

# Student Services

**Basic Skills** The Basic Skills Network targets students who, based on their assessment test scores, are placed into pre-collegiate, non-transferable levels of English and/or Math courses and provides them with support and services to ensure they have every opportunity to be successful with their academic goals.

Students who require these pre-collegiate course(s) are identified and assisted with obtaining appropriate services and resources, on and off campus, that may enable them to become academically successful and on track to achieving their goals. Students are referred to the excellent categorical programs on campus such as DRC, EOPS, MESA, Puente and TRIO and those who do not qualify are offered one-on-one counseling services with a designated counselor.

In-class workshops on topics such as study skills, time management, math “fear no more” and goal setting provide students with practical tools and strategies to be successful, and individualized counseling and an “early alert” system help to identify and resolve student issues early.

The Basic Skills Network strives to empower students and fosters student success and academic goal achievement within a nurturing, non-judgmental, confidence building environment.

**CalWORKs** CalWORKs serves students who receive public assistance to become self-sufficient through the provision of education, employment and supportive services. The occupational programs for CalWORKs students are linked to the demands of the local labor market and can assist students with a career track that will lead to a family-supporting income. The support services that CalWORKs provides include academic, personal and career counseling, textbooks, employment assistance and job placement and serves as a liaison with county departments of social services.

The CalWORKs staff is friendly and supportive and will work with students to help them reach their goals. The office is located in L101 A, next to the library and is open Monday through Friday, 8 a.m. to 5 p.m. Interested students may call 408-848-4813.

**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: counseling, priority registration, academic tutoring, financial assistance with transportation, books, supplies, grants and other support services.

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

**Career/Transfer Resource Center** The Career/Transfer Resource Center offers numerous resources to help in making career decisions, plan for college, obtain specialized training or enter an academic or vocational program at Gavilan College. Career-related services are available to currently enrolled students, prospective students, faculty, staff, and community members.

The computerized career guidance program, EUREKA, aids in researching occupations, identifying which colleges offer specific majors, and investigating financial aid and scholarships. EUREKA (California Career Information System) contains information on hundreds of occupations, programs of study, financial aid, short-term training, colleges and universities, and scholarships.

Visit the Career/Transfer Center and log on to Career Connections, a job search website for employers and employees. We are located in the Student Center, SC 101. Make an appointment with the Career Center Specialist at the SARS kiosk in the Student Center or call 408-848-4818.

**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.

**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 Preparation • Learning Skills Strategies Assistance • Registration Assistance • Mobility Assistance • Vocational Aptitude Testing • Multi-media Educational Aids • Sign Language Interpreting • Job Training and Placement • Individualized 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 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:

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

### Computer Science Classes:

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

**Vocational Preparation:** These programs are offered for students with developmental disabilities 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 L1 117. For more information call 408-848-4865.

Please help protect Gavilan's park-like setting by properly disposing of litter and recycling.



## Health Insurance for students

Affordable year-round insurance is now available for community college students enrolled in a minimum of 9 units!

**\$100 deductible per year** (Visit Gavilan College's Health Nurse for a referral and the deductible is lowered to only \$50 per year!)

**Visit the doctor of your choice.**

**Benefits include:** hospitalization, emergency room visits, surgery, doctor's visits, treatment for mental and nervous conditions, prescription drug coverage, toll-free Nurse Advice Line.

For more information call 1-800-853-5899 or visit [www.wellsfargo.com/studentinsurance](http://www.wellsfargo.com/studentinsurance), click on Comm.College League-Domestic

Sponsored by the Community College League of California

## Extended Opportunity Programs & Services (EOPS)

Extended Opportunity Programs and Services provides student support services designed to increase access, retention and transfer of students with social, economic and educational challenges.

The EOPS Program services include:

**Counseling:** academic, career and personal counseling • transfer assistance • field trips to major universities • community agency and emergency referrals

**Financial Assistance:** grants • book vouchers

**Specialized Workshops** for facilitating student success

**Other Services:** student computer center • book lending library • priority registration • EOPS club

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 classes on pages 61-62.

**Health Services** Gavilan College provides a full-time faculty/college nurse who provides health services, health information, health education events, health counseling and referrals in a quiet, confidential setting.

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 students, HIV testing referrals, condoms and over-the-counter medications such as aspirin. Pamphlets and classes are available on nutrition, hepatitis, stress management, AIDS, suicide and other health topics. Health information is provided in small group settings. Referrals for health conditions including alcohol and drug intervention are available. Health Services provides first aid kits throughout the campus and at the satellite sites, responds as a member of a team to campus emergencies on the main campus and provides information regarding outside health insurance for the college student.

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

**Outreach and Recruitment Services** The services of the Outreach and Recruitment Office are designed to familiarize the community with the variety of programs and services available at Gavilan College. We will schedule tours of the campus or visits to a specific department, or provide information on academic, vocational and transfer opportunities. Outreach and Recruitment will also arrange for representatives from Gavilan to make presentations at your school or event.

For further information or to schedule a workshop, presentation or tour, please contact Outreach Services at [outreach@gavilan.edu](mailto:outreach@gavilan.edu) or call (408) 846-4993. Office location: PB11J.

**Puente** The mission of the Puente Program is to increase the number of educationally underserved students who plan to transfer to four-year colleges and universities, earn degrees and return to the community as leaders and mentors to future generations. Puente is open to all students.

**English Instruction:** Puente students take two consecutive writing classes, English 250 (Practical Writing) and English 1A (Composition). These classes provide a supportive and stimulating environment for Puente students to build confidence in their writing skills through an exploration of the Mexican American/Latino experience.

**Counseling:** Puente students work closely with their Puente counselor until they graduate, exploring career options, developing an academic educational plan and identifying lifetime goals. Students visit University of California and California State University campuses and attend an annual Puente student transfer conference. All Puente students are also required to enroll in Guidance 6 (Life Skills for Higher Education) and Guidance 1 (Self-Assessment and Career Development).

**Mentors:** Each Puente student is matched with a mentor from the business or professional community. Mentors share with students their personal, academic and career experiences, and provide a window into "real-life" work environments. The network of trained Puente mentors provides many resources for the Puente students, their families, their colleges and their communities. If you are interested in more information please visit SC 102 or call 408-848-4807.

**Student-to-Student Mediation** Mediation services will provide students with an opportunity to problem-solve together in a safe environment. Trained student mediators will work with two or more students who are in conflict to reach mutually agreeable solutions. Mediation services are free and confidential. Students wishing to become mediators can register for Introduction to Conflict Resolution (Psychology 6).

To obtain mediation services for a dispute on campus, contact the Counseling Department at 408-848-4723.

**Transfer Services** See Career/Transfer Resource Center ad on page 23.

**TRIO, Student Support Services** is a federally funded program designed to assist 160 first generation, low-income, and/or disabled Gavilan College students as they prepare to obtain a two-year degree and/or transfer to a four-year university. TRIO provides additional services such as academic counseling, tutoring, book and laptop lending programs, cultural and social activities and university visits. TRIO is committed to increasing graduation and transfer rates by creating a "sense of place" for those students who sometimes feel isolated and disconnected during their college experience. If you are interested in more information please visit the TRIO Program in the Library (LI109) or call 408-846-4981.

**Veteran Affairs Benefits** Priority registration is granted to any member or former member of the Armed Forces of the United States who is within two years of leaving active duty.

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 Veteran Affairs official in the Financial Aid Office (SC124) or call 408-848-4727.

**GENERAL EDUCATION RECIPROCALITY 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 Chabot College (Hayward), De Anza College (Cupertino), Evergreen Valley College (San Jose), Foothill College (Los Altos Hills), Gavilan College (Gilroy), Las Positas (Livermore), 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.

GAVILAN COLLEGE ASSOCIATE'S DEGREE GENERAL EDUCATION REQUIREMENTS (2009-2010)		
<p>1. File a Petition to Graduate with the Admissions and Records Office by April 1 for Spring or Summer graduation, and by October 1 to graduate at the end of the Fall Semester. One petition must be filed for each Associate degree, Certificate of Completion or Award of Achievement the student expects to receive.</p> <p>2. Maintain a cumulative grade point average of 2.0 ("C") or higher for all work attempted and a grade of "C" or higher in each major or certificate courses.</p> <p>3. Complete a minimum of 18 units of coursework in a major. Specific major course requirements are listed in the college catalog.</p> <p>4. Complete a minimum of 60 semester units. Within the ( 60 ) unit requirement, the (9) units in Area A, and B-4 must be completed with a grade of "C" or better in each course. Complete the last 12 units, or a total of 48 units, at Gavilan College.</p> <p>NOTE: Effective fall of 2009, the new Gavilan College graduation requirements includes ENGL 1A (Area A2 of the A.A./A.S. Gavilan College General Education Pattern) and Math 233 (Area B4).</p>		
AREA A	AREA C	AREA E
<p><b>ENGLISH LANGUAGE, COMMUNICATION &amp; CRITICAL THINKING</b> One course from each of these three areas: 6 Semester Units</p> <p><b>A - 1 ORAL COMMUNICATION</b> CMUN 1A, 5, 8, or 10</p> <p><b>A - 2 WRITTEN COMMUNICATION</b> ENGL 1A Note: Students starting fall 2009 will need to complete ENGL 1A (Composition)</p> <p><b>A - 3 READING</b> ENGL 260 or SSCI 270A or SSCI 270B 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>ARTS &amp; HUMANITIES</b> One course from each of these two areas: 5 Semester Units</p> <p><b>C - 1 ARTS</b> CMUN 2; HUM 10 or any Art, Journalism, Music or Theatre Arts course (other than Area C-2)</p> <p><b>C - 2 HUMANITIES</b> ART 11, ART/HIST 21; ENGL 1B, 1C, 2A, 2B, 2C, 2E, 2F, 2H, 2J, 4A, 4B, 5A, 5B, 9A, 9B, 9C; HIST 1, 2, 3, 4A, 4B, 5, 6, 7A, 7B, 10, 12, 14; HUM 3, 4, 5, 10; JOUR/SOC 10, PHIL 1, 2, 3A, 3B, 4, 6A, 7A, 9; any foreign language.</p>	<p><b>LIFE-LONG LEARNING AND SELF-DEVELOPMENT</b> 3 Semester Units</p> <p>1. One unit of Physical Education activity class or Intercollegiate Sport.</p> <p>2. Minimum of two units from: AH 3, 30, AH/BIO 11; CSIS 1, 2, 6, 8, 45, 51; DM 6; GUID 1/PSYC 5, GUID 6, 200; HE 1, 2; LIB 6; PHIL 3B, 9; POLS/ PSYC 27; PSYC/CD 2, 3; PSYC 41; SOC 21</p>
AREA B	AREA D	AREA F
<p><b>SCIENTIFIC INQUIRY &amp; QUANTITATIVE REASONING</b> One course from each of these three areas: 9 Semester Units The Physical or Life Science course must include a laboratory (indicated in BOLD.)</p> <p><b>B - 1 PHYSICAL SCIENCE</b> ASTR 1; CHEM 1A, 1B, 12A, 12B, 30A, 30B; GEOG 1; GEOL 1, 13; PHYS 1, 2A, 2B, 4A, 4B, 4C; PSCI 1, 2</p> <p><b>B - 2 LIFE SCIENCE</b> ANTH 1; ECOL 1; AH 8, 9, 15; BIO 1, 4, 5, 7, 8, 9, 10, 13, 15</p> <p><b>B - 3 LABORATORY ACTIVITY</b> Lab courses are bold in Areas B-1 and B-2 above.</p> <p><b>B - 4 MATHEMATICS</b> Minimum of Math 233 or equivalent. (Competency may be verified by an approved test.) Note: Students starting fall 2009 will need to complete MATH 233 (Intermediate Algebra)</p>	<p><b>SOCIAL SCIENCES</b> One course from area one and two courses from area two: 9 Semester Units</p> <p><b>D - 1 U.S. HISTORY AND POLITICAL INSTITUTIONS</b> (3 units) One course from HIST 1, 2, 5 or POLS 1</p> <p><b>D - 2 BEHAVIORAL, ECONOMIC and SOCIAL SCIENCE</b> (6 units) Two courses from AJ 6, 10; ANTH 2, 3, 5, 8, 9, 10; General Business 1; CMUN 4; ECON 1, 2, 10; GEOG 2; HIST 1, 2, 3, 4A, 4B, 5, 6, 10, 12, 14; JOUR/SOC 10; POLS 1, 3, 4; POLS/PHIL 12; POLS/PSYC/AJ 6; PSYC 1A, 1B; PSYC/CD 2, 3, 7; SOC 1A, 1B, 3, 4; SSCI 1</p>	<p><b>CULTURAL DIVERSITY</b> 6 Semester Units NOTE: Courses in this area will "double count" to meet other GE requirements. 2 courses from the following list; courses listed under more than one area may be used, double counted, to satisfy other general education requirements. AH 3, AH/BIO 11; ANTH 3, 5, 9, 10; ART 10A, 11, ART/HIST 21; CD/PSYC 7; CMUN 4; ENGL 2B, 2E, 2H; GEOG 2; HE 2; HIST 3, 5, 6, 10, 12; PHIL 6; POLS 3, 4; SOC 3; SPAN 9A, 12A, 12B; THEA 1</p>

# Instructional Support & Labs

**Bookstore** Visit the Gavilan Bookstore on the Gilroy main campus early. Used books may be available at reduced cost. See ad on page 33.

**Disability Resource Center’s High Tech Center & Learning Skills Lab** For more information, please refer to page 17.

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

The ESL Program has its own dedicated computer lab with a variety of software programs for all levels and classes. Students, at their convenience, practice and enhance language learned in class. The ESL computer lab is located in Portable Building (PB14.) Call 408-848-4856 for more information.

**Learning Communities** In learning community courses, you work and study with others so you’ll be more successful in the course. Also, by linking two or more courses together, you’ll begin to see greater connections between the disciplines. Research shows that when you take a learning community course, you become a stronger student and do better in your other college courses.

**Library** The Gavilan College Library delivers an array of print and electronic resources to the college community. Augmenting the 60,000 title printed book collection are 21,000+ eBooks, and over 2,500 magazine titles, many available online in electronic databases. Recent additions include an extensive DVD, film and talking book collection. The Library staff prides itself on being a leader in information literacy projects and web-based instruction and has received several state grants supporting that effort. The Library faculty also teaches various courses on Internet use, and works in tandem with other faculty in planning and revising courses with an information literacy component.

The Library homepage at [www.gavilan.edu/library/](http://www.gavilan.edu/library/) provides an online catalog of our book collection, links to various class websites and key online resources. The Library is open from Monday-Thursday, from 8:00 am - 8:00 pm and Friday from 8:00 am - 3:00 pm. For more information call 848-4810 (Circulation) or 848-4806 (Reference.)

**Math Lab** The math lab provides a place for students to practice math skills and receive individualized help with math problems at every level, from Basic Mathematics to Calculus. Students can work with math instructors, the math lab assistant or other students. Computers in the lab provide tutorial software as well as math software for Geometry, Statistics and Calculus projects. The Math Lab is located in MA101. To download the daily schedule or for free math downloads, visit the website at <http://gavilan.edu/mathlab/>. For more information, call 408-848-4959.

**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 and science based fields (ie Biology, Chemistry, Engineering etc.), 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. For more information go to [www.gavilan.edu/mesa](http://www.gavilan.edu/mesa) or call 408-846-4968.

**Service Learning at Gavilan** In service learning classes, students work under supervision at a partner agency in the community for 10-40 hours a semester and write reflective papers to connect the agency experience to their classroom learning. A number of Gavilan College departments have offered Service Learning for years, and a new AA degree in Social Science with a concentration on Community Studies will make Service Learning a key part of a major program at Gavilan. Service learning promotes civic engagement and academic excellence, and students participating benefit themselves and the community at the same time. You’ll have positive, meaningful and real experiences in SL classes. Many students get better grades in SL classes than in non SL sections of the same classes. Some report success in investigating or discovering career options; most gain knowledge of themselves and their communities. Many practice invaluable workplace skills involving teamwork and citizenship and report deeper learning because the results are immediate and uncontrived. Service experiences are very often personally meaningful-many students become Lifelong Service Learners. And Service Learning is common at transfer colleges, particularly the CSUs and UCs.

**Transfer Institute (TI)** is a selective program designed for qualified 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 233 or higher.

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. As a Transfer Institute student you will receive 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

**GoPrint** You can now use the GoPrint system to print documents at all of Gavilan College’s computer labs. No need to fumble around with coins! With your GoPrint or ASB card, you’re good to go. See ad on page 3.



## LIBRARY DATABASES <http://www.gavilan.edu/library>

Discover the rich resources available with your Gavilan Library card. Whether for your term-paper or your interests, current and reliable materials specifically designed for Gavilan courses are available from the library databases. About a third of all the library materials are from “proprietary” databases. That means we pay for these materials on your behalf; they are not available to the public at large. About a million online magazine and newspaper articles cover a wide range of topics, e.g.

- elections and politics
- controversial issues
- literature
- history
- health
- psychology
- sciences
- photos and images

## GET YOUR LIBRARY CARD NOW!

Your library card gives you access to library resources:

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

Students can get their library cards in person or online. Library cards are available to registered Gavilan students, staff and faculty, as well as community residents with a valid photo identification. Visit <http://www.gavilan.edu/library> for more information.

success at Gavilan College, assistance with the identification of and preparation for a college major and a two to three-year agreement guaranteeing transfer goals.

A Transfer Institute application is downloadable online. Go to [www.gavilan.edu/transfer/documents/TIApplication.pdf](http://www.gavilan.edu/transfer/documents/TIApplication.pdf) or visit the Counseling Department in SC113. Call 408-848-4723 for more information.

**Tutoring Services** provides students with diverse academic needs a place to gather together to receive learning assistance. The basic philosophy of tutoring services 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 and practice, and summarize their findings in a collaborative environment. The goal of the tutoring services is to guide students to independent learning.

Tutoring services are free to all Gavilan College students. Tutoring is offered in two locations: the Tutoring Center (LI 116) and the Computer Place (LI 168). For more information visit [www.gavilan.edu/tutor](http://www.gavilan.edu/tutor) or call (408) 848-4838.

**Writing Center** The Gavilan College Writing Center fosters, celebrates and encourages writers. Specially trained student assistants help writers start and strengthen class assignments as well as poetry, short stories, lyrics, business letters and resumes. The center offers space for writing discussions, meeting, workshops and study groups. Special events include activities with acclaimed writers from our Visiting Writers and Scholars in Residence programs. The center collaborates with faculty to increase the likelihood of students' academic success, providing peer assistants for classes and labs and a variety of tools, strategies and approaches for writers. Call (408) 848-4811 or drop by the center in LI 120 (the library building) for more information. The center is open Monday-Thursday 8 am-6 pm (closed Mondays 2:30-3:30 pm) and Friday 8 am-2 pm. From 5-6 pm on Monday-Thursday find us in the library itself.

## Transfer

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.*

**Career/Transfer Resource Center** The center is located in SC101. See ad (page 23) or call 408-848-4818 for more information.

**Transfer Credit** Official transcripts from institutions which are 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.

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 IGEC. 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.

### Variable Topics Courses Numbered 22, 122, 23, 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 expressed 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).

**UC 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.universityofcalifornia/admissions>

**Transfer Agreements (TAA)** 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. Because the requirements of universities vary, it is advisable that students consult a counselor for more detailed information and to develop an educational plan. Gavilan College has Transfer Admission Agreements with several colleges and universities. Please check our website for specifics at [www.gavilan.edu/counseling/TransferServices.html](http://www.gavilan.edu/counseling/TransferServices.html).

Articulation agreements are also available online at [www.assist.org](http://www.assist.org). For eligibility requirements visit the Counseling/Transfer Services webpage at [www.gavilan.edu/counseling/TransferServices.html](http://www.gavilan.edu/counseling/TransferServices.html) or call 408-848-4723 to schedule a counseling appointment.

**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) and/or the Gavilan website at [www.gavilan.edu/transfer](http://www.gavilan.edu/transfer).

**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.

**Transfer Institute** Information on page 20 of this schedule.

# Transfer

EXAM	AA (MAJOR AND/OR GE)FOR Gavilan College	CSU GE	CSU - UNITS EARNED TOWARD TRANSFER	IGETC
Art History	ART 1A	Area C1 or C2 3 semester units	6 semester units	Area 3A or 3B*** 3 semester units
Art (Studio)	No course equiv. - 3 units elective	N/A	3 semester units	N/A
Biology	BIO 10	Area B2 and B3 4 semester units	6 semester units	Area 5B (with lab) 4 semester units
Calculus AB	Score of 3 – MATH 8B Score of 4 or 5 – MATH 1A 4 Semester units	Area B4 3 semester units	3 semester units*	Area 2A 3 semester units
Calculus BC	Score of 3 – MATH 1A Score of 4 or 5 – MATH 1B 4 Semester units	Area B4 3 semester units	6 semester units*	Area 2A 3 semester units
AP CALCULUS EXAM LIMITATIONS:			<b>*Only one exam may be used toward transfer</b>	
Chemistry	CHEM 30A 4 semester units	Areas B1 and B3 4 semester units	6 semester units	Area 5A (with lab) 4 semester units
Chinese Language & Culture	<b>No course equivalency GE Humanities 3 semester units</b>	Area C2 3 semester units	6 semester units	Area 3B and 6A 3 semester units
Computer Science A	<b>CSIS 45 3 Semester units</b>	N/A	3 semester units**	N/A
Computer Science AB	CSIS 45 & 46 6 semester units	N/A	6 semester units**	N/A
AP CS EXAM LIMITATIONS:			<b>**Maximum one exam toward transfer</b>	
Economics - Macroeconomics	<b>ECON 1 3 semester units</b>	Area D2 3 semester units	3 semester units	Area 4B 3 semester units
Economics - Microeconomics	ECON 2 3 semester units	Area D2 3 semester units	3 semester units	Area 4B 3 semester units
English - Language & Composition	ENGL 1A 3 semester units	Area A2 3 semester units	6 semester units	Area 1A 3 semester units
English - Literature & Composition	ENGL 1A & ENGL 1B 6 semester units	Area A2 and C2 6 semester units	6 semester units	Area 1A or 3B*** 3 semester units
AP ENGLISH EXAM LIMITATIONS:				
Environmental Science	ECOL 1 4 semester units	Area B2 and B3 (if taken prior to Fall 2009) Or Area B1 and B3 (regardless of when taken). 4 semester units	4 semester units	Area 5A (with lab) 3 semester units
French Language	FRNH 2A 5 semester units	Area C2 3 semester units	6 semester units	Area 3B and 6A 3 semester units
French Literature	No course equivalency GE Humanities 3 semester units	Area C2 3 semester units	6 semester units	Area 3B and 6A 3 semester units
German Language	<b>No course equivalency GE Humanities 3 semester units</b>	Area C2 3 semester units	6 semester units	Area 3B and 6A 3 semester units
Government & Politics - Comparative	POLS 3 3 semester units	Area D8 3 semester units	3 semester units	Area 4H 3 semester units
Government and Politics - U.S.	POLS 1 3 semester units	Area D8 and US 2* 3 semester units	3 semester units	Area 4H 3 semester units
History - European	<b>HIST 7A 3 semester units</b>	Area C2 or D6 3 semester units	6 semester units	Area 3B or 4F*** 3 semester units
History - U.S.	HIST 1 3 semester units	Area C2 or D6 3 semester units	6 semester units	Area 3B or 4F*** 3 semester units
History - World	HIST 4A 3 semester units	Area C2 or D6 3 semester units	6 semester units	Area 3B or 4F*** 3 semester units
Human Geography	GEOG 2 3 semester units	Area D5 3 semester units	3 semester units	Area 4E 3 semester units
Italian Language & Culture	No course equivalency GE Humanities 3 semester units	Area C2 3 semester units	6 semester units	Area 3B and 6A 3 semester units
Japanese Language & Culture	No course equivalency GE Humanities 3 semester units	Area C2 3 semester units	6 semester units	Area 3B and 6A 3 semester units
Latin - Vergil	No course equivalency GE Humanities 3 semester units	Area C2 3 semester units	3 semester units	Area 3B and 6A 3 semester units
Latin - Literature	No course equivalency GE Humanities 3 semester units	Area C2 3 semester units	6 semester units	Area 3B and 6A 3 semester units
Music Theory	<b>MUS 3A 3 semester units</b>	Area C1 (if taken prior to Fall 2009) 3 semester units	6 semester units	N/A
Physics B	<b>PHYS 2A 4 semester units</b>	B1 and B3 4 semester units*	6 semester units*	Area 5A (with lab) 4 semester units
Physics C - Mechanics	PHYS 4A 4 semester units	Area B1 and B3 4 semester units*	4 semester units*	Area 5A (with lab) 3 semester units
Physics C - Magnetism	<b>PHYS 4B 4 semester units</b>	Area B1 and B3 4 semester units*	4 semester units*	Area 5A (with lab) 3 semester units
AP PHYSICS EXAM LIMITATIONS:			<b>*Maximum 4 semester units toward GE and 6 semester units toward transfer</b>	
Psychology	PSYC 1A 3 semester units	Area D9 3 semester units	3 semester units	Area 4I 3 semester units
Spanish Language	SPAN 2A 5 semester units	Area C2 3 semester units	6 semester units	Area 3B and 6A 3 semester units
Spanish Literature	No course equivalent GE Humanities 3 semester units	Area C2 3 semester units	6 semester units	Area 3B and 6A 3 semester units
Statistics	MATH 5	Area B4	3 semester units	Area 2

## Advanced Placement (AP)

Students may earn credit for College Entrance Examination Board (CEE) Advanced Placement (AP) Tests with scores of

3, 4, or 5. AP credit can be used to meet IGETC, CSU GE and A.A. general education (GE) and/or major requirements.

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.

AA: Students should be aware that AP test credit is evaluated by corresponding it to an equivalent Gavilan College course, e.g. History 1. A student who receives AP credit and then takes the equivalent Gavilan College course will have the unit credit for such duplication deducted prior to being awarded the A.A. degree. Credit by Advanced Placement exam is noted and listed first on a student's transcript, with units assigned and no grade.

CSU GE: The Advanced Placement examinations may be incorporated into the certification of CSU General Education-Breath requirements by any certifying institution. All CSU campuses will accept the minimum units shown and apply them toward fulfillment of the designated General Education-Breath area if the examination is included as part of a full or subject-area certification. Please note that individual CSU campuses may choose to grant more units than those specified toward completion of General Education-Breath requirements.

IGETC: AP exams must be used in area indicated regardless of where the certifying CCC's discipline is located.

\*\*\*AP exams may be used in either area regardless of where the certifying CCC's discipline is located. Example: US History at a CCC is approved for Area 3B. The US History AP may be used in either Area 3B or 4F.

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

## California Articulation Number System

# CAN

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.)

## Intersegmental General Education Transfer Curriculum (IGETC)

The IGETC can be used by community college transfer students to fulfill lower division general education requirements for 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 are unable to complete one or two IGETC courses, you may be eligible to complete IGETC after transferring.

**Warning:** Students need Area 1 and 2 completed to meet minimum transfer admission requirements. Therefore, partial certification that acknowledges a deficiency in Area 1 and/or 2 may also indicate a student does not meet minimum transfer requirements.

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 an approved IGETC course, in the area(s) to be completed, at any California Community College, at a time that does not require concurrent enrollment, such as during the summer.
- 2) Take a course approved by the UC or CSU campus of attendance in the area(s) to be completed at a U.S. regionally accredited institution at a time that does not require concurrent enrollment, such as during summer school.
- 3) Take an approved IGETC course, in the area(s) to be completed, at any California Community College while concurrently enrolled at a UC or CSU campus. The student will be subject to the UC or CSU campus rules regarding concurrent enrollment, so this option may not be available.
- 4) Take a course approved by the UC or CSU campus of attendance at a United States regionally accredited institution in the area(s) to be completed while concurrently enrolled at a UC or CSU campus. The student will be subject to the UC or CSU campus rules regarding concurrent enrollment, so this option may not be available.
- 5) Take a comparable course at a UC or CSU campus in the area(s) to be completed. This option is at the discretion of each UC or CSU campus, so it may not be a choice available to the student.

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

## Visit the

# Career/Transfer Resource Center

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

- ◆ Information on career outlook, training and educational opportunities
- ◆ Career Assessment using EUREKA
- ◆ College Fair and Career Fair
- ◆ Transfer information
- ◆ Career and Transfer Workshops
- ◆ Articulation agreements using ASSIST
- ◆ College and university catalogs
- ◆ Assistance with admission procedures and referral to academic counseling
- ◆ Library of career reference materials
- ◆ Online Job Search/Research Portal

Located in SC101 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)

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, 5, 8 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.

**UC/CSU Intersegmental General Education Transfer Curriculum IGETC - 2009-2010**

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 the IGETC can be certified. See requirements for partial IGETC certification in catalog. 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 courses if needed.

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

AREA 1	AREA 3	AREA 4
<p><b>ENGLISH COMMUNICATION</b>  <b>CSU - 3 courses required, one each from Group A, B, and C</b>  <b>UC - 2 courses required, one each from Group A and B</b></p> <p><b>1-A English Composition</b>                      ENGL 1A Composition (3)</p> <p><b>1-B Critical Thinking / English Composition</b>                      ENGL1C Critical Reasoning and Writing (3)                      PHIL 4 Critical Thinking and Writing (3)</p> <p><b>1-C Oral Communication ( CSU requirement only )</b>                      CMUN1A Introduction to Public Speaking (3)                      CMUN 5 Fund of Com Studies (3)                      CMUN 8 Interpersonal Communication (3)                      CMUN 10 Small Group Communication (3)</p>	<p><b>ARTS AND HUMANITIES</b>  <b>At least 3 courses, with at least one course from the Arts and one course from the Humanities.</b></p> <p><b>3-A Arts</b>                      ART 1A,B Art History (3) (3)                      ART 6 Art Appreciation (3)                      ART 21 Ancient Americas: A History Through Art (3)                      HIST 21 Ancient Americas: A History Through Art (3)                      HUM 6 Foreign Cinema (3)                      MUS 1A,B Music History and Literature (3) (3)                      MUS 6** Intro to World Music (3)                      THEA 1 Theater History (3)                      THEA 3 El Teatro Campesino (3)                      THEA 7 Theater Appreciation</p> <p><b>3-B Humanities</b>                      ENGL 1B Composition and Literature (3)                      ENGL 2A Introduction to Poetry (3)                      ENGL 2B Intro to Multi-Cultural Literature (3)                      ENGL 2C Introduction to Film and Fiction (3)                      ENGL 2E Introduction to Women Writers (3)                      ENGL 2F Childrens's Literature ** (3)                      ENGL 2H Mexican-American Literature (3)                      ENGL 2J Mythology (3)                      ENGL 4A British Literature - 449 through 1798 (3)                      ENGL 4B British Literature - 1798 to present (3)                      ENGL 5A Survey of American Literature - 1620 - 1865 (3)                      ENGL 5B Survey of American Literature - 1865 to present (3)                      * HIST 1 U.S. Hist through Reconstruction (3)                      * HIST 2 U.S. Hist Reconstrucion to Present (3)                      * HIST 3 History of California (3)                      * HIST 4A Hist of World Societies Before 1500 (3)                      * HIST 4B History of World Societies - 1500 to Present (3)                      * HIST 5 Women's Lives in Early U.S. Hist (3)                      * HIST 6 Women's Lives in Recent U.S. Hist (3)                      HIST 7A History of Western Civilization (3)                      HIST 7B History of Western Civilization (3)                      * HIST 10 African American History (3)                      * HIST 12 CultHist. of the Mexican American (3)                      * HIST 14 U.S. in the 20th Century: An Oral History Approach (3)</p>	<p>HUM 3 Introduction to the Cinema (3)                      HUM 4 Intro to the American Cinema (3)                      HUM 5 Humanities Through the Arts (3)                      HUM 10 Approaches to Contemporary Film (3)                      PHIL 1 Introduction to Philosophy (3)                      PHIL 3A Ethics (3)                      PHIL 3B Contemporary Moral Issues (3)                      PHIL 6 Comparative Religions (3)                      PHIL 7A History of Philosophy: Ancient to Medieval (3)                      PHIL 9 Philosophy of Religion (3)                      SPAN 2A,B Intermediate Spanish (5) (5)                      SPAN 9A Spanish for Spanish Speakers ** (3)</p>
<p><b>AREA 2</b></p> <p><b>MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING</b>  <b>1 course, 3 semester, 4-5 quarter units</b></p> <p><b>2-A Math</b>                      CSIS 26 Discrete Mathematics (4)                      + ECON 11 Statistics for Business &amp; Economics (4)                      + GBUS 11 Statistics for Business &amp; Economics (4)                      + MATH 1A Single Variable Calculus &amp; Analytic Geometry (4)                      MATH 1B Single Variable Calculus &amp; Analytic Geometry (4)                      MATH 1C Multivariable Calculus (4)                      MATH 2 Linear Algebra (3)                      MATH 2C Differential Equations (3)                      MATH 5 Introductions to Statistics (3)                      + MATH 6 Calc for Bus / Social Sci (3)                      MATH 7 Finite Mathematics (3)                      + MATH 8 Precalculus (5)                      + MATH 8A First Half of Precalculus (4)                      + MATH 8B Second Half of Precalculus (4)                      MATH 14 Math for the Liberal Arts (3)</p>		<p><b>SOCIAL AND BEHAVIORAL SCIENCES</b>  <b>Three courses from at least two disciplines or an interdisciplinary sequence.</b>  <b>9 semester, 12-15 quarter units.</b></p> <p><b>4-A Anthropology and Archeology</b>                      ANTH 2 Introduction to Archeology (3)                      ANTH 3 Intro to Cultural Anthropology (3)                      ANTH 5 Magic, Witchcraft and Religion (3)                      ANTH 8 Intro to New World Archeology (3)                      ANTH 10 Native American Culture (3)</p> <p><b>4-B Economics</b>                      + ECON 1 Principles of Macroeconomics (3)                      + ECON 2 Principles of Macroeconomics (3)                      + ECON 10 Fundamentals of Economics (3)</p> <p><b>4-E Geography</b>                      GEOG 2 Cultural Geography (3)</p> <p><b>4-F History</b>                      * HIST 1 U.S.Hist through Reconstruction (3)                      * HIST 2 United States History: Reconstruction to the Present (3)                      * HIST 3 History of California (3)                      * HIST 4A History of World Societies Before 1500 (3)</p>



<p><b>4-F History - Cont.</b></p> <p>* HIST 4B History of World Societies 1500 to Present (3)</p> <p>* HIST 5 Women's Lives in Early U.S. Hist. (3)</p> <p>* HIST 6 Women's Lives in Recent U.S. History (3)</p> <p>* HIST 10 African American History (3)</p> <p>* HIST 12 Cultural Hist of the Mexican American (3)</p> <p>* HIST 14 U.S. in the 20th Century: An Oral History Approach (3)</p> <p><b>4-G Interdisciplinary, Social &amp; Behavioral Science</b></p> <p>CMUN 4 Intercultural Communication (3)</p> <p>SSCI 1 Introduction to Social Sciences (3)</p> <p><b>4-H Political Science, Government &amp; Legal Institutions</b></p> <p>PHIL 12 Intro to Political Thought (3)</p> <p>POLS 1 Intro to American Government (3)</p> <p>POLS 3 Intro to Comparative Politics (3)</p> <p>POLS 4 Intro to International Relations (3)</p> <p>POLS 12 Introduction to Political Thought (3)</p> <p><b>4-I Psychology</b></p> <p>CD 2 Early Childhood Development (3)</p> <p>CD 3 Child Growth and Development During the School Years (3)</p> <p>PSYC 1A,B Introduction to Psychology (3)(3)</p> <p>PSYC 2 Early Childhood Development (3)</p> <p>PSYC 3 Child Growth and Development During the School Years (3)</p> <p><b>4-J Sociology &amp; Criminology</b></p> <p>JOUR 10 Mass Media and Society (3)</p> <p>SOC 1A Introduction to Sociology (3)</p> <p>SOC 1B Intro to Sociology: Social Problems (3)</p> <p>SOC 3 Sociology of Race, Ethnicity and Cultural Identity (3)</p> <p>SOC 4 Sociology of Women and Men (3)</p> <p>SOC 10 Mass Media and Society (3)</p>	<p>+ CHEM 30A Elementary Chemistry (4)</p> <p>CHEM 30B Elementary Organic Biochemistry(4)</p> <p>GEOG 1 Physical Geography (3)</p> <p>GEOL 1 Introduction to Geology (4)</p> <p>GEOL 13 Environmental Geology (3)</p> <p>+ PHYS 1 Introduction to Physics (4)</p> <p>+ PHYS 2A General Physics (4)</p> <p>+ PHYS 2B General Physics (4)</p> <p>+ PHYS 4A Physics for Scientists and Engineers (Mechanics/Fluids/Waves) (4)</p> <p>+ PHYS 4B Physics for Scientists and Engineers (Electromagnetism) (4)</p> <p>+ PHYS 4C Physics for Scientists and Engineers (Thermodynamic/Optics/Moderns Physics) (4)</p> <p>+ PSCI 1 Principles of Physical Science (3)</p> <p>PSCI 2 Introduction to Meteorology (3)</p> <p><b>5B Biological Science</b></p> <p>AH 8 General Microbiology (5)</p> <p>+ AH 9 Human Physiology (5)</p> <p>+ AH 15 Survey of Human Anatomy and Physiology (5)</p> <p>ANTH 1 Intro to Physical Anthropology (3)</p> <p>BIO 1 General Biology (4)</p> <p>BIO 4 General Zoology (4)</p> <p>BIO 5 General Botany (4)</p> <p>+ BIO 7 Human Anatomy (4)</p> <p>BIO 8 General Microbiology (5)</p> <p>+ BIO 9 Human Physiology (5)</p> <p>+ BIO 10 Principles of Biology (4)</p> <p>BIO 13 Marine Biology (4)</p> <p>+ BIO 15 Survey of Human Anatomy and Physiology (5)</p> <p>ECOL 1 Conservation of Natural Resources(4)</p> <p>+ Transfer credit may be limited by either UC or CSU or both. Please consult with a counselor.</p>	<p><b>CSU Graduation Requirement in U.S. History, Constitution and American Ideals.</b></p>
<p><b>AREA 5</b></p>	<p><b>AREA 6</b></p>	<p>Not Part of IGETC (May be completed prior to transfer.)</p> <p>For the baccalaureate degree, CSU requires one of the following combinations:</p> <p>HIST 1 &amp; 2 or POLS 1 with either HIST 1 or 2</p> <p>CSU campuses have the discretion whether to allow courses used to satisfy the CSU US History, Constitution and American Ideals (AI) graduation requirement to count in both Area 3B or 4F and to meet the graduation requirement.</p>
<p><b>PHYSICAL AND BIOLOGICAL SCIENCES</b></p> <p>At least 2 courses, one Physical Science course and one Biological Science course; At least one must include a laboratory.</p> <p>Courses in <b>BOLD</b> include a laboratory component.</p> <p>7-9 semester, 9-12 quarter units</p> <p><b>5-A Physical Science</b></p> <p>ASTR 1 Intro to General Astronomy (3)</p> <p><b>CHEM 1A General Chemistry (5)</b></p> <p><b>CHEM 1B General Chemistry (5)</b></p> <p><b>CHEM 12A Organic Chemistry (5)</b></p> <p><b>CHEM 12B Organic Chemistry (5)</b></p>	<p><b>LANGUAGE OTHER THAN ENGLISH (UC REQUIREMENT ONLY)</b></p> <p>Proficiency equivalent to two years of high school study in the same language.</p> <p><b>6-A Language Other Than English</b></p> <p>FRNH 1B Elementary French (5)</p> <p>JPN 1B Elementary Japanese (5)</p> <p>* SPAN 1B Elementary Spanish (5)</p> <p>* SPAN 2A,B Intermediate Spanish (5)(5)</p> <p>* SPAN 12A Spanish for Spanish Speakers (5)</p> <p>* SPAN 12B Spanish for Spanish Speakers - Intermediate / Advanced (5)</p>	<p><b>SUPPLEMENTARY NOTES</b></p> <ol style="list-style-type: none"> <li>1. A single course, even though listed in more than one place, can only be used to satisfy one subject area of the IGETC.</li> <li>2. IGETC is not advisable for high-unit majors, e.g. sciences, engineering.</li> <li>3. Eleanor Roosevelt and Revelle Colleges at UC San Diego do not accept the IGETC.</li> <li>4. IGETC may not be appropriate for students who have completed courses at a CSU or UC campus.</li> <li>5. "Double counting" of courses toward the major is not limited by the IGETC, but may be limited by other directives. The UC will also allow IGETC courses to count toward major requirements. CSU campus limitations on double counting of general education courses toward major preparation are not changed by the IGETC.</li> </ol> <p>+ Transfer credit may be limited by either UC or CSU or both. Please consult with a counselor.</p> <p>* Courses listed in multiple areas shall not be certified in more than one area except for courses in Languages Other Than English, which can be certified in both areas 3B and 6A.</p> <p>** Approved for fall 2008.</p>

## DISCRIMINATION / HARASSMENT COMPLAINTS

Call Equal Opportunity Officer at 408-848-4731.

## CSU General Education (Breadth) Requirements 2009-2010

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, Area B-4 (Mathematics), and (18) additional semester units of general education coursework must be completed with a grade of 2.0 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 should request a general education certification from the office of Admissions and Records before transferring.)

AREA A		B - 2 LIFE SCIENCE	ART 6 Art Appreciation (3)
<p><b>ENGLISH LANGUAGE, COMMUNICATION AND CRITICAL THINKING</b> Select one course from each category. All courses must be completed with a grade of "C" or better. 9 semester units or 12-15 quarter units</p> <p><b>A - 1 ORAL COMMUNICATION</b> CMUN 1A Introduction to Public Speaking (3) CMUN 5 Fundamentals of Comm Studies (3) CMUN 8 Interpersonal Communication (3) CMUN 10 Small Group Communication (3)</p> <p><b>A - 2 WRITTEN COMMUNICATION</b> ENGL 1A Composition (3)</p> <p><b>A - 3 CRITICAL THINKING</b> ENGL 1C Critical Reasoning and Writing (3) PHIL 2 Logic (3) PHIL 4 Critical Thinking and Writing (3)</p>	<p>ANTH 1 Intro to Physical Anthropology (3) ECOL 1 Conservation of Natural Resources(4) BIO 1 General Biology (4) BIO 4 General Zoology (4) BIO 5 General Botany (4) BIO 7 Human Anatomy (4) AH/BIO 8 General Microbiology (5) AH/BIO 9 Human Physiology (5) BIO 10 Principles of Biology (4) BIO 13 Marine Biology (4) AH/BIO 15 Survey of Human Anatomy and Physiology (5)</p> <p><b>B - 3 LABORATORY ACTIVITY</b> See Areas B - 1 &amp; B - 2 above</p> <p><b>B - 4 Mathematics/Quantitative Reasoning</b> Grade "C" or better is required</p> <p>CSIS 26 Discrete Mathematics (4) ECON 11 Statistics for Bus and Econ (4) GBUS 11 Statistics for Bus and Econ (4) MATH 1A, B Single-Variable Calculus and Analytic Geometry (4) (4) MATH 1C Multivariable Calculus (4) MATH 2 Linear Algebra (3) MATH 2C Differential Equations (3) MATH 5 Introductions to Statistics (3) MATH 6 Calculus for Bus / Social Science (3) MATH 7 Finite Mathematics (3) MATH 8 Precalculus (5) MATH 8A First Half of Precalculus (4) MATH 8B Second Half of Precalculus (4) MATH 12 Math for Elementary Teachers (3) MATH 14 Math for the Liberal Arts (3)</p>	<p>ART 8A Beginning Photography From Analog to Digital (3) ART 10A Cultural History of Ceramics (3) ART 13 Three Dimensional Design (3) ART 14 Beginning Mural Painting (3) ART 21 Ancient Americas: A History Through Art (3) ART 25A Art Methods (3) CD 25A Art Methods (3) CMUN 2 Oral Reading (3) HIST 21 Ancient Americas: A History Through Art (3) HUM 6 Foreign Cinema (3) HUM 10 Approaches to Contemporary Film (3) MUS 1A, B Music, History, and Literature (3) (3) MUS 3A Harmony-Theory-Musicianship (4) MUS 4A Beginning Piano (3) MUS 6 * Intro to World Music (3) THEA 1 Theater History (3) THEA 3 El Teatro Campesino (3) THEA 4 Oral Reading (3) THEA 7 Theater Appreciation (3) THEA 12A Acting: History and Practice (3) THEA 20 Introduction to Script Writing (3)</p>	
AREA B		AREA C	<b>C - 2 Humanities (Literature, Philosophy, Foreign Language)</b>
<p><b>SCIENTIFIC INQUIRY AND QUANTITATIVE REASONING</b> One course from each category. The Physical or Life Science course must include a laboratory (indicated in BOLD). 9 semester units or 12-15 quarter units</p> <p><b>B - 1 PHYSICAL SCIENCE</b> ASTR 1 Intro to General Astronomy (3) <b>CHEM 1A,B General Chemistry (5) (5)</b> <b>CHEM 12A,B Organic Chemistry (5) (5)</b> CHEM 30A Elementary Chemistry (4) CHEM 30B Elementary Organic Biochemistry (4) GEOG 1 Physical Geography (3) GEOL 1 Introduction to Geology (4) GEOL 13 Environmental Geology (3) PHYS 1 Introduction to Physics (4) PHYS 2A, B General Physics (4)(4) PHYS 4A Physics for Scientists &amp; Engineers (Mechanics / Fluids / Waves) (4) PHYS 4B Physics for Scientists and Engineers (Electromagnetism) (4) PHYS 4C Physics for Scientists &amp; Engineers (Thermodynamic / Optics Moderns Physics) (4) PSCI 1 Principles of Physical Science (3) PSCI 2 Introduction to Meteorology (3)</p>	<p><b>ARTS AND HUMANITIES</b> Required: English 1B, one course from C-1 and one course from C-2 9 semester units or 12-15 quarter units</p> <p><b>C - 1 Arts (Art, Dance Music, Theater)</b> Minimum of 2 units from one of these courses.</p> <p>ART 1A, B Art History (3) (3) ART 2A Two Dimensional Design (3) ART 3A Drawing and Composition (3)</p>	<p>ART 11 Creativity, Imagination, &amp; Innovation(3) ART 21 Ancient Americas: A History Through Art (3) HIST 21 Ancient Americas: A History Through Art (3) ENGL 2A Introduction to Poetry (3) ENGL 2B Introd to Multi-Cultural Literature (3) ENGL 2C Intro to Film and Fiction (3) ENGL 2E Introduction to Women Writers (3) ENGL 2F Children's Literature* (3) ENGL 2H Mexican-American Literature (3) ENGL 2J Mythology (3) ENGL 4A British Literature - 449 through 1798(3) ENGL 4B British Literature - 1798 to present (3) ENGL 5A Survey of American Literature - 1620 - 1865 (3) ENGL 5B Survey of American Literature - 1865 to present (3) ENGL 9A Introduction to Creative Writing (3) ENGL 9B Advanced Creative Writing (3) ENGL 9C Poetry Writing (3) FRNH 1A, B Elementary French (5) (5)</p>	

<p><b>C - 2 Humanities (continued)</b></p> <p>HIST 1 U.S. Hist through Reconstruction (3)          HIST 2 United States History - Reconstruction to the Present (3)          HIST 3 History of California (3)          HIST 4A History of World Societies Before 1500 (3)          HIST 4B History of World Societies Before 1500 (3)          HIST 5 Women's Lives in Early U.S. History (3)          HIST 6 Women's Lives in Recent U.S. History (3)          HIST 7A, B History of Western Civilization (3)(3)          HIST 10 African American History (3)          HIST 12 Cult Hist of the Mexican American U.S. in the 20th Century: An Oral History Approach (3)          HUM 3 Introduction to the Cinema (3)          HUM 4 Intro to the American Cinema (3)          HUM 5 Humanities Through the Arts (3)          HUM 10 Approaches to Contemporary Film (3)          JPN 1A, B ± Elementary Japanese (5)(5)          JOUR 10 Mass Media and Society (3)          PHIL 1 Introduction to Philosophy (3)          PHIL 3A Ethics (3)          PHIL 3B Contemporary Moral Issues (3)          PHIL 6 Comparative Religions (3)          PHIL 7A Hist of Philosophy: Ancient to Medieval (3)          PHIL 9 Philosophy of Religion (3)          SOC 10 Mass Media and Society (3)          SPAN 1A, B Elementary Spanish (5)(5)          SPAN 2A, B Intermediate Spanish (5)(5)          SPAN 9A Spanish for Spanish Speakers (3)          SPAN 12A Spanish for Spanish Speakers (5)          SPAN 12B Spanish for Spanish Speakers Intermediate/Advanced (5)</p>	<p><b>NOTE: For the baccalaureate degree, one of the following combinations will satisfy the CSU graduation requirement in US History, Constitution and American Ideals:</b></p> <p><b>HIST 1 &amp; 2, POLS 1 with either HIST 1 or 2.</b></p> <p><b>Requirement 2:</b></p> <p><b>D - 1 Anthropology and Archeology</b></p> <p>ANTH 2 Introduction to Archeology (3)          ANTH 3 Intro to Cultural Anthropology (3)          ANTH 5 Magic, Witchcraft and Religion (3)          ANTH 8 Intro to New World Archeology (3)          ANTH 10 Native American Culture (3)</p> <p><b>D - 2 Economics</b></p> <p>ECON 1 Principles of Macroeconomics (3)          ECON 2 Principles of Microeconomics (3)          ECON 10 Fundamentals of Economics (3)</p> <p><b>D - 3 Ethnic Studies</b></p> <p>CMUN 4 Intercultural Communication (3)          HIST 10 African American History (3)          HIST 12 Cultural History of the Mexican American (3)          SOC 3 Sociology of Race, Ethnicity &amp; Cultural Identity (3)</p> <p><b>D - 4 Gender Studies</b></p> <p>HIST 5 Women's Lives in Early U.S. Hist. (3)          HIST 6 Women's Lives in Recent U.S. Hist. (3)          SOC 4 Sociology of Women and Men (3)</p> <p><b>D - 5 Geography</b></p> <p>GEOG 2 Cultural Geography (3)</p> <p><b>D - 6 History</b></p> <p>HIST 1 U.S. Hist through Reconstruction (3)          HIST 2 United States History - Reconstruction to the Present (3)          HIST 3 History of California (3)          HIST 4A History of World Societies Before 1500 (3)          HIST 4B History of World Societies Before 1500 to Present (3)          HIST 5 Women's Lives in Early U.S. Hist. (3)          HIST 6 Women's Lives in Recent U.S. Hist. (3)          HIST 10 African American History (3)          HIST 12 Cultural History of the Mexican American (3)          HIST 14 U.S. in the 20th Century An Oral History Approach (3)</p> <p><b>D - 7 Interdisciplinary Social &amp; Behavioral Sci.</b></p> <p>AJ 6 Intro to Conflict Resolution (3)          ANTH 9 Cultural Context of Childhood (3)          CD 7 Cultural Context of Childhood (3)          CMUN 4 Intercultural Communication (3)          CMUN 6 Intro to Conflict Resolution (3)</p>	<p>POLS 6 Conflict Resolution (3)          PSYC 6 Intro to Conflict Resolution (3)          PSYC 7 Cultural Context of Childhood (3)          SSCI 1 Introduction to Social Sciences (3)</p> <p><b>D - 8 Political Science, Government and Legal Institutions</b></p> <p>POLS 1 Intro to American Government (3)          POLS 3 Intro to Comparative Politics (3)          POLS 4 Intro to International Relations (3)          POLS 12 Introduction to Political Thought (3)          PHIL 12 Introduction to Political Thought (3)</p> <p><b>D - 9 Psychology</b></p> <p>PSYC 1A, B Intro to Psychology (3)(3)          PSYC 2 Early Childhood Development (3)          PSYC 3 Child Growth and Development During the School Years (3)          CD 2 Early Childhood Development (3)          CD 3 Child Growth and Development During the School Years (3)</p> <p><b>D - 0 Sociology and Criminology</b></p> <p>SOC 1A Introduction to Sociology (3)          SOC 1B Introduction to Sociology: Social Problems (3)          SOC 3 Sociology of Race, Ethnicity and Cultural Identity (3)          SOC 4 Sociology of Women and Men (3)          SOC 10 Mass Media and Society (3)          JOUR 10 Mass Media and Society (3)</p>
<p><b>AREA D</b></p>		<p><b>AREA E</b></p>
<p><b>SOCIAL SCIENCES</b></p> <p><b>Two requirements: select one course from Requirement 1 and select 2 courses from Requirement 2.</b></p> <p><b>9 semester units or 12-15 quarter units</b></p> <p><b>Requirement 1:</b></p> <p>HIST 1 U.S. Hist through Reconstruction (3)          HIST 2 U.S. Hist Reconstruction to the Present (3)          POLS 1 Intro to American Government (3)</p>	<p><b>Courses listed under more than one discipline or area may be used only once to satisfy an area.</b></p> <p><b>* = Approved for Fall 2008 ± = Approved retroactively for Fall 2005.</b></p> <p><b>NOTE: "x" or "»". PSYC 2 + 3 acceptable for AREA E only if taken as combination.</b></p> <p><b>NOTE: Transfer credit of certain courses (especially Science and Math) may be limited by UC or CSU or both. Consult with a counselor.</b></p>	<p><b>LIFE-LONG LEARNING AND SELF-DEVELOPMENT</b></p> <p><b>1. One unit of Physical Education activity course</b></p> <p><b>2. Two units from:</b></p> <p>AH 3 The Person in the Life Cycle (3)          AH 11 Nutrition (3)          BIO 11 Nutrition (3)          GUID 6 Life Skills for Higher Education (2)          HE 1 Health Education (3)          HE 2 Human Sexuality (3)          PSYC 5 Self-Assessment and Career Development (2)          GUID 1 Self-Assessment and Career Development (2)          □ PSYC 2 Early Childhood Development (3)          □ PSYC 3 Child Growth and Development During the School Years (3)          » CD 2 Early Childhood Development (3)          » CD 3 Child Growth and Development During the School Years (3)          PSYC 41 Psychology of Adjustment (2)          SOC 21 Marriage and the Family (3)</p>

# General Information

**Attendance** Students who fail to attend the first class session may be dropped by the instructor in order to admit waiting students. 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.

**Advisories** 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.

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 once without filing a petition if a grade of D, F, NC or NP was earned. A student may file a petition to repeat a course a second time if a grade of D, F, NC or NP is earned again. To file a petition, the student must meet with a counselor to evaluate circumstances and receive written approval. The student's transcript and grade point average will reflect the last grade the student receives in the course. A student may petition to repeat the course a third time by filing a Request to Repeat a Course Under Special Circumstances and providing the necessary documentation to support the special circumstances claim.

To repeat a course in which the student has received a final grade of "C" or better, a student must file 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 unless the course is being repeated to meet legally mandated training requirements as a condition of continued paid or volunteer employment. This request must be approved by a counselor.

**Pass/No Pass, Letter Grade Option** For some courses, students have the option of selecting a final grade of Pass/No Pass 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 grading 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 or indicate a preference when registering online 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 P/NP 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 P/NP grade is not used in consideration of honors.
- A total of 20 units of P/NP graded units (not including those courses required by

the major which are designated P/NP only) may be applied to an Associates's Degree or Certificate.

- The student should carefully consider the transferability of P/NP units to other institutions. Some universities may not accept any pass/no pass courses and others limit the amount of pass/no pass units that will be accepted. Please consult your counselor before selecting the pass/no pass option.

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

A co-requisite is a set of courses that you must take at the same time.

If you believe that you have the equivalent of the prerequisite through another means (courses at another college, AP tests, work experience, etc.) speak with your counselor.

## 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 ten business 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 48 hours at a cost of \$7 per copy.

Unofficial transcripts are available to students on Self-Service Banner.

**Withdrawal** Students may withdraw from a course by via Self-Service Banner or in person at the Admissions and Records Office or at the Morgan Hill or Hollister sites. The following grading practices apply when withdrawing from a course:

- A student who withdraws from a course prior to 30% of the class meetings will receive no grade of record.
- A student may withdraw from a course and receive a grade of "W" prior to completion of 75% of the class meetings for the course; thereafter, the student will receive whatever grade they would have earned, based upon the entire semester's work.
- A student may withdraw from a course up to four times and receive a grade of "W"; after a fourth "W", the student will receive the grade they would have earned, based upon the entire semester's work.
- A withdrawal may be excluded from the four-time maximum limit in the case of extenuating circumstances such as natural disasters or other circumstances beyond the control of the student including verified cases of accident or illness.

# Policies and Procedures

College policies and procedures are available by accessing the Gavilan College website at [www.gavilan.edu](http://www.gavilan.edu) or by visiting the office of the Vice President of Student Services (SC130).

**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.

## Disabilities

**AMERICAN'S WITH DISABILITIES ACT (ADA) COMPLIANCE:** If you have a verified disability and need academic materials in an alternate format or other services, contact the Disability Resource Center at 408-848-4865 or the Vice President of Student Services at 408-848-4738 for assistance.

**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.

## Discrimination

**PROHIBITION OF HARASSMENT AND HATE CRIMES** (Reference: Education Code sections 212.5; 66252; 66281.5): The District is committed to providing an academic and work environment that respects the dignity of individuals and groups. 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.

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

The college recognizes the legal drinking age of 21 years and enforces all state laws regulating the use of alcoholic beverages. All members of the campus community are subject to disciplinary action and/or criminal prosecution for the on-campus possession, use, sale or distribution (by either sale or gift) of any quantity of

inappropriate prescription drugs, or controlled substances as defined by the State of California Health and Safety Code. Students found to be in violation of this policy may be subject to the Standards of Student Conduct and Discipline Procedures. 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

**Gavilan’s Grade Policy**

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

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

- 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.

**Illegal Distribution of Copyrighted Materials**

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

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

**Parking on Campus** Semester permits are available 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, H and at the south entrance to campus. Student parking is permitted in Lots A, C, E or H except where restricted to staff, guests, or the disabled. Parking Lot D is reserved for staff and disabled only. Guest parking permits are issued at the Facilities Use Scheduling Department (PB11A). Disability parking is available in all lots to those displaying a placard from the California Department of Motor Vehicles. Parking is enforced by the campus security department and local law enforcement. Student and staff spaces are enforced Mon - Thurs: 7am-10 p.m and Fri: 7 am- 5 pm. All other spaces and areas are enforced at all times. A complete list of parking regulations is available at the main switchboard/ reception area and outside the security office (SF ???).

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

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

**Smoke-Free Buildings (BP 6500)** Smoking is prohibited inside all public buildings, within twenty 20 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.

**Students’ Problem Resolution Process**

Procedures have been adopted to allow for student grievances against Gavilan staff members. The formal policy is available through the Vice President of Student Services Office, in the college catalog and on the Gavilan College website, www.gavilan.edu. Students are encouraged to resolve issues informally by talking with college staff members.

**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 (408-848-4731). or the Director of Human Resources, HR103 (408-848-4753).

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

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

# Student Life

**Associated Student Body (ASB)** The ASB is the official student organization on campus and provides the majority of student input and recommendations on critical campus issues to faculty, staff, administration and the Board of Trustees.

**The Student Senate** is a representative body of students who meet weekly to plan, implement and evaluate college activities and services that meet the needs of Gavilan College students. Any student who meets the requirements of the ASB's by-laws may become a voting member of the Student Senate. The elected and appointed officers provide a liaison between the students and academic departments and student services. The variety of leadership positions allows for different levels of involvement so that students can balance their academic and extracurricular loads effectively.

The political and practical leadership skills that students develop through the ASB are supplemented through a leadership course offered through the Political Science and Psychology Departments (POLS 27; PSYC 27). The curriculum includes practical skills that are applicable to college-related opportunities and other professional and personal environments. The curriculum is an interdisciplinary approach to contemporary leadership. This is an elective course that is transferrable to the CSU system and meets a GE requirement for the Gavilan College A.A./A.S. degree. Although the UC system does not accept the units for the class, it gives added consideration to those students who have been involved in student government and other college governance activities. Employers also look favorably upon a student's involvement in college leadership.

**ASB CARDS:** The benefits of buying a student body card are many. Revenue supports social and cultural activities on campus and provides the purchaser with discounts at athletic and cultural events and free bluebooks and scantrons (testing supplies) in the bookstore. Many businesses in Gilroy, Morgan Hill and Hollister offer discounts to card holders. Visit the ASB office in the Student Center - room 158 or call 408-848-4777.

**Publications** **The Gavilan Press**, an independent student newspaper, gives students a real world journalism experience, training in traditional and digital tools, and a public forum for their ideas and opinions. The newspaper has covered events, issues and people that shape, reflect and define the college and the world since 1967. The Gavilan Press is also available online at [www.gavilanpress.com](http://www.gavilanpress.com). Call 408-848-4837 for more information.

The **Gavilan College Literary Journal** provides a forum for creative writers, helping to model and sustain the practice of writing poetry and prose. For more information call the Writing Center at 408-848-4811 or Scott Sandler at 408-846-4979.

**Rho Alpha Mu - Honor Society** Rho Alpha Mu is the Gavilan College chapter of Alpha Gamma Sigma, the California Community College Honor Scholarship Society. Its purpose is to recognize student scholarship, contribute to the social and cultural life of the campus and to provide and promote active involvement with the larger community through voluntary community service activities. Membership is open to all those with at least a 3.0 grade point average. There are a number of financial award possibilities for members in good standing. For more information call 408-846-4947.

## Theatre Productions

**The Gavilan College Theatre** offers a range of plays, including childrens' plays, musicals and Shakespearean productions. In addition to performing on stage, students learn backstage and technical production skills. For more information visit [www.gavilan.edu/theatre](http://www.gavilan.edu/theatre).

**TADA Productions** - The Gavilan ASB Theatre Club sponsors several social and cultural events during the school year including: *Fiesta Mexicana*, a Folklorico Concert; *Historias de mi Madre* a Community Solutions event for Domestic Violence Awareness month; *One Night Stand(s)*, fall & spring stand-up workshops and Comedy Night(s); and other student generated performances.

In 1985, the Gavilan College **Summer Theatre Arts Repertory (STAR)** Program was created to give Gavilan College Theatre Arts students an opportunity to share their passion for the performing arts with South County youth. Students from the academic program serve as STAR leaders, often directing and producing plays. The Theatre Arts Program provides academic credit, production experience, and the opportunity for individual growth through the arts. For more information, call 408-848-4764 or visit [www.gavilan.edu.star](http://www.gavilan.edu.star).



Photo depict production of *Godspell* (spring 2009)

Ambassadors  
Aneme  
Chi Sigma Lota  
(Administration of Justice)  
Cheerleading  
CDC Parenting Club  
Christian Fellowship  
COSMO  
Digital Media  
EOPS  
Gavilan Music  
Health Promotion  
GavTV  
Inception Literary Club  
International Club  
Latina Leadership Network  
MANO (Men's Academic Network Organization)  
MESA (Math Engineering Science Achievement)  
OUT  
Parent's Club  
Rho Alpha Mu  
Science Alliance  
TADA/Theatre Arts  
Teachers For Tomorrow  
The Gavilan Press/Student Newspaper



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

# ASB CLUBS

For more information call  
408-848-4777.