

Ability to Benefit

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

THERE ARE THREE METHODS TO DEMONSTRATE ABILITY TO BENEFIT:

1. Accuplacer ATB Testing for Native English Speakers

The Ability to Benefit schedule can be found on the Assessment web page. Go to www.gavilan.edu/admit/assess.html.

Additional information below.

2. CELSA (Combined English Language Skills Assessment)

Students with limited English language skills who are enrolled in English as a Second Language (ESL) classes and do not have a high school diploma or GED and are applying for Financial Aid must take the CELSA assessment. CELSA testing is offered one day per month. Call the Financial Aid Office for a referral.

Additional information below.

Additional Information for ATB and CELSA test takers:

Sign up for testing sessions through the Financial Aid Office: 408-848-4727 (SC124). Sessions begin promptly at the stated time. **Check in is 20 minutes prior to starting time.** No one will be admitted after the session has begun.

You must provide a valid picture ID*, Gavilan ID number, and the yellow referral slip from the Financial Aid Office to be admitted to the testing room.

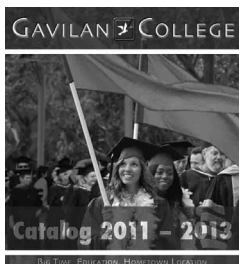
Times and locations subject to change and additional times may be added to the schedule. Confirm time and location with the Assessment Office (MP100 - 408-846-4992) at least two business days prior to your scheduled appointment.

* A valid picture ID includes a state-issued driver's license, state-issued ID, Passport, Student Body Card, Military ID or Alien Registration Card. Contact the Assessment Office (MP100) or call 408-846-4992 if you do not have a valid ID.

Re-tests for ATB or CELSA: You may take 1 test and 1 retest every 90 days. There must be a 15 day wait period between tests. You may test no more than 8 times per year.

3. Successful Completion of 6 Degree Applicable Units at Gavilan College

If you have successfully completed at least 6 units of degree applicable units, you have demonstrated the ability to benefit. Please make an appointment with a Gavilan College academic counselor for certification of unit completion.



The **College Catalog** contains a complete description of all Gavilan College courses, student policies, and services. It can be purchased for \$4.00 at the bookstore or viewed online at www.gavilan.edu/catalog



Health Insurance

For Students

Affordable year-round insurance is now available for community college students enrolled in a minimum of 6 units!

\$200 deductible per year (\$100 when referred by Student Health Services)

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 1-800-367-5830 or visit studentinsuranceagency.com.

Click on Domestic Plans.

Sponsored by the Community College League of California

Disability Resource Center (DRC)

(408) 848-4865 DRC provides a variety of services and classes for students with disabilities as they move toward their educational or vocational goals. Services include: academic, career and vocational counseling; registration assistance; learning skills assessment, specialized tutoring; vocational preparation and; job placement; mobility assistance; note taking; test-taking; facilitation; sign language Interpreting; real time captioning; alternate media services; and assistive computer technology and training

DRC CLASSES OFFERED:

Guidance Courses:

Guid 530	Job Readiness
Guid 557	Learning Skills Evaluation
Guid 558	Learning Skills Laboratory
Guid 560	Individual Learning Skills Development
Guid 562	Directed Study Lab in Pre-Algebra
Guid 563	Directed Study Lab in Algebra
Guid 565	Directed Study Lab in Intermediate 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 intellectual 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

Student Services Directory

For detailed descriptions of Student Services programs, see the 2011-2013 Catalog or go to www.gavilan.edu/catalog

<i>Program</i>	<i>Intended for:</i>	<i>Services</i>
CalWORKS 408) 848-4790 L101 A M-F 8 a.m. – 5 p.m.	<ul style="list-style-type: none"> Students receiving TANF (Temporary Assistance to Needy Families) 	<ul style="list-style-type: none"> Counseling Textbooks Employment assistance Job placement
Career/Transfer Center (408) 848-4818 www.gavilan.edu/transfer SC 101	<ul style="list-style-type: none"> Students Prospective students Alumni and the community Faculty and staff 	<ul style="list-style-type: none"> EUREKA career guidance program Career Connections job search website Help in making career and transfer decisions
Cooperative Agencies Resources for Education (CARE) (408) 848-4790 LI 101 A/B	<ul style="list-style-type: none"> Single parent/guardian of at least one child under 14 18 or over head of household receiving cash assistance form Department of Social Services eligible for EOPS 	<ul style="list-style-type: none"> Counseling Priority registration Academic tutoring Financial assistance for transportation Books and supplies Grants Other support services
Child Development Center (408) 848-4815 www.gavilan.edu/cdc	<ul style="list-style-type: none"> Pre-school age children Parents may be students or community members 	<ul style="list-style-type: none"> Subsidized childcare Fee-based childcare Snacks, lunch
Disability Resource Center (408) 848-4865 TTY – (408) 846-4924 www.gavilan.edu/drc LI 117	<ul style="list-style-type: none"> Students with physical, mental, and learning disabilities 	<ul style="list-style-type: none"> Academic, career and vocational counseling; Learning skills assessment Specialized tutoring; Vocational preparation and job placement Accommodations, see page 13
Extended Opportunity Programs and Services (EOPS) (408) 848-4740	<ul style="list-style-type: none"> Students with social, economic, and educational challenges Space in the program is limited 	<ul style="list-style-type: none"> Counseling Book vouchers Specialized workshops for student success Student computer center Book lending library Priority registration
First Year Experience	<ul style="list-style-type: none"> First-time college students 	<ul style="list-style-type: none"> Strengthen reading, writing, and study skills Gain familiarity with campus and resources Develop connections between courses
Health Services	<ul style="list-style-type: none"> All students 	<ul style="list-style-type: none"> see next page
Outreach and Recruitment (408) 846-4993 BU 123	<ul style="list-style-type: none"> Prospective students and their families 	<ul style="list-style-type: none"> Campus tours and visits Presentations Information
Puente (408) 848-4807	<ul style="list-style-type: none"> Educationally underserved students who plan to transfer to four-year colleges and universities 	<ul style="list-style-type: none"> Learning community pairing classes in English and Guidance Counseling Community mentors
Mediation (408) 848-4723	<ul style="list-style-type: none"> Students experiencing intrapersonal disputes 	<ul style="list-style-type: none"> Trained mediators Mutually agreeable solutions
Student Success Center (408) 852-2866 PB 11	<ul style="list-style-type: none"> Students who assess into pre-collegiate English or math New students ESL students 	<ul style="list-style-type: none"> Referrals Counseling Workshops Early intervention
TRIO (408) 846-4981 LI 109	<ul style="list-style-type: none"> First-generation students or Low-income or Disabled Space in the program is limited to 160 	<ul style="list-style-type: none"> Academic counseling Laptop and calculator lending Cultural and social activities University visits

Student Life - 408-852-2849

Student Activities Office supports students in the development of skills through participation in student life and campus activities. This office supports the ASB and student clubs and coordinates campus-wide events.

Associated Student Body (ASB) 408-848-4777

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

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

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.

ASB Student Body Card revenue supports social and cultural activities on campus and provides the purchaser with free admission to athletic events, discounts at cultural events and free bluebooks and scantrons (testing supplies) in the bookstore. Community-wide businesses offer discounts to card holders such as reduced movie admissions, restaurant, gym, museum, computer and software discounts. ASB cards can be activated as library cards and come with 100 free prints. **Please note:** There is a \$2 charge for replacing lost ASB cards.

Gavilan Press 408-848-4837 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.

Rho Alpha Mu - Honor Society 408-848-4897

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

Gavilan College is a smoke and tobacco-free campus

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



You can get help quitting!

Student Health Services

- ◇ First aid treatment
- ◇ Smoking cessation treatment, including nicotine replacement therapy
- ◇ blood pressure screening
- ◇ tuberculin skin testing for students
- ◇ HIV testing referrals
- ◇ condoms
- ◇ over-the-counter medications such as aspirin
- ◇ Pamphlets and classes on nutrition, hepatitis, stress management, AIDS, suicide and other topics.
- ◇ Referrals for health conditions including alcohol and drug intervention

(408) 848-4791, Student Center, SC118

Student CLUBS



Ambassadors, Aneme, Chi Sigma Lota (Administration of Justice) Cheerleading, CDC Parenting Club, Christian Fellowship, Communications Club, COSMO, Digital Media, EOPS Club, Gavilan Burners, (Wheelchair Basketball Club), Gavilan Music, GavTV, Inception Literary Club, International Club, The Order of the Knights of Gavilan, Knit Wits, Latina Leadership Network, MESA (Math Engineering Science Achievement), OUT, Parent's Club, Physician Assistants Club, Rho Alpha Mu, Science Alliance, TADA/Theatre Arts, Teachers For Tomorrow, Veterans' Club

Resource / Location / Contact	Description		
Disability Resource Center's High Tech Center & Learning Skills Lab	<ul style="list-style-type: none"> • Assistsive software • Adaptive equipment • Specialized courses 		
English as a Second Language (ESL) Computer Lab BU119. Call 408-848-4856	<ul style="list-style-type: none"> • Software programs for all levels and ESL classes. 		
Learning Communities	<ul style="list-style-type: none"> • Two or more linked courses. • Research shows that when you take a learning community course, you become a stronger student and do better in your other college courses. 		
Library www.gavilan.edu/library/ Monday-Thursday, 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.)	<ul style="list-style-type: none"> • Print and electronic resources • 60,000 printed books • 25,000+ eBooks • 2,500 magazine titles, • Electronic databases • DVD's, films and talking books. • Online catalog • Links to class websites and key online resources 		
Math Lab www.gavilan.edu/mathlab/ MA101. call 408-846-4959.	<ul style="list-style-type: none"> • Practice math skills • Individualized help (every level) computers • Tutorial software • Math software for geometry, statistics and calculus projects. 		
MESA (Mathematics, Engineering and Science Achievement) 408-846-4968 www.gavilan.edu/mesa	<table border="0"> <tr> <td data-bbox="722 969 1141 1168"> <ul style="list-style-type: none"> • Study center • Academic Excellence Workshops, tutoring, • University trips, • Academic advising, • Transfer assistance workshops and more. </td> <td data-bbox="1150 969 1501 1224"> Eligibility: 1) majoring in math and science based fields (ie. Biology, Chemistry, Engineering etc.), 2) planning to transfer to 4-year universities 3) have financial need and 4) are first generation college students. </td> </tr> </table>	<ul style="list-style-type: none"> • Study center • Academic Excellence Workshops, tutoring, • University trips, • Academic advising, • Transfer assistance workshops and more. 	Eligibility: 1) majoring in math and science based fields (ie. Biology, Chemistry, Engineering etc.), 2) planning to transfer to 4-year universities 3) have financial need and 4) are first generation college students.
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Service Learning	<ul style="list-style-type: none"> • Classes with a community service component to provide job and life experience. 		
STEM	<ul style="list-style-type: none"> • Internships • Support • Counseling for science and technology majors 		
Student Success Center PB 11	<ul style="list-style-type: none"> • A one-stop shop for first-year students. • Come at any time of the day to use the computers, get tutoring, see counselors, and hang out with friends. • Computers and printers for student use. • Refrigerator and microwave. Snacks. • Tutoring and workshops. 		
Tutoring Tutoring Center (LI 116) Computer Place (LI 168). www.gavilan.edu/tutor (408) 848-4838.	<ul style="list-style-type: none"> • Tutoring for all levels, all courses • Drop-in or appointment 		
Writing Center (408) 848-4811 LI 120 Monday-Thursday 8 am-6 pm (closed Mondays 2:30-3:30 pm) and Friday 8 am-2 pm.	<ul style="list-style-type: none"> • Help with class assignments • Help with poetry, short stories, lyrics, business letters and resumes. • Space for writing discussions, meeting, workshops and study groups. • Special events include activities with acclaimed writers from our • Visiting Writers and Scholars in Residence programs 		

LIBRARY

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

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



GET YOUR LIBRARY CARD NOW!

Your library card gives you access to library resources:

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

Get your library card in person or online. Library cards are available to registered Gavilan students, staff and faculty, as well as community residents with a valid photo identification.



Apply for a Book Loan

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

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

Rent a Textbook!

You can save 50% or more!

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

Guide to Grades

Grade	GPA	Definition
A	4	Excellent
A-	3.7	Excellent
B+	3.3	Good
B	3	Good
B-	2.7	Good
C+	2.3	Satisfactory
C	2	Satisfactory
D	1	Passing, Less Than Satisfactory
F	0	Failing
P*	0	Pass - at least satisfactory, units awarded not counted in grade point average or in consideration of honors.
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.)

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

Need to print out documents?

GoPrint

Get 100 free prints with purchase of an ASB (Associated Student Body) card!!

Prints are:
\$.05 (black & white)
\$.10 (color)

Purchase either a GoPrint or ASB card and you're good to go! No need to fumble around with coins!

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

- ☛ ASB cards are issued as part of the registration process. You may pay and have your picture taken in the Admissions and Records Office or at Morgan Hill and Hollister sites.
- ☛ You may purchase your ASB card online at the time of registration only. ASB cards may also be purchased in person at the Admissions and Records office on the main campus or at Morgan Hill and Hollister sites.
- ☛ Students with financial hardship can request assistance at Financial Aid, EOPS, TRIO, and MESA programs.