



Welcome to Gavilan College

GAVILAN COLLEGE PRINCIPLES OF COMMUNITY

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

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

Gavilan College aspires to be:

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

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

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

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

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

BOARD OF TRUSTEES

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- Rachel Perez**, *Associate Dean of Community Development/Grants Management*
- Anne Ratto**, *Associate Dean of EOPS/CalWORKs and CARE*

MISSION

In an environment that cultivates creativity, stimulates curiosity and emphasizes student learning, Gavilan College serves its community by providing high quality educational and support services that prepare students for transfer, technical and public service careers, life-long learning and participation in a diverse global society.

PRESIDENT'S

MESSAGE



Gavilan College is here to help you succeed.

Our programs of study in Liberal Arts and Sciences, and Career

Technical Education, can prepare you to transfer to a four-year university, or enter the workforce.

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

During the month of March, you may notice some visitors on campus. An accreditation evaluation team from the Association of Community and Junior Colleges (ACCJC), Western Association of Schools and Colleges (WASC) will be on campus to meet with faculty, staff, students, administrators and Board Members to gather information and make a recommendation regarding reaffirmation of Gavilan College's accreditation. You will have the opportunity to attend a forum and be part of the accrediting process, assuring you and the community that Gavilan College is a well-managed institution that is dedicated to student learning.

We are dedicated to maintaining the quality of our programs and services, even when state budget reductions don't permit us to offer as many classes as we all would like.

A college education is a valuable investment. Thank you for choosing Gavilan College!

Superintendent/President
Steve Kinsella

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

**Take a
Campus Tour!**

- November 29, 2012
- December 2, 2012
- January 10 and 24, 2013

Tours begin at 4 p.m. outside the Admissions and Records office. Sign up at least 15 minutes in advance at the Welcome Center

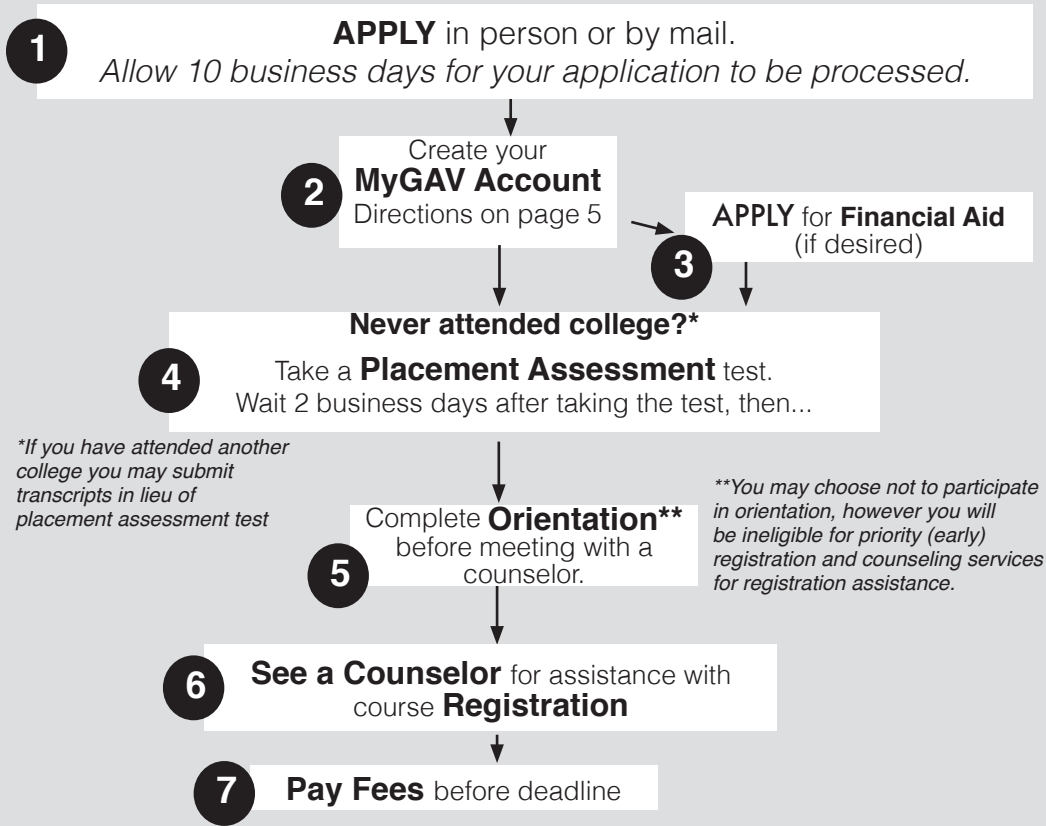
Continuing Students

No new application required. Priority registration available if orientation has been completed.

Returning Students

New application required. Register during OPEN registration period.

New Students' Guide



Matriculation ADMISSIONS • ASSESSMENT • ORIENTATION • COUNSELING • FOLLOW-UP

Matriculation is a series of services that helps you identify and successfully complete your educational goals.

Exemptions from assessment and orientation

Matriculation services are optional for some students. You may opt out of assessment and orientation if you:

- have an AA degree or higheror
- have accumulated fewer than 12 units in transfer coursesor
- plan to enroll in fewer than six units....or
- do not plan to earn a certificate or degree.

Inform your counselor or the Admissions & Records Office if you choose to opt-out. Doing this will prevent you from participating in priority/early registration.

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

English as a Second Language Students

New ESL students go through the ESL assessment process. **See page 124.** *Todos los nuevos estudiantes de ESL deben tomar el examen de nivelación de ESL. Consulte la página 124.*

The assessment instruments used by Gavilan College for general assessment are the College Tests for English Placement (CTEP) the Mathematics Diagnostic Testing Project (MDTP) or Accuplacer. They are administered in English and are not intended for applicants to the English as a Second Language (ESL) program.

Eligibility: You are eligible to attend Gavilan College if

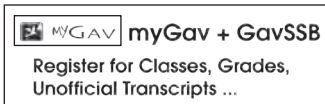
- You are a high school graduate or you have passed the GED or the California High School Proficiency exam
- You are 18 years of age or older
- You are currently enrolled in high school. High School students may enroll with Special Student Status by completing a High School Contract form.

DO THIS 10 DAYS AFTER SUBMITTING YOUR APPLICATION!

You must have a Gavilan ID and PIN before you can schedule an assessment or a counseling appointment.

**Get Started:**

Go to www.gavilan.edu.
Click on the **MyGAV icon**.

**Use MyGav to:**

- **Register**—Add & Drop classes
- Check class availability and fees
- Choose Pass/No Pass Options and prerequisites
- Search for classes by time, day, part of term, method of instruction
- View and print your semester schedule
- View your financial account and pay your bill with a credit card
- View and print grades and unofficial transcripts
- Update your contact information
- Access **MyDegreeWorks**
- Access and manage your personal, course and school calendars

First Time Users:**Create Your MyGAV Account**

Click the link that says **Get Your Gavilan ID and PIN** and follow the steps below.

1. Enter **your name** exactly as it appears on your application.
2. Enter your **social security number**.
3. Enter your **date of birth**. (mm/dd/yyyy).
4. Click on **Get Gavilan ID**.
5. **Write down your ID** ('G-number'). **Write down your PIN**. This is a temporary PIN. In the next step you will create your permanent PIN.
6. Click on the **Log in to Gavilan Self-Service Banner** link at the bottom of the page. Click **Login**.
7. Enter your **ID** and **temporary PIN**. Click **Login**.
8. Enter your **temporary PIN** number first, then choose a new six digit number that you will remember and enter it on the next two lines.
9. Click **Login**.
10. Enter **a security question**. It should be something that has an answer that does not change and you will always know (for example, 'In what town was my sister born?') On the next line, enter the answer.)
11. Once you submit this question and answer, you will be taken to your personal Banner account!

Get Gavilan ID

| | |
|----------------|----------------------|
| First Name: | <input type="text"/> |
| Last Name: | <input type="text"/> |
| SSN: | <input type="text"/> |
| Date of Birth: | January 01 |

[Get Gavilan ID](#)

Secure Access Login

Gav ID:

PIN:

Having problems logging in? [Click here](#)

[Get Your Gav ID and Pin](#)

[View Class Schedule](#)

[View Course Catalog](#)

[First Time Users](#)

Login Verification Change PIN

Either you are a first-time user user user
You will have to change your PIN before

Re-enter Old PIN: (First-time users:)
New PIN: (Pin must be 6 dig
Re-enter new PIN:

Security Question and Answer

Please enter your new Security Question and Answer. Then Submit Changes.

Please Confirm your Pin:

Question:

Answer:

OR

Question:

Answer:

**If you are unable to access your Gavilan ID# and PIN
call the help line at 408-848-4736, Mon-Thur, 9 am - 5 pm., Fri 10 am - 2 pm**

Assessment 408-846-4992

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

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

Sessions begin promptly at the stated time. **Check in is 15 minutes prior to starting time.** No one will be admitted after the session has begun.

Assessment requirements:

- Valid picture ID (a state-issued driver's license, or ID, passport, Student Body Card, Military ID or Alien Registration Card. Contact the Assessment Office (MP100) or call 408-846-4992 if you do not have a valid ID.)
- Gavilan ID number
- The Assessment Center will provide pencils and scratch paper for students during testing. All items will be collected after the test.
- No electronic devices are allowed

Re-Assessment:

If you have previously taken an assessment test, you may retest between 15 and 90 days from your first attempt, or after two years. For dates and locations go to www.gavilan.edu/admit/assess.html

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

Early Assessment Program (EAP): If you took the CSU-EAP test in high school you may be able to use these scores instead of the Gavilan College Assessment Test. See a counselor for more information.

Orientation 408-852-2866

Orientation is a critical step in your success! It provides an overview of instructional programs, support services, facilities and general graduation requirements, and helps you make the best use of your time to complete your educational goals.

Orientation may be completed **in person** or online. **New students (never attended college) must complete orientation prior to meeting with a counselor.**



my DegreeWorks

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

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

Assessment and Orientation

Prior registration is required.

Dates, times and locations are subject to change.

Register at:

www.gavilan.edu/orientation for orientation

www.gavilan.edu/admit/assess.html for the placement assessment.

G= Gilroy, H = Hollister Briggs Bldg, M= Morgan Hill

Assessment Tests

| Date | Time | Location/Rm. |
|-----------------------|-------------|--------------|
| Sat., Dec. 1, 2012 | 9 am-noon | H |
| Mon., Dec. 3, 2012 | 9 am - noon | G: MP 100 |
| Tues., Dec. 4, 2012 | 1 pm-4 pm | G: MP 100 |
| Weds., Dec. 5, 2012 | 5 pm-8 pm | G: MP 100 |
| Mon., Dec. 10, 2012 | 9 am-noon | G: MP 100 |
| Mon., Dec. 10, 2012 | 1 pm-4 pm | G: MP 100 |
| Tues., Dec. 11, 2012 | 9 am-noon | G: MP 100 |
| Thurs., Dec. 13, 2012 | 1 pm-4 pm | G: MP 100 |
| Sat., Dec. 15, 2012 | 9 am-noon | M |
| Tues., Dec. 18, 2012 | 9 am-noon | G: MP 100 |
| Tues., Dec. 18, 2012 | 1 pm-4 pm | G: MP 100 |
| Weds., Dec. 19, 2012 | 9 am-noon | G: MP 100 |
| Thurs., Dec. 20, 2012 | 1 pm-4 pm | G: MP 100 |
| Fri., Dec. 21, 2012 | 9 am-noon | G: MP 100 |
| Weds., Jan. 2, 2013 | 1 pm-4 pm | G: MP 100 |
| Weds., Jan. 2, 2013 | 5 p.m-8 pm | G: MP 100 |
| Sat., Jan. 5, 2013 | 9 am- noon | H |
| Mon., Jan. 7, 2013 | 9 am-noon | G: MP 100 |
| Weds., Jan. 9, 2013 | 1 pm-4 pm | G: MP 100 |
| Thurs., Jan. 10, 2013 | 9 am-noon | G: MP 100 |
| Thurs., Jan. 10, 2013 | 5 pm-8 pm | G: MP 100 |
| Sat., Jan. 12, 2013 | 9 am-noon | M |
| Mon., Jan. 14, 2013 | 1 pm-4 pm | G: MP 100 |
| Thurs., Jan. 17, 2013 | 9 am-noon | G: MP 100 |
| Mon., Jan. 21, 2013 | 9 am-noon | G: MP 100 |
| Tues., Jan. 22, 2013 | 1 pm-4 pm | G: MP 100 |
| Weds., Jan. 23, 2013 | 9 am-noon | G: MP 100 |
| Thurs., Jan. 24, 2013 | 1 pm-4 pm | G: MP 100 |
| Fri., Jan. 25, 2013 | 9 am-noon | G: MP 100 |

In-Person Orientation

| Date | Time | Location/Rm. |
|----------------------|-----------------|----------------|
| Mon., Dec. 3, 2012 | 9 am-11 am | G: LI 171 |
| Fri., Dec. 7, 2012 | 1:30 pm-3:30 pm | G: LI 171 |
| Weds., Dec., 2012 | 4 pm-6 pm | G: LI 171 |
| Mon., Jan. 7, 2013 | 1 pm-3 pm | G: LI 171 |
| Fri., Jan. 11, 2013 | 10 am-noon | G: LI 171 |
| Tues., Jan. 15, 2013 | 3 pm-5 pm | H |
| Fri., Jan. 25, 2013 | 4:00 pm-6 pm | Gilroy: Li 171 |

Counseling www.gavilan.edu/counseling

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

See a counselor if you are:

- a first time student planning to transfer
- a first time student planning to obtain a AA/AS degree
- an undecided major
- a high school contract student
- an academic probation student
- taking over 18 units (spring/fall) or over 6 units (summer)
- have completed prerequisite courses at another college(s)
- an international student with an "F1" Visa

Specialized Counselors by Program

| | | |
|-----------------|--------------|--------|
| Athletics: | 408-848-4880 | GY118 |
| Student Success | 408-848-4776 | PB11 |
| DRC: | 408-848-4767 | LI 117 |
| EOPS/CalWORKs: | 408-848-4740 | LI101A |
| MESA: | 408-848-4887 | MA117 |
| STEM: | 408-848-4820 | SC102 |
| TRIO: | 408-848-4707 | LI109 |

Counseling Services

Counselors available for walk-in registration assistance only:

| Location | Date | Day | Hours |
|---------------------------|--------------------------|----------------------|--------------------------------------|
| Gilroy | January 8 | Tuesday | 8 a.m. - 6 p.m. |
| | January 9 | Wednesday | 8 a.m. - 3 p.m. |
| | January 10 | Thursday | 8 a.m. - 7 p.m. |
| | January 15 | Tuesday | 8 a.m. - 5 p.m. |
| | January 16 | Wedne2sday | 8 a.m. - 6 p.m. |
| | January 17 | Thursday | 8 a.m. - 7 p.m. |
| | January 22 | Tuesday | 8 a.m. - 6 p.m. |
| | January 23 | Wednesday | 8 a.m. - 3 p.m. |
| | January 24 | Thursday | 8 a.m. - 7 p.m. |
| Hollister and Morgan Hill | January 10 January 24 | Thursday Thursday | 10 a.m. - 6 p.m. 10 a.m. - 6 p.m. |

Deregistration dates are in BOLD

GILROY: Walk-in: Mon-Fri, 8:30 am - 12:30 pm
(Please arrive at least 30 minutes before closing)

MH and HOL: Call for drop-in and/or appointment schedule.

Counseling schedules are subject to change.
Visit www.gavilan.edu/counseling for updates.

Adding Classes: Add codes expire on the "last day to add" and cannot be used after that time. Letters from instructors will not be accepted. It is your responsibility to ensure that you are officially registered for classes.

No exceptions!

Instructors will check the roster at the beginning of each class meeting to confirm that the students present are enrolled. View your registration status on MyGav or ask your instructor to verify your name on the official class roster.

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

Withdrawal Policy: The following grading practices apply when withdrawing from a course:

- If you withdraw from a course before the "NRS" date published in this schedule, or 10% of the class meetings in a late-start class, it will not show up on your transcript.
- If you withdraw from a course prior to completion of 75% of the class meetings for the course you will receive a grade of "W"; thereafter, you will receive whatever grade you have earned based upon the entire semester's work.

Course Conflicts: Students with class conflicts must have a note from 1) either both instructors stating they are aware of the conflict or 2) the instructor of the class the student will leave early/ arrive late. The note must state what steps will be taken to make up time/work or if there are no conflicting problems.


Educational Plan

You are expected to take the responsibility for scheduling an appointment with a counselor, preferably at least once a semester. to develop, review and update your educational plan and ensure that you are taking the appropriate courses to meet your educational goal.

General Education Reciprocity Agreement

Gavilan Community College has entered into a mutual agreement with nine 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.



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

How to read the Class Schedule

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

Course Number

Course Title

Discipline

BUSINESS

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

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

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

Course Reference Number

Evening & weekend Courses
gray shading

Building/Room

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

Instructor

Semester Units

Days -see legend below

Times

Legend

M = Monday T = Tuesday W = Wednesday R = Thursday F = Friday S = Saturday U = Sunday

ARR = Additional weekly hours required FEX = Field Experience TBA = to be arranged TV = Telecourse

Wrk Ex = Work Experience

Gray shading indicates evening and weekend classes

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

Guide to off-campus class locations

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

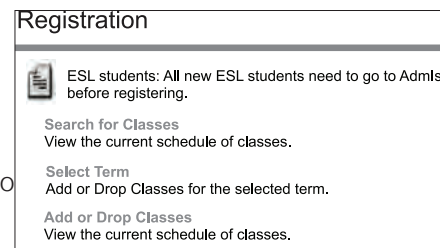
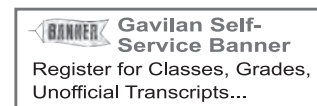
Off-Campus Class locations

| | | | |
|---------|--|---------|---|
| ANZ | Anzar High School, San Juan Bautista | LOADCS1 | Live Oak Adult Day Services, 651 West Sixth St., Gilroy |
| BROWNL | Brownell Middle School, 7800 Carmel St., Gilroy | LOHS | Live Oak High School, 1505 E. Main Ave., Morgan Hill |
| CALAVR | Calaveras Elementary, 85 Tilton Ave., Morgan Hill | MHG | Morgan Hill Community Center, 17060 Monterey Rd., Morgan Hill |
| CHS | Christopher High School, 850 Day Rd., Gilroy | OMC | Ochoa Migrant Camp |
| CRC | Centennial Recreation Ctr., 171 W. Edmundson Ave., Morgan Hill | PORTHL | Portuguese Hall, 695 Seventh St., Hollister |
| CTC 1-4 | GUSD/Gavilan Computer Technology Center on Murray Ave., Gilroy | PLY | Morgan Hill Playhouse, Monterey Highway and Dunne, Morgan Hill |
| EGLRIG | Eagle Ridge Golf Course, Santa Teresa Blvd., Gilroy | SBHS | San Benito High School 1220 Monterey St., Hollister |
| ELIOT | Eliot Elementary School, 475 Old Gilroy St., Gilroy | SBCL | San Benito County Library, 470 5th St., Hollister |
| ELROBL | El Roble Elementary, 930 Third Street, Gilroy | SBRAT | Sobrato High School, 401 Burnett Ave., Morgan Hill |
| ERGOLF | Eagle Ridge Golf Club, 2951 Club Dr., Gilroy | SJBCC | San Juan Bautista Community Center, 10 San Jose St., San Juan Bautista. |
| GHS | Gilroy High School, 750 W 10th St., Gilroy | SOL | Solorsano Middle School, 7121 Grenache Way, Gilroy |
| GIBOWL | Gilroy Bowl, 7554 Monterey Street, Gilroy | STF | St. Francis, 7950 Church St., Gilroy |
| HOL | Hollister Briggs Bldg, 365 Fourth St. Hollister | SUNNY | Sunnyslope Elementary, 1475 Memorial Dr. Hollister |
| HOLLCC | Hollister Community Center, 300 West St., Hollister | SVALLY | South Valley High School, 385 loof Ave., Gilroy |
| HOPE-G | HOPE - 8855 Murray Ave., Gilroy | VG | Village Green, 7610 Isabella Way, Gilroy |
| HOPE-H | HOPE - 650 San Benito St. Suite #120, Hollister | WEX | Work Experience |
| HVME1 | Hacienda Valley Mobile Estates, 275 Burnett Ave., Morgan Hill | | |
| JS | Jasmine Square, 16530 Monterey Rd., Morgan Hill | | |

How to Register Online

New students must file an application at least 10 business days prior to registering.

1. Go to (www.gavilan.edu). Click on the **MyGAV** icon.
2. **Log in to MyGAV**. Enter your **"G" number** and **PIN**. Click **Login**.
3. On the **Main Menu** page, select the **Student Tab**.
4. On the **Student** page, click the **Gavilan Self-Service Banner** box.
6. On the **Main Menu** page, select **Student**.
7. On the **Student Menu** page, select **Registration**.
8. On the **Registration** page, click on **Add or Drop Classes**.
9. On the **Registration Term** page, select the **term** from the drop down list for which you will enroll (e.g. Fall 2011).
10. On the **Add or Drop Classes** page, **enter the CRNs** of the courses you wish to register for and select **Submit Changes**.
11. If **Status=**Web Registered**** then you have successfully registered.
12. To pay for the class(es) you have registered for, go to the bottom of the page and select **Registration Fee Assessment** and you will see your account balance information and payment instructions.



General Information

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

Advisories A course advisory is recommended preparation for a course. It is not a prerequisite to taking a course but is strongly suggested that the advisory be met prior to enrollment, as success in the course may depend upon having that skill or knowledge level. This becomes critical in being able to read and understand college textbooks.

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

Course Repetition Effective Summer 2012, each course may be attempted a maximum of three times at the same college. An "attempt" is any enrollment in a course after the "No Record Shown" deadline, and that is recorded on your transcript as a "W", "I", "CR", "NC", "P", "NP", or a letter grade (A, B, C, D, F, etc.). Registration for the third attempt must be accompanied by a statement of understanding of repeat limits signed by the student and a counselor along with a registration or add card also signed by the counselor. Attempts made prior to Summer 2012 are counted towards the total number of attempts.

Pass/No Pass, Letter Grade Option Some courses have the option of a final grade of Pass/No Pass or a traditional letter grade of "A", "B", "C", etc. The grading option is shown by the class listing in the schedule. See 2011-2013 Catalog for details.

Prerequisites and Co-requisites A **prerequisite** is a course or skill level that is required **before** you can enroll in another course. Courses used to meet prerequisite requirements must have been completed with a "C" grade or better or "Pass". A **co-requisite** is a set of courses that you must take at the same time.

Challenging a Prerequisite: If you believe that you have the equivalent of a prerequisite through other means (courses at another college, AP tests, work experience, etc.) already fulfilled a prerequisite, or that a prerequisite has been improperly established or implemented, you may challenge the prerequisite by filing a **Challenge Form**. See 2011-2013 Catalog for details.

Transcripts will be released **ONLY** with written authorization. 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 online.

Basic Fees

Per unit fee (California resident) \$46
 Per unit fee (non-resident) \$238
 Health Fee: \$19
 Campus Center Use Fee
 \$1 per unit to a maximum of \$5
 Student Representation Fee \$1
 ASB Card, per semester \$6

Pay fees in person at all locations, by mail, or online
In Person: cash, check, Mastercard, Visa
Online: American Express, MasterCard, Visa or Discover Card

Parking Permits Required only on the Gilroy campus Monday-Friday. Purchase parking permits online at MyGav.

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

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

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

California Nonresident Tuition Fee Exemption (AB540) as required by California law, provides an exemption from payment of non-resident tuition for eligible non-immigrant students. To be eligible, you must have attended a California high school for three full years and have graduated from a California high school or have received the equivalent of a California diploma (GED, CHESPE). The exemption does not grant residency status and you may not be eligible for state aid programs such as BOG, EOPS or federal financial aid. You must sign an affidavit affirming that you have filed or will file an application with INS to legalize your immigration status as soon as you are eligible to do so. Contact the Admissions & Records Office for more information.

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

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

1. Students who depend exclusively upon prayer for healing in accordance with the teachings of a bona fide religious sect, denomination or organization.
2. Students who are attending a community college under an approved apprenticeship training program.

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

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

The International Standard Book Number (ISBN) and retail price of required or recommended text books and supplemental materials for each course. is available at www.gavilan.edu/bookstore/index.htm

Student Representation Fee

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

Spring 2013 Fee Schedule

TOTALS INCLUDE: Per unit Enrollment Fee, \$19 Health Fee, \$1 per unit Campus Center Use Fee (maximum of \$5), \$6 Student ID/Discount Card and \$1 Student Representation Fee.

| <u># of Units</u> | <u>California Resident</u> | <u>Non Resident Out-of-State</u> | <u># of Units</u> | <u>California Resident</u> | <u>Non Resident Out-of-State</u> | <u># of Units</u> | <u>California Resident</u> | <u>Non Resident Out-of-State</u> |
|-------------------|----------------------------|----------------------------------|-------------------|----------------------------|----------------------------------|-------------------|----------------------------|----------------------------------|
| 0.5 | 49.50 | 145.50 | 6.5 | 330.00 | 1578.00 | 12.5 | 606.00 | 3006.00 |
| 1.0 | 73.00 | 265.00 | 7.0 | 353.00 | 1697.00 | 13.0 | 629.00 | 3125.00 |
| 1.5 | 96.50 | 384.50 | 7.5 | 376.00 | 1816.00 | 13.5 | 652.00 | 3244.00 |
| 2.0 | 120.00 | 504.00 | 8.0 | 399.00 | 1935.00 | 14.0 | 675.00 | 3363.00 |
| 2.5 | 143.50 | 623.50 | 8.5 | 422.00 | 2054.00 | 14.5 | 698.00 | 3482.00 |
| 3.0 | 167.00 | 743.00 | 9.0 | 445.00 | 2173.00 | 15.0 | 721.00 | 3601.00 |
| 3.5 | 190.50 | 862.50 | 9.5 | 468.00 | 2292.00 | 15.5 | 744.00 | 3720.00 |
| 4.0 | 214.00 | 982.00 | 10.0 | 491.00 | 2411.00 | 16.0 | 767.00 | 3839.00 |
| 4.5 | 237.50 | 1101.50 | 10.5 | 514.00 | 2530.00 | 16.5 | 790.00 | 3957.00 |
| 5.0 | 261.00 | 1221.00 | 11.0 | 537.00 | 2649.00 | 17.0 | 813.00 | 4077.00 |
| 5.5 | 284.00 | 1340.00 | 11.5 | 560.00 | 2768.00 | 17.5 | 836.00 | 4196.00 |
| 6.0 | 307.00 | 1459.00 | 12.0 | 583.00 | 2887.00 | 18.0 | 859.00 | 4315.00 |

Payment Deadlines- See inside front cover for dates.

You must pay **in full** by the payment deadline following the day you register (it may be the same day.) **If you receive financial aid you** will be required to pay some minimal fees (some as low as \$1.00) before the payment deadline or risk being dropped from ALL classes.

If you are unsure if you qualify for aid or the amount you will be expected to pay the fees upon registration, visit the Financial Aid Office on the main campus or view your financial aid status on MyGAV.

If you add classes after the initial registration, you **MUST** check your account balance. If you owe additional fees, you must pay those before the next payment deadline or you will be dropped from ALL your classes, even those you registered for earlier.

Courses With Additional Fees

Payable at registration

| <u>COURSE</u> | <u>DESCRIPTION</u> | <u>FEE</u> |
|---------------|----------------------------------|------------|
| AH 16 | IV THERAPY | \$50.00 |
| AH 52 | MEDICAL-SURGICAL NURSING | \$100.00 |
| AH 54 | MEDICAL-SURGICAL/PEDIATRIC NURSE | \$100.00 |
| AH 56 | COMPENSATORY NURSING PRACTICE | \$100.00 |
| GUID 1 | SELF ASSESSMENT | \$12.00 |
| PSYC 5 | SELF ASSESSMENT | \$12.00 |

Payable to instructor or additional materials required

| <u>COURSE</u> | <u>DESCRIPTION</u> | <u>FEE</u> |
|---------------|--|------------------|
| COS 200 | BEGINNING COSMETOLOGY KIT \$600 kit + \$200 course materials; includes cosmetology kit, manikin, and uniform. Payable at Admissions and Records by the first day of instruction. Contact the Cosmetology department at 408-848-4884 for details. | |
| COS 201 | INTERMEDIATE COSMETOLOGY | \$300 (approx.)* |
| COS 202 | ADVANCED COSMETOLOGY | \$400 (approx.)* |
| COS 203 | PRACTICUM | \$400 (approx.)* |
| COS 221 | ADVANCED SCIENTIFIC SKIN CARE | \$200 (approx.)* |

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

Refunds

You must drop classes by the deadline in order to receive a refund.

- Semester-length: See inside front cover
- Short-term courses: before 10% of the course meetings have passed.
- One- or two-day courses: before the start of the course.

Refunds of less than \$10 will remain on your account as a credit. Refund checks are mailed. Be sure your address is current in your MyGAV account to ensure prompt delivery.

Making a Payment in MyGAV

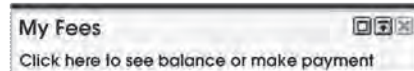
1. Go to **www.gavilan.edu** and click on MyGAV icon.



2. **Log in to MyGAV.** Enter your “G” number and PIN. Click **Login**.

3. On the **Main Menu** page, select the **Student Tab**.

4. Click on the **My Fees** link and it will take you to ...



5. **Select Term.** Enter the term for which you want to pay from the drop-down list and select **Submit**.

Select Term

Select a Term:

6. The **Account Detail for Term** screen shows balances, financial aid and pending transactions on your account.

Account Detail for Term

Review detail transactions on your account, including current and future balance totals for the selected term and other terms.

201130 Spring 2011 Term Detail

| Detail Code | Description | Charge | Payment | Balance | Pay Now |
|-------------|-----------------------|-------------------------------------|---------|----------------|---------|
| ASBR | ASB Rap Fee | \$1.00 | | | |
| ASBT | ASB Card - Term | \$6.00 | | | |
| CCUF | Campus Center Use Fee | \$1.00 | | | |
| ENRL | Enrollment Fee | \$26.00 | | | |
| HLTH | Health Fee | \$15.00 | | | |
| | | Net Term Balance | | \$49.00 | |
| | | Net Balance for Other Terms: | | \$0.00 | |
| | | Account Balance: | | \$49.00 | |

No Authorized Financial Aid exists on your record for the selected term

No pending transactions exist on your record for the selected term

Select **Pay Now** to continue to

[OPT-OUT of ASB Card Fee | Select Another Term | Statement and Payment History]

It is important that you pay the entire **Account Balance** in order to prevent being dropped from all your classes prior to the payment deadline (see chart in the left column.)

Select **Another Term** link.

7. On the **Tuition and Fees Payment** screen enter the amount you wish to pay.

Select **Submit**.

8. **Payment Method:**

You can pay with American Express, Discover, Mastercard, Visa or your debit card.

Click on **Pay by Card**. Fill in your information and click on **Continue**. Review your confirmation and print your receipt.

Financial Aid 408-848-4727

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

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

Federal and State Grants available at Gavilan College:

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



Applications

Financial aid applicants must:

- demonstrate need according to the guidelines of each program.
- be a U.S. citizen or eligible non-citizen.
- be in good standing on a federal student loan (not in default) or not owe a refund of student financial aid.
- demonstrate ability to benefit from higher education
- be a regular student in an eligible program enrolling for the purpose of obtaining a degree or certificate.
- be registered (or formerly registered) with Selective Service (males only).
- maintain satisfactory academic progress.

FAFSA (Free Application for Federal Student Aid)

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

Use Gavilan College code: 001202

Complete the **2012-13 FAFSA** for Spring 2013

Bog Fee Waiver: The Board of Governor's Fee Waiver Program waives enrollment fees for eligible California residents. For complete details on three different methods to qualify for the BOG Fee Waiver, visit us at <http://www.gavilan.edu/finaid/apply/waiver.html>.

Federal Work-study: Provides Gavilan College students with part-time employment while gaining valuable work experience. To be considered for federal work study, file the FAFSA, indicate interest in Work Study, meet program requirements, and have financial need. Funding for Federal Work Study is limited.

Student Loans: Gavilan College participates in the Federal Direct Student Loan Program. If you are interested in applying for a student loan, contact the Financial Aid Office.

Scholarships Scholarships are awarded on the basis of academic achievement and/or financial need. Eligibility varies and is set by the scholarship donor. Private scholarship applications with various deadlines throughout the school year are available on the Financial Aid website, www.gavilan.edu/finaid. Check back often. New scholarships are announced throughout the year.

Veterans' Education Benefits 408-848-4734

- <http://www.gavilan.edu/veterans/>

Welcome back veterans! Gavilan College offers special assistance to veterans and dependents of disabled veterans.

Pre-priority registration is granted to any member or former member of the Armed Forces of the United States who is within two years of leaving active duty. For more information consult a counselor or the Veteran Certifying official in the Financial Aid Office (SC124) .

Gavilan College recognizes credit and grants credit to veterans and reservists for service and training completed in the Armed Forces. Gavilan College reports as credit for prior training only those prior units that are required for the student's current objective at Gavilan College.

Chapters related to veterans' education benefits:

- Chapter 30 Montgomery GI Bill
- Chapter 31 Vocational Rehabilitation
- Chapter 33 Post 9/11 GI Bill
- Chapter 35 Dependents Educational Assistance
- Chapter 1606 Montgomery GI Bill – Selected Reserve
- Chapter 1607 Reserve Educational Assistance Program (REAP)

Post 9/11 GI Bill: Only active duty service performed after 9/11/2001 may be considered for determining eligibility for this new benefit. To be eligible, a service member or veteran must have served at least 90 days on active duty. However individuals honorably discharged for a service-connected disability who served 30 continuous days after 9/10/2001 may also establish eligibility.

Apply for benefits online:

<http://vabenefits.vba.va.gov/vonapp/main.asp>

Visit us: Bring DD214 to VA Certifying Official at the **Veterans Welcome Window** in the Financial Aid Office. Bring any academic transcripts from previous institutions for development of an Ed Plan. To schedule an appointment with a Gavilan College counselor to develop an Educational Plan, please visit the Counseling Office - SC 113 (in the Student Center) or go to www.gavilan.edu/counsel.

The VA Certifying Official will require an Education Plan in order to certify benefits.

Satisfactory Academic Progress (SAP) Policy

The Gavilan College Financial Aid Office is required to measure your academic progress toward a certificate, associate, or transfer degree program. If you are not pursuing one of these programs, you are not eligible for financial aid. Your progress will be reviewed at least once per academic year.

If you had extenuating circumstances for your last term at Gavilan College and were placed on disqualification, you may submit an Appeal and SAP Quiz to the Financial Aid Office for consideration.

Disability Resource Center (DRC) 408-848-4865

DRC provides a variety of services and classes for students with disabilities as they move toward their educational or vocational goals. Services include: academic, career and vocational counseling; registration assistance; learning skills evaluation, specialized 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 special services or arrangements because of hearing, visual, or other disability should contact their instructor, counselor, or the Disability Resource Center.

**High School Students
Concurrent Enrollment**

Important Dates

- Dec 10** High school student registration begins
- January 16** Deadline for paperwork, assessment, and registration activities for Spring classes
- January 30** Spring Semester begins

Things to consider:

- Plan early!
- No exceptions for incomplete paperwork
- High school students cannot register late or use add codes

Checklist:

- Application (allow 10 days for processing)
- High School Contract form, completed, with all signatures
- High School Transcript
- Assessment test or EAP
- Registration card
- Proof of 2.00 cumulative GPA or higher
- Meet registration deadlines
- Payment of fees
- Purchase books and required materials

Contact Admissions and Records
for additional information 408-848-4735

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

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



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.

1-800-367-5830

studentinsuranceagency.com

(Click on Domestic Plans.)

Sponsored by the Community College League of California

Student Services Directory

| <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 PB 11 408-848-4818 www.gavilan.edu/transfer | <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) LI 101 A/B 408-848-4790 | <ul style="list-style-type: none"> • Single parent/guardian of at least one child under 14 • 18 or over • head of household • receiving cash assistance from Department of Social Services • eligible for EOPS | <ul style="list-style-type: none"> • Counseling • Priority registration • Academic tutoring • Financial assistance for transportation • Books and supplies • Grants • Other support services |
| Child Development Center 408-848-4815 www.gavilan.edu/cdc | <ul style="list-style-type: none"> • Pre-school age children • Parents may be students or community members | <ul style="list-style-type: none"> • Subsidized childcare • Fee-based childcare • Snacks, lunch |
| Disability Resource Center LI 117 408-848-4865 TTY – 408-846-4924 www.gavilan.edu/drc | <ul style="list-style-type: none"> • Students with verified disabilities | <ul style="list-style-type: none"> • Academic, career and vocational counseling; • Learning skills evaluation • Specialized tutoring; • Vocational preparation and job placement • Accommodations, see page 13 |
| Extended Opportunity Programs and Services (EOPS) 408-848-4740 LI 101A | <ul style="list-style-type: none"> • Students with social, economic, and educational challenges • Foster youth • 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 |
| 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 |
| General Counseling 408-848-4720 SC 113 | <ul style="list-style-type: none"> • Students • Prospective students | <ul style="list-style-type: none"> • Academic, career and vocational counseling • Registration • Course placement |
| Health Services | <ul style="list-style-type: none"> • Adult students enrolled in credit classes | <ul style="list-style-type: none"> • see page 13 |
| Outreach and Recruitment 408-846-4993 PB 11 | <ul style="list-style-type: none"> • Prospective students and their families | <ul style="list-style-type: none"> • Campus tours and visits • Presentations and Information |
| Puente 408-848-4807 | <ul style="list-style-type: none"> • Educationally underserved students who plan to transfer to four-year colleges and universities | <ul style="list-style-type: none"> • Learning community pairing classes in English and Guidance • Counseling • Community mentors |
| 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 PB 11 408-852-2866 | <ul style="list-style-type: none"> • Students who assess into pre-collegiate English or math • New students • ESL students | <ul style="list-style-type: none"> • Referrals • Counseling • Workshops • Early intervention |
| TRIO LI 109 408-846-4981 | <ul style="list-style-type: none"> • First-generation students or • Low-income or • Disabled • Space in the program is limited to 160 | <ul style="list-style-type: none"> • Academic counseling • Laptop and calculator lending • Cultural and social activities • University visits |
| Veterans Resource Center TH128 408-848-4787 | <ul style="list-style-type: none"> • U.S. Military Veterans | <ul style="list-style-type: none"> • Vet-to-Vet tutoring and mentoring • Benefits counseling and resources |
| Welcome Center SS107A | <ul style="list-style-type: none"> • New students | <ul style="list-style-type: none"> • computers • registration and G-number assistance |

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.

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.


GavALERT

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

Student 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.

- Advocates for Children
- Ambassadors
- Otaku (Anime)
- Chi Sigma Iota (Administration of Justice)
- Cheerleading
- CDC Parenting Club
- Christian Fellowship
- Communications Club
- Computer Club
- COSMO
- Digital Media
- Engineering Club
- 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
- LDS
- MESA (Math Engineering Science Achievement)
- MLDT (Medical Leaders - Doctors of Tomorrow)
- OUT
- Parent's Club
- Philosophy Club
- Physician Assistants Club
- Rambassadors
- Rho Alpha Mu
- Science Alliance
- SERA (Students Encouraging Rape Awareness)
- TADA/Theatre Arts
- Teach For Tomorrow
- Tennis Club
- Veterans' Club
- WordUP (Literature)



Gavilan College is smoke and tobacco-free

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

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

| Resource / Location / Contact | Description |
|--|---|
| Disability Resource Center: LI 105 High Tech Center, LI 105 408-848-4823 Learning Skills Lab, LI 116 408-848-4865 | <ul style="list-style-type: none"> Assistive computer technology Services and accommodations Specialized training and courses |
| English as a Second Language (ESL) Computer Lab BU119. Call 408-848-4856 | <ul style="list-style-type: none"> Software programs for all levels and ESL classes. |
| Learning Communities | <ul style="list-style-type: none"> Two or more linked courses. Research shows that when you take a learning community course, you become a stronger student and do better in your other college courses. |
| Library www.gavilan.edu/library/ Monday-Thursday, 8:00 am - 8:00 pm and Friday from 8:00 am - 3:00 pm. Circulation: 408-848-4810 Reference: 408-848-4806 | <ul style="list-style-type: none"> Print and electronic resources 60,000 printed books 25,000+ eBooks 2,500 magazine titles, Electronic databases DVD's, films and talking books. Online catalog Links to class websites and key online resources |
| Math Lab www.gavilan.edu/mathlab/ MA101. call 408-846-4959. | <ul style="list-style-type: none"> Practice math skills Individualized help (every level) computers Tutorial software Math software for geometry, statistics and calculus projects. |
| MESA (Mathematics, Engineering and Science Achievement) 408-846-4968 MA 115 www.gavilan.edu/mesa | <ul style="list-style-type: none"> Study center Academic Excellence Workshops, tutoring, University trips, Academic advising, Transfer assistance workshops and more. <p>Eligibility: 1) majoring in math and science based fields (ie. Biology, Chemistry, Engineering etc.), 2) planning to transfer to 4-year universities 3) have financial need and 4) are first generation college students.</p> |
| Service Learning | <ul style="list-style-type: none"> Classes with a community service component to provide job and life experience. |
| STEM MA 115 | <ul style="list-style-type: none"> Internships Support Counseling for science and technology majors |
| Student Success Center 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.

ASB cards can be used as library cards! Ask at the library desk to have yours activated.

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 | Withdrew - 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

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.

Policies & Procedures

Complete policies and procedures are available at www.gavilan.edu or by visiting the office of the Vice President of Student Services (SC130).

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

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

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

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

Complaints

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

Disabilities

American's With Disabilities Act (ADA)

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

Discrimination

Prohibition of Harassment and Hate Crimes

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

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

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

Title VI, Title IX, and ADA/Section

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

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

Drug Free Schools and

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

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

For Free Confidential Assistance:

On-Campus:

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

Off-Campus:

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

Further detailed information on the risks associated with the use of alcohol and other

drugs may be obtained from the Gavilan College website: www.gavilan.edu/health and www.gavilan.edu/jobs/index.html.

Health Consequences:

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

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

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

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

receive a criminal citation.

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

Enrollment Priorities:

On September 27, 2012 the Governor of California signed into law SB1456 known as the Student Success Act of 2012. As part of this legislation, California community college will be asked to develop new enrollment priorities for students. A task force has been formed at Gavilan College to design new priorities for enrollment at the local level. Students should anticipate a new protocol for enrollment beginning in the fall 2014.

Family Educational Rights and Privacy

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

- Official academic, discipline and other necessary records are maintained on all students who have applied to attend Gavilan College.
- These records are maintained by and in the Admissions & Records Office and the Office of the Vice President of Student Services.
- These records will be released only upon the written authorization of the student upon payment of any or all fees and charges due the college, except as provided by law. Unless otherwise directed, the following directory of information may be released by Gavilan without written consent of the student:
 - name of the student
 - dates of attendance at Gavilan
 - date of graduation and degree or certificate awarded

Students who do not wish to have this information released as directory information

may notify the Admissions & Records Office in writing within the first week of each term. Copies of the complete federal and state regulations are available in the Vice President of Student Services Office and may be reviewed by students by appointment.

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

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

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

Parking on Campus Semester permits are available during all registration periods, online at self-service Banner, or at the Gilroy camps admissions office.

All vehicles parked on the main campus are required to display a parking permit. Day permits are available from coin-operated machines located in parking lots A, E, H and at the south entrance to campus. Student parking is permitted in Lots A, C, E or H except where restricted to staff, guests, or the disabled. Parking Lot D is reserved for staff and disabled only. Guest parking permits are issued at the Facilities

Use Scheduling Department (located in the Security/Facilities Bldg (SF). Disability parking is available in all lots to those displaying a placard from the California Department of Motor Vehicles.

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

Sexual Assault is a crime regardless of when or where it occurs, or what the relationship is between the attacker and the victim. Gavilan College is committed to providing a safe environment for students and staff. Reports of sexual misconduct will be thoroughly investigated and the victim informed of the outcome. If you, or someone you know, have been the victim of sexual assault, notify Campus Security at 408-710-7490. Confidential counseling is available on campus through Counseling 408-848-4723 or Student Health Services 408-848-4791. Off-campus confidential counseling is available at Community Solutions: 408-683-4118; 24-hour crisis line: 1-877-363-7238.

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

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

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