:10 a.m.

4078	ART 1B	ART HISTORY	810A-925A	AL101
4080	ART 3A	DRAW/COMPOSITION	810A-1100A	AR102
4159	CD 5	CHILD/FAMILY/COMMUN	810A-920A	BU117
4187	CMUN 1A	INTRO PUBLIC SPEAK	810A-925A	TH127
4305	ENGL 1B	COMPOSITION & LIT	810A-925A	HU103
4315	ENGL 1C	CRITIC REASON/WRITE	810A-925A	HU102
4442	HIST 1	US HISTORY	810A-925A	SS205
4545	MATH 6	CALCULUS BUS/SOC SC	810A-925A	PH102
4672	PHIL 1	INTRO PHILOSOPHY	810A-925A	SS206
4681	POLS 1	UNITED STATES INST.	810A-925A	SS210
4693	PSYC 1A	INTRO TO PSYCHOLOGY	810A-925A	SS214

### 9:45 a.m.

4061	AJ 16	INTRO TO EVIDENCE	945A-1100A	BU118
4111	ART 75	PHOTOSHOP I	945A-1100A	LI128
4155	CD 1	PRIN/PHIL EC EDUC	945A-1100P	BU117
4189	CMUN 1A	INTRO PUBLIC SPEAK	945A-1100A	TH127
4225	CSIS 75	PHOTOSHOP I	945A-1100A	LI128
4275	DM 75	PHOTOSHOP I	945A-1100A	LI128
4293	ENGL 1A	COMPOSITION	945A-1100A	HU103
4323	ENGL 9A	INTRO CREATIVE WRIT	945A-1100A	HU102
4324	ENGL 9B	ADV CREATIVE WRITNG	945A-1100A	HU102
4325	ENGL 9C	POETRY WRITING	945A-1100A	HU102
4441	HE 1	HEALTH EDUCATION	945A-1100A	LS104
4444	HIST 1	US HISTORY	945A-1100A	SS210
4450	HIST 6	WOMEN/RECENT US HIS	945A-1100A	SS110
4578	MUS 1B	MUSIC HISTORY/LIT	945A-1100A	AL101
4584	MUS 4A	BEGINNING PIANO	945A-1100A	TH130
4674	PHIL 3B	CONTEMP MORAL ISSUE	945A-1100A	HU105
4678	PHYS 1	INTRO TO PHYSICS	945A-1225P	PH102
4685	POLS 3	COMPARATIVE GOVTS	945A-1100A	SS205
4687	POLS 6	INTRO CONFLICT RES	945A-1100A	SS216
4710	SOC 1A	INTRO TO SOCIOLOGY	945A-1100A	CJ500
4714	SOC 21	MARRIAGE & FAMILY	945A-1100A	SS214
4733	THEA 16	INTRO TO TELEVISION	945A-1100A	LI144
4757	AJ6	INTRO CONFLICT RES	945A-1100A	SS216

### 11:10 a.m.

4075	ANTH 3	INTRO CULTURAL ANTH	1110A-1225P	SS205
4156	CD 2	EARLY CHILD DEVELOP	1110A-1220P	SS210
4191	CMUN 1A	INTRO PUBLIC SPEAK	1110A-1225P	TH127
4289	ECON 2	PRIN MICROECONOMICS	1110A-1225P	BU120
4393	ESL 532	INT ESL READ/VOC I	1110A-1225P	LI100
4405	GBUS 1	FUND OF BUSINESS	1110A-1225P	BU118
4448	HIST 2	U.S. HISTORY	1110A-1225P	SS210
4454	HUM 10	APPROACH CONT FILM	1110A-1225P	SS214
4590	MUS 8A	BEGINNING VOICE	1110A-1200P	AL101
4596	MUS 21	ELECTRON MUS DESIGN	1110A-1225P	LI128
4612	PE 5	INDIVIDUAL SPORTS	1110A-1225P	GY131G
4697	PSYC 2	EARLY CHILD DEVELOP	1110A-1220P	SS210
4711	SOC 1B	INTRO TO SOC/PROBLM	1110A-1225P	CJ500
4730	THEA 12A	ACTING: HIST/PRACT	1110A-1225P	TH125
4731	THEA 12B	ACTING TECHNIQUES	1110A-1225P	TH125

### 12:45 p.m.

4058	AJ 10	INTRO ADMIN JUST	1245P-200P	BU118
4077	ANTH 5	MAGIC/WITCH/RELIG	1245P-200P	SS111
4112	ART 77	INTRO DIGITAL MEDIA	1245P-200P	LI128
4192	CMUN 1A	INTRO PUBLIC SPEAK	1245P-200P	TH127
4226	CSIS 77	INTRO DIGITAL MEDIA	1245P-200P	LI128
4276	DM 77	INTRO DIGITAL MEDIA	1245P-200P	LI128
4288	ECON 1	PRIN MACROECONOMICS	1245P-200P	BU120
4300	ENGL 1A	COMPOSITION	1245P-200P	HU103
4311	ENGL 1B	COMPOSITION & LIT	1245P-200P	CJ500
4318	ENGL 1C	CRITIC REASON/WRITE	1245P-200P	HU102
4449	HIST 2	U.S. HISTORY	1245P-200P	SS210
4546	MATH 7	FINITE MATHEMATICS	1245P-200P	PH102

### 1:10 p.m.

4708	PSYC 52	PEER COUNSELING	110P-200P	HU101
------	---------	-----------------	-----------	-------

### 2:10 p.m.

4446	HIST 1	US HISTORY	215P-330P	SS210
4503	JOUR 10	MASS MEDIA & SOCIET	215P-330P	SS205
4712	SOC 10	MASS MEDIA & SOCIET	215P-330P	SS205

### 4:00 p.m.

4312	ENGL 1B	COMPOSITION & LIT	400P-515P	HU102
4676	PHIL 4	CRITICAL THINK/WRIT	400P-515P	TH127

### 5:00 p.m.

6150	PE 61	SWIM FOR FITNESS	500P-615P	GY100P
------	-------	------------------	-----------	--------

### 5:30 p.m.

6092	ENGL 420	READING IMPROVE	530P-645P	SS111
------	----------	-----------------	-----------	-------

### 6:00 p.m.

6038	CD 17	EXPLOR SCIENCE/CHLD	600P-850P	LS104
6045	CHEM 30A	ELEM CHEMISTRY L/L	600P-850P	CH109
6128	MATH 402	PRE-ALGEBRA	600P-750P	LS101

### 6:15 p.m.

6096	ESL 502A	SURVIVAL ESL II A	615P-830P	HU101
------	----------	-------------------	-----------	-------

### 6:30 p.m.

6013	ART 10A	CULT HIST CERAMICS	630P-855P	AR101
6014	ART 10B	CERAMICS	630P-920P	AR101
6024	BIO 10	PRIN BIOLOGY L/L	630P-845P	LS102
6115	MATH 1A	CALC/ANAL GEOM I	630P-820P	PH102
6119	MATH 8A	FIRST HALF PRECALCULUS	630P-820P	PH103
6124	MATH 205B	SECOND HALF ALGEBRA	630P-820P	SS206

### 7:00 p.m.

6093	ENGL 440	BASIC WRITING	700P-850P	SS111
------	----------	---------------	-----------	-------

## Tuesday only classes

### 9:45 a.m.

4215	CSIS 2L	COMPUTRS/BUSNS LAB	945A-1035A	BU110
------	---------	--------------------	------------	-------

### 11:10 a.m.

4172	CGD 1	INDUS SKETCH/P.S.	1110A-1200P	LI126
4747	THEA 98	SPECIAL TOPICS	1110A-1200P	OE003
4748	THEA 98	SPECIAL TOPICS	1110A-1200P	OE003

### 1:10 p.m.

4031	AH 11	NUTRITION	110P-400P	LS104
4140	BIO 11	NUTRITION	110P-400P	LS104

### 2:10 p.m.

4125	ASTR 1	INTRO GEN ASTRONOMY	210P-500P	SS214
------	--------	---------------------	-----------	-------

### 4:10 p.m.

4032	AH 11	NUTRITION	410P-700P	LS104
4141	BIO 11	NUTRITION	410P-700P	LS104

### 6:00 p.m.

6054	CSIS 2L	COMPUTRS/BUSNS LAB	600P-950P	BU110
6067	CSIS 122	COMPUTER KEYBOARD	600P-850P	BU110
6068	CSIS 122	COMPUTER KEYBOARD	600P-850P	BU110
6075	CSIS 181	PC HARDWARE	600P-950P	BU120

### 6:30 p.m.

6010	AJ 176	CRIMINAL STREET GANGS	630P-920P	SS210
6046	CMUN 1A	INTRO PUBLIC SPEAK	630P-920P	TH127
6104	HIST 1	US HISTORY	630P-920P	SS205
6154	PHIL 2	LOGIC	630P-920P	HU102
6159	RE 160	REAL ESTATE PRINC	630P-920P	BU118
6168	SPAN 8C	CONVER SPANISH	630P-920P	HU103
6169	SPAN 8D	INTERMED CONV SPAN	630P-920P	HU103
6170	SPAN 23	INDEPENDENT STUDY	630P-920P	HU103

## Thursday only classes

### 1:10 p.m.

4028	AH 3	PERSON/LIFE CYCLE	110P-400P	LS104
------	------	-------------------	-----------	-------

### 2:00 p.m.

4326	ENGL 12A	TUTORING WRITERS	200P-400P	LI120
4327	ENGL 12B	TUTORING WRITERS	200P-400P	LI120
4328	ENGL 12C	TUTORING WRITERS	200P-400P	LI120

### 4:10 p.m.

4029	AH 3	PERSON/LIFE CYCLE	410P-700P	LS104
------	------	-------------------	-----------	-------

### 6:00 p.m.

6028	BOT 182	MED OFF PROCED/TRAN	600P-850P	BU110
6076	CSIS 182	OPERATING SYSTEMS	600P-950P	BU118

### 6:30 p.m.

6030	CD 2	EARLY CHILD DEVELOP	630P-920P	SS205
6084	ENGL 1C	CRITIC REASON/WRITE	630P-920P	HU102
6085	ENGL 2C	INTRO FILM/FICTION	630P-920P	SS214
6157	PSYC 2	EARLY CHILD DEVELOP	630P-920P	SS205
6160	RE 162	RE PRACTICE	630P-920P	BU120
6162	SOC 4	SOC OF WOMEN & MEN	630P-920P	SS210
6166	SPAN 8A	CONVER SPANISH	630P-920P	HU103

Many additional classes with different starting and ending times are also available on these days.

Please see class descriptions within the discipline.

For class options in Morgan Hill or Hollister see pages 98-101.

# HOW TO USE THIS SCHEDULE

Course Number	Course Title Description	Discipline						
<b>BUSINESS, GENERAL</b>								
<b>GBUS 1 Fundamentals of Business</b>								
<b>Prerequisites or Advisories:</b> Eligible for English 250 and English 260.								
<b>Transferable:</b> CSU; UC; GAV AA/AS, D2								
Sect.	Type	Room	Instructor	Hrs.	Units	Days	Begin-End	Ftnotes
0301	LEC	BU120	SMART	3.00	3.0	TuTh	0810A 0925A	
2118	LEC	BU119	STAFF	3.00	3.0	Th	0700P 0950P	1

**Prerequisites**  
(Refer to the College Catalog for Advisories for most courses. See pages 27-28 of this schedule for an explanation of Advisories, Prerequisites and Co-requisites.)

**Transferable**  
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 47 of the 2005-2007 Gavilan College Catalog.

**Section Number**  
*Listed in gray shade*

**Building/Room**

**Instructional Type**  
LEC Lecture  
LAB Laboratory  
L/L Lecture/Laboratory  
TV Telecourse  
CAI Computer Aided Instruction (online)

**Class Hours per week**

**Semester Units**

**Instructor**

**Footnotes**  
*Footnotes are listed following the courses*

## Schedule Legend

M	Monday
Tu	Tuesday
W	Wednesday
Th	Thursday
F	Friday
S	Saturday
Sun	Sunday
DHR	Daily Hours Req.
&	Additional hours
&2	and 2 extra hours
TBA	to be arranged
CAI	Computer aided instruction (online)
TV	Telecourse
WEX	Work Experience
■	Gray shading indicates evening and weekend classes

## On-Campus Buildings

AL	Art Lecture
APE	Adaptive Physical Education
AR	Art
BOB	Business Offices
BU	Business
CD	Child Development Ctr.
CH	Chemistry
CHP	Chapel
CJ	Classrooms
CO	Cosmetology
GY	Gym
HOB	Health Occupations Bldg.
HR	Human Resources
HRC	Human Resources Conference Room
HU	Humanities
LI	Library
LS	Life Science
MAY	Mayock House
OE	Classrooms
PA	Police Academy
PH	Physical Science
SC	Student Center
S/M	Security/Maintenance
SS	Social Science
TH	Theatre

## Off-Campus Buildings

ANZ	Anzar High School, San Juan Bautista
AV	Aviation, Hollister Airport
COGMH	City of Gilroy (main hall, 7371 Hanna St.)
COGMR	City of Gilroy (meeting room)
GHR1	Gilroy Health Care and Rehabilitation, 8170 Murray Ave.
GHS	Gilroy High School
HARDIN	R. O. Hardin School in Hollister
HOL	Hollister Briggs Bldg.
HOPE-G	Hope at Gilroy
HOPE-H	Hope at Hollister
HOLLCC	Hollister Comm. Center (Jovenes de Antano), 300 West St., Hollister
HVME1	Hacienda Valley Mobile Estates, 275 Burnett Ave., Morgan Hill
	Jovenes de Antano, 300 West St., Hollister
LOADCS	Live Oak Adult Day Care Services, 651 W. 6th St., Gilroy
LOHS	Live Oak High School
MHG	Morgan Hill Community & Cultural Center
OMC	Ochoa Migrant Camp
SB	San Benito High School
SBA	Gavilan/Small Business Development Center
S.BRAT	Sobrato
SOLB7	Solorzano
SV001-004	South Valley
VET	Veterans' Memorial Bldg., 649 San Benito St., Hollister
VG1	Village Green, 1520 Hecker Pass, Gilroy
WEX	Work Experience
WM	Wheeler Manor, 651 W. 6th St., Gilroy