



Fall 2010 Semester CALENDAR

Degrees Currently Offered

by Gavilan College

Associate of Arts

Administration of Justice
Art
Business
Carpentry Apprenticeship
Child Development
Communication Studies
Digital Media
Drywall/Lathing Apprenticeship
Fine Arts
Liberal Arts *various emphasis areas*
Media Arts
Music
Physical Education
Social Science
Spanish
Theatre Arts

Associate of Science

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

AVIATION FIRST DAY OF INSTRUCTION	Wed, Aug 11
FALL SEMESTER BEGINS Aviation Maintenance Technology classes begin August 11.	Wed, Sept 1
LABOR DAY HOLIDAY No day, evening or weekend classes.	Mon, Sept 6
ABSOLUTE LAST DAY TO ADD A SEMESTER -LONG COURSE (last day to add a Monday only class is Monday, Sept 13th) unless class is open entry or late-start (see list on page 111). Online registration open until 11:59 p.m. No in-person registration on the main campus after 7 pm. Use online services.	Tues, Sept 7
LAST DAY TO DROP WITH A REFUND See page 10.	Tues, Sept 14
“NRS” DEADLINE “No Record Shown”. Semester-long courses dropped by this date do not appear on the student’s permanent record. The “NRS” deadline for a short-term course is 30% of the class meetings.	Thur, Sept 30
DEADLINE for SELECTING GRADING OPTION Last day to select the Pass/No pass grade option for designated, semester-long courses.	Thur, Sept 30
FALL GRADUATION PETITIONS DUE See a counselor to complete a petition.	Mon, Oct 11
VETERANS’ DAY HOLIDAY No day or evening classes.	Fri, Nov 12
“W” DEADLINE Semester-long courses dropped by this date appear on the student’s permanent record with a notation of “W” for withdrawn. The “W” deadline for a short-term course is 75% of the course meetings.	Fri, Nov 19
THANKSGIVING HOLIDAY No day, evening or weekend classes.	Thur-Sun, Nov 25-28
FIRST DAY TO FILE OFFICIAL TRANSCRIPT REQUEST to include final grades from fall semester.	Wed, Dec 1
FIRST DAY TO REQUEST GE/IGETC CERTIFICATION Students transferring to a CSU or UC campus in the spring should submit a request for a transcript and GE or IGETC certification from the Admissions and Records Office by December 13 to ensure timely processing for 4-year transfer deadlines.	Wed, Dec 1
FINAL EXAMS	Sun-Sat, Dec 12-18
LAST DAY OF SEMESTER	Sat, Dec 18
FINAL GRADES AVAILABLE ONLINE Grades available online at www.gavilan.edu (click on the Self-Service Banner icon)	Fri, Jan 7, 2011
OFFICIAL TRANSCRIPTS AVAILABLE Official transcripts will include fall grades as of this date.	Mon, Jan 24, 2011

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OUR 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.*

ALTERNATE FORMATS:

The Gavilan College Schedule of Classes is available in alternate media formats. Contact the Disability Resource Center (408-848-4865) or the Office of the Vice President of Student Services (408-848-4738).

FORMAS ALTERNATIVAS:

El Horario de Clases del Colegio Gavilán está disponible en formato de medios alternos.

Por favor de contactar El Centro de Recursos para Discapacitados (DRC) (408-848-4865) o la Oficina del Vicepresidente de Servicios de Estudiante (408-848-4738).

ACCURACY STATEMENT: The Gavilan Joint Community College District and Gavilan College have made every reasonable effort to ensure that the 2010 Summer/Fall Class Schedule is accurate. Courses and programs that are offered, along with other information in the schedule, are subject to change without notice by the Gavilan College administration for reasons related to student enrollment, level of financial support, or for any other reason, at the discretion of the district and the college. The district and college further reserve the right to add to, amend, or repeal any of its rules, regulations, policies, and procedures, consistent with applicable laws.

Welcome to Gavilan College.



Welcome to Gavilan College! When you visit campus this Fall, you should notice that Measure E improvements are now visible all over campus. New signage for the roads, buildings, and walkways should make it easier to find your way around. The cafeteria vendor is now providing a coffee cart in the Arts Quad for between class espresso's and snacks. The Cosmetology and Business buildings have been completely remodeled, and the remodeling of the Social Science building is underway.

You have a new online resource at your disposal as well -- DegreeWorks makes it simple to check your Educational Plan, find out which courses you need to complete a certificate, or compare different educational scenarios. Of course, DegreeWorks can't replace the value of working with a counselor, and I encourage you to take advantage of counseling and other student services on campus.

Set goals, take advantages of the resources that are available, and make the most of your education. We succeed when you do. Thank you for making Gavilan College your "College of Choice."

Steve M. Kinsella

Superintendent/President
Steve Kinsella

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GAVILAN COLLEGE LOCATIONS

Gilroy Main Campus
 5055 Santa Teresa Blvd.
 Gilroy, CA 95020
 408-848-4800

Morgan Hill Community Site
 Gavilan College Building
 17060 Monterey Road
 Morgan Hill, CA 95037
 408-782-2873

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

Hollister Airport
 490 Skylane Drive
 Hollister, CA 95023
 831-637-1151

New Building Names!

- AL → MU (Music)
 - CH → PS (Physical Science)
 - CJ → CE (Community Education)
 - OE → MP (Multipurpose)
 - PH → MA (Mathematics)
 - SM → SF (Security & Facilities)
- See map on inside back cover.

Need to print out documents?
 It's easy!

GoPrint

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

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.

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

- ☛ ASB cards will be issued as part of the registration process. You may pay and have your picture taken in the Admissions and Records Office or at either site.
- ☛ 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 either of the sites.
- ☛ Students with financial hardship can request assistance at Financial Aid, EOPS, TRIO, and MESA programs.

Getting Started

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.

ADDING & DROPPING COURSES

Students may add and/or drop courses

- **Online** (Click on the Self-Service Banner icon at www.gavilan.edu).
- **In person** on the main campus or at the Morgan Hill or Hollister sites.

A student who stops attending a course and does not officially drop is *not* automatically dropped by the instructor and may receive a final grade of “F”.

CLASS CONFLICTS

In the event of a class conflict, students must FIRST receive written approval from instructor(s) noting that they are aware there is a class conflict and how work/time will be made up. The plan must then be reviewed and approved by either the Vice President of Student Services or the Vice President of Instruction.

ADD CODES

are obtained from an instructor during late registration for closed (full) classes.

They must be used within 48 hours and no later than 11:59 pm on Tuesday, September 7 online or by 7 pm in person.

EXEMPTION FROM SERVICES

In order to be exempt from assessment and orientation you must:

- ◆ have an AA degree or higher *or*
- ◆ have accumulated fewer than 12 units in transfer courses *or*
- ◆ be presently enrolled in fewer than six units.

Opt out by completing a waiver form at the Admissions & Records Office. Doing this will prevent you from participating in priority/early registration.

PLACEMENT/ASSESSMENT testing will help ensure that students are enrolled in courses that match their abilities in language and computational skills. Students must have completed the eighth grade to be eligible for assessment services. Placement scores, together with other indicators of a student’s abilities, are used by counselors to determine appropriate course placements.

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

See a COUNSELOR if:

- ◆ you are a first time student planning to transfer
- ◆ you are a first time student planning to obtain an AA/AS degree
- ◆ you are undecided about a major
- ◆ you are a high school contract student
- ◆ you are an academic probation student or in a “disqualified” status
- ◆ you are an international student
- ◆ you are taking 18 or more units (spring/fall) or 6 or more units (summer)
- ◆ you have completed prerequisite courses at another college
- ◆ your class has a prerequisite that was not successfully completed at Gavilan

New Students Registration Checklist

- 1) APPLICATION** File at least 72 hours before taking the Placement/Assessment test. Go to www.gavilan.edu and click on the link to download Gavilan’s application.
- 2) PLACEMENT/ASSESSMENT TEST** Sign up in person or by calling (408) 846-4992 or (408) 846-4954.
 - a. If you have attended another college you may submit placement test scores from that college to a counselor for evaluation.
 - b. Results are available 48-72 hours after test completion at the Admissions & Records Office and the General Counseling Department.
 - c. If you do not dispute the results of your placement exams, you may register for classes without seeing a counselor.
- 3) ORIENTATION** online or in person. Sign up online at www.gavilan.edu/orientation
- 4) REQUEST A TRANSCRIPT** from your high school if you graduated within the past five years and have not yet attended college. Request a transcript from any colleges you have attended.
- 5) SEE A COUNSELOR**
- 6) REGISTER FOR CLASSES** go online to www.gavilan.edu and click on Self-Service Banner. Create your Gavilan ID number and select a PIN. Register!
- 7) PAY FEES** in person or Online (directions on page 10.)

HOW TO USE THIS SCHEDULE

Transferable

Includes:
 CSU, UC
 CSU-GE area designation
 IGETC area designation
 Gavilan AA/AS General Education designation
 CAN #: For more information, refer to the General Education/ Course Credit Matrix on page 48 of the 2009-11 Gavilan College Catalog.

Course Number

Course Title

Discipline

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

Listed in gray shade

Instructional Type

LEC Lecture
 LAB Laboratory
 L/L Lecture/Laboratory

Building/ Room

Semester Units

Class Hours per week

Instructor

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	Hrs.	Units	Days	Begin-End
10000	LEC	BU120	ROSS Y	3.20	3.0	TR	1250P 0210P
10100	LEC	BU119	STAFF	3.30	3.0	T	0600P 0905P


Off-Campus Sites

ANZ	Anzar High School, San Juan Bautista
AV	Aviation, Hollister Airport, 490 Skylane Dr., Hollister
BROWN	Brownell Middle School, 7800 Carmel St., Gilroy
CALAVR	Calaveras Elementary, 85 Tilton Ave., Morgan Hill
CHS	Christopher High School, 850 Day Rd., Gilroy
CRC	Centennial Recreation Ctr., 171 W. Edmundson Ave., Morgan Hill
CTC 1-4	GUSD/Gavilan Computer Technology Center on Murray Ave., Gilroy
EGLRIG	Eagle Ridge Golf Course, Santa Teresa Blvd., Gilroy
ELIOT	Eliot Elementary School, 475 Old Gilroy St., Gilroy
ELPORT	EI Portal, 277 I.O.O.F. Ave., Gilroy
ERGOLF	Eagle Ridge Golf Club, 2951 Club Dr., Gilroy
GABILN	Gabilan Hills Elementary, 901 Santa Ana Rd., Ste. 100, Hollister
GHS	Gilroy High School, 750 W 10th St., Gilroy
GIBOWL	Gilroy Bowl, 7554 Monterey Street, Gilroy
GSC	Gilroy Senior Center, 7371 Hanna Street, Gilroy
HARDIN	R. O. Hardin School, 881 Line St., Hollister
HOL	Hollister Briggs Bldg, 365 Fourth St. Hollister
HOLLCC	Hollister Community Center, 300 West St., Hollister
HOLREC	Hollister Recreation, 300 West St., Hollister
HOPE-G	HOPE - 8855 Murray Ave., Gilroy
HOPE-H	HOPE - 650 San Benito St. Suite #120, Hollister
HVME1	Hacienda Valley Mobile Estates, 275 Burnett Ave., Morgan Hill
JDA	Jovenes de Antaño, 300 West St., Hollister
JS	Jasmine Square, 16530 Monterey Rd., Morgan Hill
LOHS	Live Oak High School, 1505 E. Main Ave., Morgan Hill
MHG	Morgan Hill Community Center, 17060 Monterey Rd., Morgan Hill
OMC	Ochoa Migrant Camp
PORTHL	Portuguese Hall, 695 Seventh St., Hollister
PLY	Morgan Hill Playhouse, Monterey Highway and Dunne, Morgan Hill
ROH	R.O. Hardin Elementary, 881 Line St., Hollister
SBHS	San Benito High School 1220 Monterey St., Hollister
SBCL	San Benito County Library, 470 5th St., Hollister
SBRAT	Sobrato High School, 401 Burnett Ave., Morgan Hill
SJBCC	San Juan Bautista Community Center, 10 San Jose St., San Juan Bautista.
SOL	Solorsano Middle School, 7121 Grenache Way, Gilroy
STF	St. Francis, 7950 Church St., Gilroy
SUNNY	Sunnyslope Elementary, 1475 Memorial Dr. Hollister
SVALLY	South Valley High School, 385 loof Ave., Gilroy
VG	Village Green, 7610 Isabella Way, Gilroy
WEX	Work Experience
WM	Wheeler Manor, 651 W. 6th St., Gilroy

On-Campus Locations

APE	Adapted Physical Education
AR	Art
ATHFLDBAS	Baseball Field
ATHFLD FTBLL	Football Field
ATHFLDSOC	Soccer Field
ATHFLDSFT	Softball Field
ATHFLD TENNIS	Tennis Courts
BOB	Business Offices
BU	Business
CD	Child Development Ctr.
CE	Community Ed/Classrooms
CHP	Chapel
COS	Cosmetology
GGOLF COURSE	Gavilan Golf Course
GYGYM	Gym
GYPOOL	Gym-Pool
GYFITCNTR	Gym-Fitness Center
HOB	Health Occupations Bldg.
HR	Human Resources
HRC	Human Resources Conf. Rm
HU	Humanities
LI	Library
LS	Life Science
MA	Mathematics
MAY	Mayock House
MP	Multipurpose Building
MU	Music Hall
PB	Portable Building
PS	Physical Science
SC	Student Center
SF	Security/Facilities
SS	Social Science
TH	Theatre

Schedule 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

First Time Students' Guide

Apply Assessment Orientation Counseling Self-Service Banner Register for Classes Using DegreeWorks Pay for Your Classes

APPLY to Gavilan College. Allow 3 business days for your application to be processed.

Never attended college?

Complete the **Placement Assessment** test no sooner than 3 business days after submitting your application. Wait 2 business days* after taking the test, then...

NEW STUDENTS MUST complete the Gavilan College **Orientation** anytime after submitting your application **before meeting with a counselor.**

Establish your **Self-Service Banner Account** no sooner than 3 business days after submitting your application. Directions on page 8.

* Students who apply in Morgan Hill or Hollister must allow 3 business days.

See a Counselor for assistance with course registration.

You may choose to not participate in orientation. Doing this will prevent you from participating in priority (early) registration and prevent you from meeting with a counselor for registration assistance.

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

Returning Students New application required
Priority registration not available

Apply In-person at any of our three sites. Download an application online at www.gavilan.edu/admit

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

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

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

- have an AA degree or higher *or*
- have accumulated fewer than 12 units in transfer courses *or*
- be presently enrolled in fewer than six units *or*
- 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. You still have the right to use the other matriculation services. We encourage you to do so.

Assessment

Placement/assessment testing helps ensure that students are enrolled in courses that match their abilities in language and computational skills. Students must have completed the eighth grade to be eligible for assessment services. Placement scores, together with other indicators of a student's abilities, are used by counselors to recommend appropriate course placements.

Register for the assessment at the Admissions & Records Office in the Student Center.

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

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

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

Assessment requires:

- Valid picture ID *
- Gavilan ID number
- Social security number required for scoring of exam
- The Assessment Center will provide pencils and pens for students during testing
- No pagers or cell phones are allowed
- No watches allowed

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

All new ESL students must go through the ESL assessment process. See page 125. Todos los nuevos estudiantes de ESL deben tomar el examen de nivelación de ESL. Consulte la página 125.

Re-Assessment Sessions:

Students who have previously taken the assessment test may re-test after 30 days. You may re-assess once per semester. Stop by the Assessment Office (MP100) or call 408-846-4992 to confirm dates, times and locations.

Re-Assessment requires a copy of the student's previous test scores which can be obtained from the Counseling Secretary - SC113.

Times and locations are subject to change.

Additional times may be added. Confirm dates and locations with the Admissions and Records Office or check online posting at www.gavilan.edu/admit/assess.html.

Orientation

Orientation is a required component of matriculation. It provides new students with an overview of instructional programs, support services, facilities and general graduation requirements. Completion will help students avoid making course choices that might complicate and lengthen the time required to reach their educational goals. This is also a time for us to welcome you to Gavilan College and for you to have an opportunity to meet other new students and staff.

New students (never attended college) must participate in an orientation session prior to meeting with a counselor.

Orientation is completed online or in person.

Register online or by phone:

www.gavilan.edu/orientation: 408-848-4723.

In-Person Orientation Schedule

Date	Time	Location
Monday, April 19	4:30-7:30 pm	Library, room 171
Tuesday, April 27	4-7 pm	Hollister Briggs Building, room 5
Tuesday, May 4	4-7 pm	Hollister Briggs Building, room 5
Saturday, May 15	9 am-12 pm	Humanities building, room 101
Monday, May 17	4-7 pm	Morgan Hill Site, room 8
Saturday, June 5	10 am-1 pm	Library, room 171
Monday, June 7	6-9 pm	Library, room 171
Saturday, June 12	10 am-1 pm	Library, room 171
Friday, June 18	9 am-12 pm	Library, room 171
Wednesday, June 30	12-3 pm	Library, room 171
Wednesday, July 14	1-4 pm	Library, room 171
Monday, July 19	6-9 pm	Humanities building, room 101
Saturday, July 31	10 am-1 pm	Library, room 171
Monday, August 2	6-9 pm	Library, room 171
Saturday, August 14	10 am-1 pm	Library, room 171
Friday, August 20	9 am-12 pm	Humanities building, room 101
Monday, August 23	6-9 pm	Library, room 171

Counseling *New students MUST participate in an orientation session prior to meeting with a counselor.*

Gavilan College provides a staff of full and part-time professional counselors to assist students in meeting educational, career and life goals. Counseling is available to students who are uncertain about their plans for the future, who are experiencing difficulty in making important decisions, or who have any other personal or social concerns. In addition, counselors make referrals to many community agencies. Students may seek the assistance of any counselor at Gavilan. For more information or to schedule an appointment with a general counselor visit the Counseling Office - SC 113 (in the Student Center) or go to www.gavilan.edu/counsel.

See a counselor when you are:

- a first time student planning to transfer
- a first time student planning to obtain a AA/AS degree
- an undecided major
- a high school contract student
- an academic probation student
- taking over 17.99 units (spring/fall) or over 5.99 units (summer)
- have completed prerequisite courses at another college(s)
- an international student with an "F" Visa

Photo ID and Gavilan Student ID number are required to obtain counseling services.

Specialized Counselors by Program

Athletics:	848-4880	GY118
Basic Skills:	848-4776	LI 157
DRC:	408-848-4767	LI 117
EOPS/CalWORKs:	408-848-4740	LI101A
MESA:	848-4800, ext. 5606	MA117
STEM:	848-4820	LI158
TRIO:	848-4707	LI109

Counseling Schedule at the Gilroy Campus:

Counselors available during these times for registration assistance only.

June-August (walk-in only):

Tues	June 1	8 am - 7 pm	Wed	July 21	8 am - 6 pm
Wed	June 2	8 am - 6 pm	Thurs	July 22	8 am - 6 pm
Thurs	June 3	8 am - 6 pm	Wed	July 28	8 am - 6 pm
Tues	June 8	8 am - 7 pm	Thurs	July 29	8 am - 6 pm
Wed	June 9	8 am - 6 pm	Tues	Aug 3	8 am - 7 pm
Thurs	June 10	8 am - 6 pm	Wed	Aug 4	8 am - 6 pm
Mon	June 14	8 am - 7 pm	Tues	Aug 10	8 am - 7 pm
Tues	June 15	8 am - 7 pm	Wed	Aug 11	8 am - 6 pm
Wed	June 16	8 am - 6 pm	Tues	Aug 17	8 am - 7 pm
Thurs	June 17	8 am - 6 pm	Thurs	Aug 19	8 am - 6 pm
Tues	June 22	8 am - 7 pm	Tues	Aug 24	8 am - 7 pm
Tues	July 13	8 am - 7 pm	Wed	Aug 25	8 am - 6 pm
Wed	July 14	8 am - 6 pm	Thurs	Aug 26	8 am - 6 pm
Tues	July 20	8 am - 7 pm			

Beginning September (walk-in and appointments):

Walk-in: Mon-Fri 8:30 am - 12:30 pm
 Appointments: Mon-Thur 8:00 am - 7:30 pm, Fri 8:00 am - 3:30 pm

Counseling Schedule at the Sites:

Morgan Hill:

Walk-in: 11 am - 3 pm
 Evening Appointments: 4 pm - 7 pm
 (Call 408-782-2873)

Wed	June 2
Mon	June 14
Wed	Aug 11
Wed	Aug 25

Hollister Briggs Building:

Walk-in: 11 am - 3 pm
 Evening Appointments: 4 pm - 7 pm
 (Call 831-636-3783)

Tues	June 8
Mon	June 14
Tues	Aug 10
Thurs	Aug 19

Your educational plan:

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

Creating Your Self-Service Banner Student Account

Please set up your Banner Self-Service account before meeting with a counselor for registration assistance.

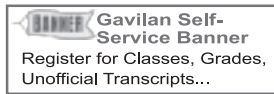
- Register/Add/Drop Classes
- Check Class Availability and Fees
- Choose Pass/No Pass Options and Prerequisites
- Search for classes by time, day, part of term, method of instruction
- View and print your semester schedule
- View your financial account and pay your bill with a credit card
- View and print grades and unofficial transcripts
- Update personal information

New students must file an application 72 hours prior to registering.

If you have already received your nine digit "G-Number" (ID) and temporary PIN, start at step #3 (below).

1. Get Your "G" Number:

Go to the Gavilan homepage (www.gavilan.edu). Click on the **Self Service Banner icon**.



2. Click the link that says Get Your Gavilan ID and PIN.

- Enter **your name** exactly as it appears on your school records.
- Enter your **social security number**.
- Enter your **date of birth**. (mm/dd/yyyy)
- Click on **Get Gavilan ID and PIN**.
- 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. 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.
- Click on **Close Browser Window**. You will then return to the main menu.

Get Gavilan ID and Pin

First Name:	<input type="text"/>
Last Name:	<input type="text"/>
SSN:	<input type="text"/>
Date of Birth:	<input type="text"/> - Month (mm) <input type="text"/> - Day (dd) <input type="text"/> - Year (yyyy)

3. From the main menu, click on Login to Gavilan Self-Service Banner and enter your ID number and temporary PIN.

You will then receive a message that your PIN has expired. Enter the old/temporary PIN number first, then choose a new six digit number that you will remember and enter it on the next two lines.

Login Verification Change PIN

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

Re-enter Old PIN: (First-time users: enter your tempora
New PIN: (Pin must be 6 digits long)
Re-enter new PIN:

4. On the next screen, enter a security question. It should be something that has an answer that does not change and you will always know (for example, "What is my mother's maiden name?" or "What town was my sister born in?") On the next line, enter the answer. Once you submit this question and answer, you will be welcomed to your personalized Banner account!

Login Verification Security Question and Answer

If you forget your PIN, you can reset it yourself without calling for assi
Enter your personal Security Question, along with the Answer. This wil
information. To help you to remember your answer, limit it to 30 chara
You can change your security question and answer, as often as you wc

Enter Question:
Answer:

How to Register for Classes

Go to the Gavilan homepage (www.gavilan.edu). Click on the Self Service Banner icon.

- Go to the Gavilan homepage (www.gavilan.edu). Click on the **Self Service Banner icon**.



- Click on **Login to Gavilan Self-Service Banner**. Enter your "G" number and PIN. Click **Login**.

Welcome to Gavilan Self-Service Banner (GavSSB)

Please enter your Gavilan ID and your Personal Identification Number (PIN). Wh
To protect your privacy, please Exit and close your browser when you are finishe


User ID: G00 (i.e. G00xxxxxx)
PIN:

- On the **Main Menu** page, select **Student**.

- On the **Student Menu** page, select **Registration**.

- On the **Registration** page, Click on **Add or Drop Classes**.

Registration

 ESL students: All new ESL students need to go to Adms before registering.

[Search for Classes](#)
View the current schedule of classes.

[Select Term](#)
Add or Drop Classes for the selected term.

[Add or Drop Classes](#)
View the current schedule of classes.

- On the **Registration Term** page, select the **term** from the drop down list for which you will enroll (e.g. Fall 2010).

Select Term

Select a Term: | Fall 2010 |

- On the **Registration** page, select **Add or Drop Classes**.

- On the **Add or Drop Classes** page, enter the **CRNs** of the courses you wish to register for and select **Submit Changes**.

Add or Drop Classes


 To add a class, enter the Course Reference number in the Add Classes section. To dr
Action pull-down list.

Add Classes Worksheet

CRNs

- If **Status=**Web Registered**** then you have successfully registered for the class(es).

Add or Drop Classes

 To add a class, enter the Course Reference Number in the Add Classes secti
Action pull-down list.

Current Schedule

Status	Action	CRN	Subj	C
--------	--------	-----	------	---

Web Registered on
May 17, 2010

- 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.



my DegreeWorks

Your account will provide 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.

Schedule a counseling appointment to develop your individualized, comprehensive educational plan. To schedule a counseling appointment visit the Counseling Office - SC 113 (Student Center) or go to www.gavilan.edu/counsel.

myDegreeWorks by Gavilan College - Microsoft Internet Explorer

Address: <https://mydegreeworks.gavilan.edu/IRISLink.cgi>

GAVILAN COLLEGE

Back to Self-Service | Transcript | Print | Log Out

Student ID: G00123456 | Name: Doe, John | Degree Program: Undeclared | Last Audit: 03/03/2010 | Last Refresh from Banner: Today at 12:00 am | Refresh

Worksheets | Planner | Notes | GPA Calc

Worksheets > Format: Student View | Update View | Save as PDF | Create New Audit | Class History

Gavilan College Unofficial Degree Audit

Student View AA095551 as of 03/03/2010 at 15:26

Student	Doe, John	Degree Program	Undeclared - See Counselor
ID	G00123456	Catalog Year	Fall 2009 - Summer 2010
Overall GPA	3.45	Student Holds	

Degree Progress

Requirements: [Progress Bar]

Note: This is an estimation of your degree progress which is based upon the work completed below. Your degree progress and course work listed below reflect courses taken at Gavilan College only. Transfer course work is not included in the degree audit unless an exception has been entered on your audit. See your counselor for further information.

Legend

<input checked="" type="checkbox"/> Complete	<input checked="" type="checkbox"/> Complete except for classes in-progress	<input type="checkbox"/> Transfer Class	* Pre-Requisite
<input type="checkbox"/> Not Complete	<input checked="" type="checkbox"/> Nearly complete - see counselor	● Any course number	IP In-Progress

■ An Undeclared Degree | Catalog Year: Fall 09 - Summer 10 | Credits Required: 60 | GPA: 3.45

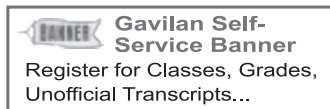
Unmet conditions for this set of requirements: 60 credits are required.

You have not determined your DEGREE path and therefore should see a counselor or proceed to the What If function to seek advice on

How to Make a Payment in Self-Service Banner

All students, upon registration, will be required to pay in full within a short period of time in order to stay registered for classes.

- Go to the Gavilan website <http://www.gavilan.edu> and click on the **Self-Service Banner** link.



- Log in** to Self-Service Banner. Enter your Gavilan ID and your Personal Identification Number (PIN).

When finished, select **Login**.

Welcome to Gavilan Self-Service Banner (GavSSB)

Please enter your **Gavilan ID** and your Personal Identification Number (**PIN**). When finished, to protect your privacy, please Exit and close your browser when you are finished.

User ID: (i.e. G00xxxxxx)
PIN:

- Click on **Student Tab** or button.

Then select **Student Account** - the 4th option on the page.

Then, on the next screen, click on **Account Detail for Term**.

Student Account


- Account Detail for Term
Make a Payment for any charges and payments to
Review detail transaction on your account, including
- Account Summary
Review summarized charges and payments to your
Account Summary by Term
Review summarized charges and payments to your
- View Holds
View any holds,
- Statement and Payment History
View and print stored statements payment history

- On the **Select Term** window, select a term.

e.g. if you want to see if you owe money for the fall, select Fall 2009 and click the **Submit** button.


Select Term

Select a Term: | Fall 2010




- Account Detail for Term** (view your balance due). Click on the **Pay Now** button to make a payment online.

- Net Term Balance** means what you owe for that specific term.
- Net Balance for Other Terms** means what you owe for any other terms.
- Account Balance** is the total amount that you owe.
- Click on the **Pay Now** button to make a payment online.

 Review detail transactions on your account, including current and f


201030 Spring 2010 Term Detail

Detail Code	Description	Charge	Payment	Balance	Pay Now
	Net Term Balance			\$0.00	
	Net Balance for Other Terms:			\$0.00	
	Account Balance:			\$0.00	

- You can pay with American Express, Discover, Mastercard or Visa (including debit cards) to make an online payment.

Enter data and click on the **Submit Payment** button.

Credit Card Payment

 Please enter the requested credit card information. Select

Credit Card Information

Credit Card:

Card Number:

Expiration Date: | 03 | 2012 |

Payment Amount:

Credit Card Billing Address

Street Address: 25 West Street

City:

State or Province:

Zip or Postal Code:

Nation:

Don't let this happen to you!

FAILURE TO PAY BY THE DEADLINES BELOW WILL RESULT IN YOUR BEING AUTOMATICALLY DROPPED (DEREGISTERED) FROM ALL OF YOUR CLASSES!

Students who receive financial aid will be expected to pay any fees that are not covered by grants and other aid. If you are unsure if you qualify for aid or the amount you will be expected to pay in fees upon registration, visit the Financial Aid Office on the main campus or view your financial aid status on Self Service Banner.

To check your registration status, go to www.gavilan.edu and log in to Self Service Banner. Go to:

- **Student Menu** and
- click on **Registration**
- Select **Active Registration** (if you do not see your classes listed, return to the Student Menu and select **Student Account** to view your account balance.)

PAYMENT DEADLINES	Last Day to Pay
Students who register between the following dates must pay their bill in full before the drop date/time in order to remain in classes.	
May 10 - June 17	Thursday, June 17, 4 pm
June 18 - July 1	Thursday, July 1, 4 pm
July 2 - July 15	Thursday, July 15, 4 pm
July 16 - July 29	Thursday, July 29, 4 pm
July 30 - August 12	Thursday, August 12, 4 pm
August 13 - August 26	Thursday, August 26, 4 pm
August 27 and after	Day of Registration
De-Registration will occur and Registration (Self-Service Banner and In-Person) will be closed from 4-9 pm on each deadline day.	

We are anticipating that more students than ever will apply to Gavilan College and we expect classes to fill quickly. For best selection, register early, but be prepared to pay by the payment deadline.

Payment of fees can be made in the following ways:

Self-Service Banner You can pay with American Express, Discover, Mastercard or Visa (including debit cards.)

In Person at the main campus or at the Hollister or Morgan Hill sites.

By Mail Include your Gavilan ID number on the check and mail to:

Gavilan College Admissions and Records Office
 Attn: Diane Sousa, Student Accounts
 5055 Santa Teresa Blvd.
 Gilroy, CA 95020

Applying for Financial Aid

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



FINANCIAL AID OFFICE

Room SC 124 408-848-4727 www.gavilan.edu/finaid/
 Open: Mon-Thurs: 8 am - 5 pm, Fri.: closed to the public.
 Evening hours: Hours are extended during peak registration periods.

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

FASFA Requirements:

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.

Ability to Benefit

NEED FINANCIAL AID BUT HAVE NO HIGH SCHOOL DIPLOMA?

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

THERE ARE THREE METHODS TO DEMONSTRATE ABILITY TO BENEFIT:

1. ASSET Testing Schedule for Native English Speakers

The Ability to Benefit schedule can now be found on the Assessment web page. Go to www.gavilan.edu/admit/assess.html. Students are required to sign up for a testing session through the Financial Aid Office: 408-848-4727 (MP100). Times and locations subject to change and additional times may be added to the schedule*. Confirm time and location with the Assessment Office in MP100. Call 408-846-4992 prior to your scheduled appointment.

* Students must provide a valid picture ID, Gavilan ID number, a copy of his or her class schedule and the yellow referral slip from the Financial Aid Office to be admitted to the testing room.

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 (SC124) at 408-848-4727 for a referral. Then call the Assessment Office (MP100) at 408-846-4992 to schedule your appointment.

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.

Applications

FAFSA (Free Application for Federal Student Aid) determines your eligibility for federal/state grants, work study, and loans as well as the fee waiver for methods B and C. The FAFSA can be completed through paper application or online at www.fafsa.ed.gov. Be sure to add the Gavilan school code of 001202 so that the Financial Aid Office can receive your processed FAFSA. Complete the:

- 2009-10 FAFSA: if you will attend the summer '10 term
- 2010-11 FAFSA: if you will attend the fall '10, spring '11 or summer '11 terms

Scholarship Applications: The Financial Aid Office maintains a scholarship website where upcoming scholarship opportunities are posted, including scholarship applications. For current scholarship opportunities, visit us online at <http://www.gavilan.edu/finaid/scholarships/index.html>.

Financial Aid Programs

BOG FEE WAIVER: Board of Governor's Fee Waiver Program waives mandatory 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 AND STATE GRANTS AVAILABLE AT GAVILAN COLLEGE:

- Federal Pell Grant
- Federal SEO Grant
- Federal Work Study Grant
- Cal Grant (B and C)
- Chafee Grant
- Child Development Grant
- EOPS Grant
- TRIO Grant
- CARE Grant

FEDERAL WORK-STUDY GRANT: Provides Gavilan College students with part-time employment while gaining valuable work experience. To be considered for federal work study, students are required to file the 2010-2011 FAFSA, indicate interested in Work Study on question 31 of FAFSA, meet program requirements, and have financial need. Funding for Federal Work Study program is limited, students are encouraged to file the 2010-11 FAFSA by 4/30/2010 to be considered for FWS. First FWS awards will be offered to eligible students on 06/15/2010.

STUDENT LOANS: Gavilan College participates in the Federal Student Loan Program. If you are interested in applying for a student loans, complete the FAFSA & attend an Entrance Loan Counseling Session. Applications for student loans are distributed at Loan Counseling Sessions.

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. See the Financial Aid website at www.gavilan.edu/finaid. We recommend you research scholarships several times per semester as new scholarships are announced throughout the academic year as they become available.

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.

Veteran Education Benefits

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 Financial Aid Office.

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

Students having questions pertaining to eligibility for benefits, application procedures and other veteran matters should contact the Veteran Certifying official in the Financial Aid Office (SC124) or call 408-848-4734. We are open Monday - Thursday 8 am to 5 pm.

Below is list of various chapters for veteran 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 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 and Ed 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.

LOOK US UP ONLINE AT WWW.GAVILAN.EDU/FINAID/

Complete the FASFA at www.fafsa.ed.gov

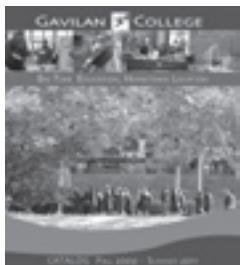
Online financial planning guide & budget counseling at www.edwise.org

Check your Stafford loan status at www.elmresources.com

Online loan counseling at www.edfund.org

Selective service verification of enrollment at www.sss.gov

Apply for PIN at: www.pin.ed.gov



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

Student Services

Basic Skills students are those who assess into pre-collegiate, non-transferable levels of English and/or Math as well as ESL courses. Support and services are available to ensure they have every opportunity to be successful with their academic goals.

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

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

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

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

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

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

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

For additional information, call 408-848-4790 or visit the EOPS office located in L1101 A/B.

Career/Transfer Resource Center The Career/Transfer Resource Center offers numerous resources to help in making career decisions, plan for college, obtain specialized training or enter an academic or vocational program at Gavilan College. Career-related services are available to currently enrolled students, prospective students, faculty, staff, and community members. The computerized career guidance program, EUREKA, aids in researching occupations, identifying which colleges offer specific majors, and investigating financial aid and scholarships.

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

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

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



Health Insurance

For Students

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

\$250 deductible per year

Visit the doctor of your choice.

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

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

Sponsored by the Community College League of California

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

Services include: 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 • 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 developmental disabilities at three sites: Gavilan College, HOPE in Gilroy and HOPE in Hollister.

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

Extended Opportunity Programs & Services (EOPS)

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

The EOPS Program services include:

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

Financial Assistance: book vouchers

Specialized Workshops for facilitating student success

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

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

First-Year Experience Gavilan College offers a program for "first-time," new students who want to strengthen their reading, writing and study skills while they become familiar with the campus and its resources. Teachers and counselors work together to help students develop connections between the courses and their college experience. The goal is to help students build a strong foundation and place them on the road for college success. See classes on page 82.

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

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

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

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

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

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

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

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

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

Student Life

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

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

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

The benefits of buying an ASB Student Body Card are many. 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. Visit the ASB office in the Student Center - room 158 or call 408-848-4777.

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

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

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

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

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



Photo depict production of *Godspell* (spring 2009)

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

ASB CLUBS

For more information
call 408-848-4777.



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

Student-to-Student Mediation services provide students with an opportunity to problem-solve together in a safe environment. Trained student mediators will work with two or more students who are in conflict to reach mutually agreeable solutions. Mediation services are free and confidential.

Students wishing to become mediators can register for Introduction to Conflict Resolution (Psychology 6).

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

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

TRIO, Student Support Services is a federally funded program designed to assist 160 first generation, low-income, and/or disabled Gavilan College students as they prepare to obtain a two-year degree and/or transfer to a four-year university. TRIO provides additional services such as academic counseling, tutoring, book and laptop lending programs, cultural and social activities and university visits. TRIO is committed to increasing graduation and transfer rates by creating a “sense of place” for those students who sometimes feel isolated and disconnected during their college experience. If you are interested in more information please visit the TRIO Program in the Library (L1109) or call 408-846-4981.

High School Students

Concurrent Enrollment Procedures

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

A **Special Student Status Contract Form** is required prior to registering for classes. A new form must be completed each semester. The form is available in local high school counseling offices, from the Gavilan College Admissions & Records Office and is included in this schedule. The form is also available online at http://www.gavilan.edu/admit/documents/Gavilan_HighSchool_ContractForm.pdf.

Students enrolled in a public or private high school will be limited to a maximum of 6 transfer-level units for fall or spring semesters and 5 during the summer term (certain exceptions may be available for students enrolled in the TJ Owens Early College Academy). Students in good standing, with a minimum 2.0 GPA, must submit a current transcript, complete the placement assessment, and have the written approval of a parent or legal guardian, a high school counselor or principal and a Gavilan College counselor.

The campus center use fee, health fee, and student representation fee are waived for concurrently enrolled high school students.

Your Gavilan College Counseling Appointment

High school students must review their completed contract with a Gavilan College counselor. Counseling Services are available at the Gavilan main campus. See counseling hours (page 7) for dates and times.

Use the Registration Checklist to prepare for your meeting. For more information, call the Counseling secretary: 408-848-4723. A photo ID is required to obtain counseling services.

High School students may enroll in the following:

(All prerequisites apply)

- Fall and Spring Semesters: **Transfer level (courses numbered 1-99)**
- Summer Session: **All courses (transfer and non-transfer level)**

High School Students Concurrent Enrollment

Registration Checklist

#1 Apply. Complete an application at least three working days before taking the Placement/Assessment test. Go to www.gavilan.edu and click on the link for Gavilan’s online downloadable application.

#2 Schedule and take an assessment placement test. Sign up in person or call 408-846-4954 or 408-846-4992.

#3 See your high school counselor. Take your assessment test results and discuss possible courses. The course your counselor writes on the Special Student Status Contract Form is the course for which you will be enrolled, space permitting. Be sure the counselor signs your contract form. Directions to obtain the contract are listed in the concurrent enrollment section on this page.

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

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

#6 Bring your transcript and signed contract to a Gavilan College counselor during the enrollment period for high school students.

#7 Register for Gavilan classes.

- Enroll for a maximum of 6 semester units of transfer level courses during the fall and spring semesters or for 5 units of pre-collegiate or transfer courses during the summer term (certain exceptions may be available for students enrolled in the TJ Owens Early College Academy)
- Pay your fees.
- Purchase a parking permit if you need one
- Buy your books at the bookstore

#8 Enjoy your class! You’re earning college credit.

If you are enrolling in a High Step class, some steps may be facilitated by Gavilan College staff on your behalf. Please refer to instructions for High Step students on page 18.

PLEASE NOTE: Additional rules may apply for students enrolled in the Dr. TJ Owens Gilroy Early College Academy (GECA)

For information about

Course-to-Course Articulation Agreements

for High School Students between Gavilan College and District High Schools visit the Gavilan College website at <http://www.gavilan.edu/articulation/ArticulationAgreements.pdf>

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

RECOMMENDED MATH COURSE PLACEMENTS FOR AREA HIGH SCHOOL STUDENTS

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

Gilroy High School

If you have completed

Algebra 2	Grade A ,B or C	take Gavilan course MATH 8A *
Trigonometry/ Precalculus	Grade A / B	MATH 1A *
	Overall combined Grade of C	MATH 8B *
A.P. Calculus	Grade A / B	MATH 1B *
	Grade C	MATH 1A *

Live Oak High School

If you have completed

Trigonometry/Pre Calculus was the last math class taken within a year.	Grade A / B	take Gavilan course MATH 1A *
	Grade C	MATH 8B *
Trigonometry/Pre Calculus was the last math class taken 2 years ago.	Grade A / B	MATH 8B *
	Grade C	MATH 8A *
Algebra II was the last math class taken 2 years ago.	Grade A ,B or C	MATH 233
Algebra II was the last math class taken within a year.	Grade A / B	MATH 8A *
	Grade C	MATH 233
A.P. Calculus	Grade A / B	MATH 1B *
	Grade C	MATH 1A *

Anzar High School

If you have completed

Advanced Algebra was the last math class taken 2 years ago.	Grade A ,B or C	take Gavilan course MATH 233
	Grade A / B	MATH 8A *
Advanced Algebra was the last math class taken within a year.	Grade A / B	MATH 8A *
	Grade C	MATH 233
Precalculus was the last math class taken 2 years ago.	Grade A ,B or C	MATH 8B *
	Grade A / B	MATH 1A *
Precalculus was the last math class taken within a year.	Grade A / B	MATH 1A *
	Grade C	MATH 8B *
A.P. Calculus	Grade A / B	MATH 1B *
	Grade C	MATH 1A *

San Benito High School

If you have completed

Trigonometry / Analytic Geometry	Grade A	take Gavilan course MATH 1A *
	Grade B / C	MATH 8B *
Functions, Statistics and Trigonometry	Grade A ,B or C	MATH 8A *

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



Applications for the fall 2010 Transfer Institute will be accepted beginning in May..

RAPID TRANSFER for 1st time college freshmen *Apply early!*

What is it? The Transfer Institute (TI) is a Gavilan College program to guide you through the transfer process in the most efficient and effective means possible. As a part of the Transfer Institute you will save time and money by completing your freshman and sophomore years at Gavilan. You will also meet and get to know other students who share your goals and ambition.

Who is eligible?

- Recent high school graduates who are academically prepared for college level work.
- Students with placement in college level English & Math 233.
- Students must be 1st time college freshmen.

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



**Seniors!
Plan ahead!**

- Take the assessment and register for PUEENTE before June!
- Placed in English 250 and want to transfer? Puente may be for you.
- Learn about Mexican American/Latino Literature.
- College visits in fall/spring.
- Attend a Transfer Conference.
- Receive extra support from a community mentor.
- On-going academic, career and personal counseling until you transfer!

Meet with Puente Counselor/Coordinator Celia Marquez. Call 408-848-4723 to schedule an appointment.



HIGH STEP PROGRAM High School Transfer Enrichment

Courses offered at high school locations are open to any college-age student.

Gavilan College, in conjunction with Gilroy and Christopher High Schools will offer transfer level courses accepted at any university each spring and fall semester at the high school campuses. All students are required to take the placement assessment prior to enrolling. All concurrent enrollment documents are required. Please contact the Gavilan Assessment Office at 408-848-4992 or your high school counselor for more information and for a schedule of the placement assessment offered at the high school campuses.

High School Juniors and Seniors!

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

The Benefits:

- It's FREE! The enrollment fee, campus center use fee, health fee and student representation fee are waived for High Step students.
- Experience college level work.
- Reduce four-year university expense.
- Advance academically.
- Be competitive in the 4-year college and university admission process.

How to Register:

1. Take the Gavilan College assessment placement on your campus, at the Gavilan College Gilroy main campus or at the Morgan Hill or Hollister sites. You will complete a Gavilan application for admission during your assessment. Check out the assessment schedule on the web at www.gavilan.edu/admit/assess.html.
2. See your high school counselor or academic coordinator to determine eligibility (must have a cumulative 2.0 GPA, score at college level in reading, writing and math) and complete a Recommendation for Special Student Status form (High School Contract). All concurrent enrollment documents are required.
3. Ask your parent to sign the contract.
4. Turn all paperwork in to your high school counselor or academic coordinator.

Students must purchase their own textbooks. Check out the Gavilan College bookstore website at www.gavilan.bkstr.com. If you are unable to afford your textbook please see your high school principal.

Fall 2010 High Step classes offered at Gilroy High School:

See class listings for course description.

CD 3 Child Growth and Development During the School Years

CRN 10625 GHS-B6 D Muscari Tu 0330-0630 Dates: 9/7-12/18

PSYC 3 Child Growth and Development During the School Years

CRN 10632 GHS-B6 D Muscari Tu 0330-0630 Dates: 9/7-12/18

Fall 2010 High Step classes offered at Christopher High School:

See class listings for course description.

CD 2 Early Child Development

CRN 10425 CHS-B101 J Weiler Th 0330-0630 Dates: 9/2-12/18

PSYC 2 Early Child Development

CRN 10426 CHS-B101 J Weiler Th 0330-0630 Dates: 9/2-12/18

Room assignments subject to change. Please call 408-846-4967 or check online to confirm.

STEM *stands for*



**Science
Technology
Engineering
Mathematics**

*NOT EXACTLY THE SCIENCE
EXPERIMENT WE HAD IN MIND...
BUT WE CAN HELP WITH THAT!*

The Gavilan College STEM program is now offering support services to all students interested in the fields of Science, Technology, Engineering and Mathematics.

Students in need of academic advising, tutorial services, internship opportunities, transfer assessment and mentoring are encouraged to speak to:

Gabriel Bravo
STEM Counselor
Room LI158
408-848-4820

To schedule an appointment call 408-848-4723.

Gavilan College, in partnership with San Jose State University (SJSU), has been awarded a STEM grant of \$3,765,638. STEM grants target the areas of science, technology, engineering, and mathematics. The grant will make it possible to: improve data collection and analysis, upgrade equipment for the study of chemistry, biology and physics, augment science instruction with new software, increase math tutoring, add a portable lab with laptop computers, develop curriculum, and provide faculty training. In implementing the grant, Gavilan College will work with San Benito and Gilroy High Schools, and San Jose State University to strengthen transfer pathways.

The grant was awarded by the United States Department of Education under the College Cost Reduction Act. Its purpose is to help a greater number of Gavilan College students to major in science, technology, engineering, and mathematics and to transfer and succeed in four-year programs in science disciplines.

Instructional Support & Labs

The Gavilan **Bookstore** is located in the Student Center on the Gilroy main campus. Used books may be available at reduced cost.

Disability Resource Center's High Tech Center & Learning Skills Lab

For more information, please refer to page 14.

English as a Second Language (ESL) Computer Lab

The ESL Program has its own dedicated computer lab with a variety of software programs for all levels and classes. Students, at their convenience, practice and enhance language learned in class. The ESL computer lab will be located in PB14 during summer session and BU119 in the fall. Call 408-848-4856 for more information.

Learning Communities are two or more linked courses. You will work and study with others so you'll be more successful. You'll begin to see greater connections between the disciplines. Research shows that when you take a learning community course, you become a stronger student and do better in your other college courses.

The **Gavilan College Library** delivers an array of print and electronic resources to the college community. Augmenting the 60,000 title printed book collection are 25,000+ eBooks, and over 2,500 magazine titles, many available online in electronic databases. Recent additions include an extensive DVD, film and talking book collection. The library staff prides itself on being a leader in information literacy projects and web-based instruction and has received several state grants supporting that effort. The library faculty also teaches various courses on Internet use, and works in tandem with other faculty in planning and revising courses with an information literacy component.

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

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

The **MESA (Mathematics, Engineering, and Science Achievement)** Undergraduate Program is a partnership between the University of California (UC) and California Community College Chancellor's Office. The program provides services to qualified students who are 1) majoring in math and science based fields (ie. Biology, Chemistry, Engineering etc.), 2) planning to transfer to 4-year universities in order to graduate with baccalaureate degrees, 3) have financial need and 4) are first generation college students. Open to all eligible students, MESA emphasizes participation by educationally underserved students. MESA provides a study center, Academic Excellence Workshops, tutoring, university trips, academic advising, transfer assistance workshops and more. For more information go to www.gavilan.edu/mesa or call 408-846-4968.

In **Service Learning** classes, students work under supervision at a partner agency in the community for 10-40 hours a semester and connect the agency experience to their classroom learning. A number of Gavilan College departments have offered Service Learning for years, and a new AA degree in Social Science with a concentration on Community Studies makes Service Learning a key part of a major program at Gavilan. Service learning promotes civic engagement and academic excellence, and students participating benefit themselves and the community at the same time.

You'll have positive, meaningful and real experiences in SL classes. Many students get better grades in SL classes than in non SL sections of the same classes. Some report success in investigating or discovering career options; most gain knowledge of themselves and their communities. Many practice invaluable workplace skills involving teamwork and citizenship, and report deeper learning because the results are immediate and uncontrived. Service experiences are very often personally meaningful. Many students become Lifelong Service Learners. Service Learning is common at transfer colleges, particularly the CSUs and UCs.

Transfer Institute (TI) is a selective program designed for qualified students who want to transfer to a public or private university in two years. Recent high school graduates who are academically prepared for college level work and students with placement in college level English and math 233 or higher are eligible.

The Transfer Institute will guide the student through the transfer process in the most efficient and effective means possible. As a part of the Transfer Institute students will save time and money by completing the freshman and sophomore years at Gavilan College. Students will also meet and get to know other students who share their goals and ambitions. As a Transfer Institute student you will receive a dedicated counselor to guide and monitor you through the transfer process, pre-transfer events and activities with four-year universities, access to activities designed to ensure your

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



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

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

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

GET YOUR LIBRARY CARD NOW!

Your library card gives you access to library resources:

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

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

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

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

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

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

The Gavilan College **Writing Center** fosters, celebrates and encourages writers. Specially trained student assistants help writers start and strengthen class assignments as well as poetry, short stories, lyrics, business letters and resumes. The center offers space for writing discussions, meeting, workshops and study groups. Special events include activities with acclaimed writers from our Visiting Writers and Scholars in Residence programs. The center collaborates with faculty to increase the likelihood of students' academic success, providing peer assist-ants for classes and labs and a variety of tools, strategies and approaches for writers.

Call (408) 848-4811 or drop by the center in LI 120 (the library building) for more information. The center is open Monday-Thursday 8 am-6 pm (closed Mondays 2:30-3:30 pm) and Friday 8 am-2 pm. From 5-6 pm on Monday-Thursday find us in the library itself.

Transfer

Students planning to transfer to a four-year institution can generally complete the first two years of their college work at Gavilan College and enter the four-year institution with junior standing. The requirements of universities vary. It is therefore advisable that students consult a counselor early in the semester for more detailed information about each university's specific requirements. *Due to recent changes in admissions policies at UCs and CSUs, working with a counselor is critical.*

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

Transfer Credit Official transcripts from institutions which are fully accredited by appropriate accrediting associations will be evaluated for transferable lower division coursework. Appropriate units and subject content will be applied to major and general education requirements to meet prerequisites or graduation requirements. Courses taken at other California Community Colleges, California State Universities or any University of California will be transferred to Gavilan with the same general education designation as that of the issuing institution.

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

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

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

Variable Topics Courses, numbered **22, 122, 23, 123, 98, 198** are also called "Independent Studies", "Special Studies", "Special Topics", "Internships", etc. Credit for variable topics courses is given only after a review of the scope and content of the course by the receiving institution. This usually occurs after transfer and may require recommendations from faculty. Check with a counselor to prevent surprises.

Transfer Services

ASSIST is an online student-transfer information system. It displays reports of how course credits earned at one California college or university can be applied when transferred to another. ASSIST provides the most accurate and up-to-date information available about student transfer in California. Visit www.assist.org.

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

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

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

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

A **Transfer Admissions Agreement (TAA)** is a formal agreement between a student in attendance at Gavilan College and a receiving baccalaureate granting institution to which the student intends to transfer. The agreement guarantees admission to a transfer university a year in advance for the fall semester. Because the requirements of universities vary, it is advisable that students consult a counselor for more detailed information and to develop an educational plan. Gavilan College has Transfer Admission Agreements with several colleges and universities. Find specifics at www.gavilan.edu/counseling/TransferServices.html.

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

Articulation Agreements Gavilan College has completed lower division course-to-course, major-to-major and general education agreements with most California State University (CSU), University of California (UC) and a number of private university campuses. These agreements ensure that participating universities will accept certain courses taken at Gavilan College to satisfy general education, major or elective university requirements. The articulation officer, counselors and the Career/Transfer Resource Center staff have lists of participating institutions. Articulation agreements are also available online. See information on www.assist.org and/or the Gavilan website at www.gavilan.edu/transfer.

IMPORTANT: We strongly encourage students to make a counseling appointment to prepare/develop and educational plan based on your personal, academic and career goals. Please see your counselor for additional information and to view copies of specific transfer agreements. The Counseling Office is located in SC108. For more information call 408-848-4723.

Transfer Institute Information on page 19 of this schedule.

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

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

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

Transfer

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

Advanced Placement (AP)

Students may earn credit for College Entrance Examination Board (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.

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

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

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

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

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

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

California Articulation Number System

CAN

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

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

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

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

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

Intersegmental General Education Transfer Curriculum (IGETC)

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

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

PARTIAL IGETC - If you are approaching readiness for transfer and are unable to complete one or two IGETC courses, you may be eligible to complete IGETC after transferring.

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

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

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

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

All UC and CSU campuses will accept IGETC with the exception of Fifth and Revelle Colleges at UC, San

Visit the**Career/Transfer Resource Center**

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

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

Located in SC101 on the main campus.
For more information call 408-848-4818
or visit the website at
www.gavilan.edu/transferctr

Diego. Since all majors are available at each of the five colleges at UC, San Diego, students will not be restricted in their choice of major if they use the IGETC.

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

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

Students who wish to be certified for both CSU and UC systems should take CMUN 1A, 5, 8 or 10 in Area 1 for CSU and meet the foreign language requirement for UC. Completing both provides flexibility and choices.

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

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

Completion of all the requirements in the IGETC will permit a student to transfer from a community college to the California State University or the University of California without the need, after transfer, to take additional lower-division general education courses to satisfy campus general education requirements. All areas must be satisfied, and all courses must be completed with a grade of "C" or better before the IGETC can be certified. See requirements for partial IGETC certification in catalog. A student is strongly advised to complete a total of 60 transferable units before transferring. These will include the IGETC requirements, "major" prerequisites, and elective courses if needed.

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

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

<p>4-F History - Cont.</p> <p>* HIST 4B History of World Societies 1500 to Present (3)</p> <p>* HIST 5 Women's Lives in Early U.S. Hist. (3)</p> <p>* HIST 6 Women's Lives in Recent U.S. History (3)</p> <p>* HIST 10 African American History (3)</p> <p>* HIST 12 Cultural Hist of the Mexican American (3)</p> <p>* HIST 14 U.S. in the 20th Century: An Oral History Approach (3)</p> <p>4-G Interdisciplinary, Social & Behavioral Science</p> <p>CMUN 4 Intercultural Communication (3)</p> <p>SSCI 1 Introduction to Social Sciences (3)</p> <p>4-H Political Science, Government & Legal Institutions</p> <p>PHIL 12 Intro to Political Thought (3)</p> <p>POLS 1 Intro to American Government (3)</p> <p>POLS 3 Intro to Comparative Politics (3)</p> <p>POLS 4 Intro to International Relations (3)</p> <p>POLS 12 Introduction to Political Thought (3)</p> <p>4-I Psychology</p> <p>CD 2 Early Childhood Development (3)</p> <p>CD 3 Child Growth and Development During the School Years (3)</p> <p>PSYC 1A,B Introduction to Psychology (3)(3)</p> <p>PSYC 2 Early Childhood Development (3)</p> <p>PSYC 3 Child Growth and Development During the School Years (3)</p> <p>4-J Sociology & Criminology</p> <p>JOUR 10 Mass Media and Society (3)</p> <p>SOC 1A Introduction to Sociology (3)</p> <p>SOC 1B Intro to Sociology: Social Problems (3)</p> <p>SOC 3 Sociology of Race, Ethnicity and Cultural Identity (3)</p> <p>SOC 4 Sociology of Women and Men (3)</p> <p>SOC 10 Mass Media and Society (3)</p>	<p>+ CHEM 30A Elementary Chemistry (4)</p> <p>CHEM 30B Elementary Organic Biochemistry(4)</p> <p> GEOG 1 Physical Geography (3)</p> <p> GEOL 1 Introduction to Geology (4)</p> <p> GEOL 13 Environmental Geology (3)</p> <p>+ PHYS 1 Introduction to Physics (4)</p> <p>+ PHYS 2A General Physics (4)</p> <p>+ PHYS 2B General Physics (4)</p> <p>+ PHYS 4A Physics for Scientists and Engineers (Mechanics/Fluids/Waves) (4)</p> <p>+ PHYS 4B Physics for Scientists and Engineers (Electromagnetism) (4)</p> <p>+ PHYS 4C Physics for Scientists and Engineers (Thermodynamic/Optics/Moderns Physics) (4)</p> <p>+ PSCI 1 Principles of Physical Science (3)</p> <p>PSCI 2 Introduction to Meteorology (3)</p> <p>5B Biological Science</p> <p> AH 8 General Microbiology (5)</p> <p>+ AH 9 Human Physiology (5)</p> <p>+ AH 15 Survey of Human Anatomy and Physiology (5)</p> <p> ANTH 1 Intro to Physical Anthropology (3)</p> <p> BIO 1 General Biology (4)</p> <p> BIO 4 General Zoology (4)</p> <p> BIO 5 General Botany (4)</p> <p>+ BIO 7 Human Anatomy (4)</p> <p> BIO 8 General Microbiology (5)</p> <p>+ BIO 9 Human Physiology (5)</p> <p>+ BIO 10 Principles of Biology (4)</p> <p> BIO 13 Marine Biology (4)</p> <p>+ BIO 15 Survey of Human Anatomy and Physiology (5)</p> <p> ECOL 1 Conservation of Natural Resources(4)</p> <p>+ Transfer credit may be limited by either UC or CSU or both. Please consult with a counselor.</p>	<p>CSU Graduation Requirement in U.S. History, Constitution and American Ideals.</p>
<p>AREA 5</p>	<p>AREA 6</p>	<p>Not Part of IGETC (May be completed prior to transfer.)</p> <p>For the baccalaureate degree, CSU requires one of the following combinations:</p> <p>HIST 1 & 2 or</p> <p>POLS 1 with either HIST 1 or 2</p> <p>CSU campuses have the discretion whether to allow courses used to satisfy the CSU US History, Constitution and American Ideals (AI) graduation requirement to count in both Area 3B or 4F and to meet the graduation requirement.</p>
<p>PHYSICAL AND BIOLOGICAL SCIENCES</p> <p>At least 2 courses, one Physical Science course and one Biological Science course; At least one must include a laboratory.</p> <p>Courses in BOLD include a laboratory component.</p> <p>7-9 semester, 9-12 quarter units</p> <p>5-A Physical Science</p> <p>ASTR 1 Intro to General Astronomy (3)</p> <p>CHEM 1A General Chemistry (5)</p> <p>CHEM 1B General Chemistry (5)</p> <p>CHEM 12A Organic Chemistry (5)</p> <p>CHEM 12B Organic Chemistry (5)</p>	<p>LANGUAGE OTHER THAN ENGLISH (UC REQUIREMENT ONLY)</p> <p>Proficiency equivalent to two years of high school study in the same language.</p> <p>6-A Language Other Than English</p> <p>CHN 1B** Elementary Mandarin (5)</p> <p>FRNH 1B Elementary French (5)</p> <p>* FRNH 2A** Intermediate French (5)</p> <p>JPN 1B Elementary Japanese (5)</p> <p>SPAN 1B Elementary Spanish (5)</p> <p>* SPAN 2A,B Intermediate Spanish (5)(5)</p> <p>* SPAN 12A Spanish for Spanish Speakers (5)</p> <p>* SPAN 12B Spanish for Spanish Speakers - Intermediate / Advanced (5)</p>	<p>SUPPLEMENTARY NOTES</p>
		<ol style="list-style-type: none"> 1. A single course, even though listed in more than one place, can only be used to satisfy one subject area of the IGETC. 2. IGETC is not advisable for high-unit majors, e.g. sciences, engineering. 3. Eleanor Roosevelt and Revelle Colleges at UC San Diego do not accept the IGETC. 4. IGETC may not be appropriate for students who have completed courses at a CSU or UC campus. 5. "Double counting" of courses toward the major is not limited by the IGETC, but may be limited by other directives. The UC will also allow IGETC courses to count toward major requirements. CSU campus limitations on double counting of general education courses toward major preparation are not changed by the IGETC.
		<p>+ Transfer credit may be limited by either UC or CSU or both. Please consult with a counselor.</p> <p>* Courses listed in multiple areas shall not be certified in more than one area except for courses in Languages Other Than English, which can be certified in both areas 3B and 6A.</p> <p>** Approved for fall 2010.</p>

DISCRIMINATION / HARASSMENT COMPLAINTS

Call Equal Opportunity Officer at 408-848-4731.

CSU General Education (Breadth) Requirements 2009-2010

certified by Gavilan College

Students transferring to the California State University system will qualify for admission as upper division transfers if they have completed (60) transferable units with a GPA of 2.0 ("C") or better (non-residents 2.4 or better). Within the (60) unit requirement, the (9) units in Area A, Area B-4 (Mathematics), and (18) additional semester units of general education coursework must be completed with a grade of 2.0 or better in each course. Students who complete the following pattern will have satisfied the lower division General Education requirements for the California State University BA / BS degree. A minimum of (9) semester units of General Ed coursework must be completed at the upper division level after transfer; some CSU campuses require more than (9) units. (See a counselor for further information.) (Students should request a general education certification from the office of Admissions and Records before transferring.)

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

<p>C - 2 Humanities (continued)</p> <p>HIST 1 U.S. Hist through Reconstruction (3) HIST 2 United States History - Reconstruction to the Present (3) HIST 3 History of California (3) HIST 4A History of World Societies Before 1500 (3) HIST 4B History of World Societies Before 1500 (3) HIST 5 Women's Lives in Early U.S. History (3) HIST 6 Women's Lives in Recent U.S. History (3) HIST 7A, B History of Western Civilization (3)(3) HIST 10 African American History (3) HIST 12 Cult Hist of the Mexican American U.S. in the 20th Century: An Oral History Approach (3) HUM 3 Introduction to the Cinema (3) HUM 4 Intro to the American Cinema (3) HUM 5 Humanities Through the Arts (3) HUM 10 Approaches to Contemporary Film (3) JPN 1A, B ± Elementary Japanese (5)(5) JOUR 10 Mass Media and Society (3) PHIL 1 Introduction to Philosophy (3) PHIL 3A Ethics (3) PHIL 3B Contemporary Moral Issues (3) PHIL 6 Comparative Religions (3) PHIL 7A Hist of Philosophy: Ancient to Medieval (3) PHIL 9 Philosophy of Religion (3) SOC 10 Mass Media and Society (3) SPAN 1A, B Elementary Spanish (5)(5) SPAN 2A, B Intermediate Spanish (5)(5) SPAN 9A Spanish for Spanish Speakers (3) SPAN 12A Spanish for Spanish Speakers (5) SPAN 12B Spanish for Spanish Speakers Intermediate/Advanced (5)</p>	<p>NOTE: For the baccalaureate degree, one of the following combinations will satisfy the CSU graduation requirement in US History, Constitution and American Ideals:</p> <p>HIST 1 & 2, POLS 1 with either HIST 1 or 2.</p> <p>Requirement 2:</p> <p>D - 1 Anthropology and Archeology ANTH 2 Introduction to Archeology (3) ANTH 3 Intro to Cultural Anthropology (3) ANTH 5 Magic, Witchcraft and Religion (3) ANTH 8 Intro to New World Archeology (3) ANTH 10 Native American Culture (3)</p> <p>D - 2 Economics ECON 1 Principles of Macroeconomics (3) ECON 2 Principles of Microeconomics (3) ECON 10 Fundamentals of Economics (3)</p> <p>D - 3 Ethnic Studies CMUN 4 Intercultural Communication (3) HIST 10 African American History (3) HIST 12 Cultural History of the Mexican American (3) SOC 3 Sociology of Race, Ethnicity & Cultural Identity (3)</p> <p>D - 4 Gender Studies HIST 5 Women's Lives in Early U.S. Hist. (3) HIST 6 Women's Lives in Recent U.S. Hist. (3) SOC 4 Sociology of Women and Men (3)</p> <p>D - 5 Geography GEOG 2 Cultural Geography (3)</p> <p>D - 6 History HIST 1 U.S. Hist through Reconstruction (3) HIST 2 United States History - Reconstruction to the Present (3) HIST 3 History of California (3) HIST 4A History of World Societies Before 1500 (3) HIST 4B History of World Societies Before 1500 to Present (3) HIST 5 Women's Lives in Early U.S. Hist. (3) HIST 6 Women's Lives in Recent U.S. Hist. (3) HIST 10 African American History (3) HIST 12 Cultural History of the Mexican American (3) HIST 14 U.S. in the 20th Century An Oral History Approach (3)</p> <p>D - 7 Interdisciplinary Social & Behavioral Sci. AJ 6 Intro to Conflict Resolution (3) ANTH 9 Cultural Context of Childhood (3) CD 7 Cultural Context of Childhood (3) CMUN 4 Intercultural Communication (3) CMUN 6 Intro to Conflict Resolution (3)</p>	<p>POLS 6 Conflict Resolution (3) PSYC 6 Intro to Conflict Resolution (3) PSYC 7 Cultural Context of Childhood (3) SSCI 1 Introduction to Social Sciences (3)</p> <p>D - 8 Political Science, Government and Legal Institutions POLS 1 Intro to American Government (3) POLS 3 Intro to Comparative Politics (3) POLS 4 Intro to International Relations (3) POLS 12 Introduction to Political Thought (3) PHIL 12 Introduction to Political Thought (3)</p> <p>D - 9 Psychology PSYC 1A, B Intro to Psychology (3)(3) PSYC 2 Early Childhood Development (3) PSYC 3 Child Growth and Development During the School Years (3) CD 2 Early Childhood Development (3) CD 3 Child Growth and Development During the School Years (3)</p> <p>D - 0 Sociology and Criminology SOC 1A Introduction to Sociology (3) SOC 1B Introduction to Sociology: Social Problems (3) SOC 3 Sociology of Race, Ethnicity and Cultural Identity (3) SOC 4 Sociology of Women and Men (3) SOC 10 Mass Media and Society (3) JOUR 10 Mass Media and Society (3)</p>
AREA E		
<p>LIFE-LONG LEARNING AND SELF-DEVELOPMENT</p> <p>1. One unit of Physical Education activity course</p> <p>2. Two units from:</p> <p>AH 3 The Person in the Life Cycle (3) AH 11 Nutrition (3) BIO 11 Nutrition (3) GUID 6 Life Skills for Higher Education (2) HE 1 Health Education (3) HE 2 Human Sexuality (3) PSYC 5 Self-Assessment and Career Development (2) GUID 1 Self-Assessment and Career Development (2) □ PSYC 2 Early Childhood Development (3) □ PSYC 3 Child Growth and Development During the School Years (3) » CD 2 Early Childhood Development (3) » CD 3 Child Growth and Development During the School Years (3) PSYC 41 Psychology of Adjustment (2) SOC 21 Marriage and the Family (3)</p>		
<p>AREA D</p> <p>SOCIAL SCIENCES</p> <p>Two requirements: select one course from Requirement 1 and select 2 courses from Requirement 2.</p> <p>9 semester units or 12-15 quarter units</p> <p>Requirement 1: HIST 1 U.S. Hist through Reconstruction (3) HIST 2 U.S. Hist Reconstruction to the Present (3) POLS 1 Intro to American Government (3)</p>	<p>Courses listed under more than one discipline or area may be used only once to satisfy an area.</p> <p>* = Approved for Fall 2010 ± = Approved retroactively for Fall 2005.</p> <p>NOTE: "±" or "»". PSYC 2 + 3 acceptable for AREA E only if taken as combination.</p> <p>NOTE: Transfer credit of certain courses (especially Science and Math) may be limited by UC or CSU or both. Consult with a counselor.</p>	

General Information

Adding and Dropping Classes

Adding Classes: After the specified registration period concludes, courses may be added only with written permission from the Vice President of Student Services or designee. The student must have a written note from the instructor stating that the student has either been attending class the entire time and/or has the instructor's permission to add the class at this late period for some other reason. An instructor's signature and/or initials is not sufficient. **Add cards for 16-week classes will not be signed after the 3rd week of instruction.**

Instructors are to check roster at the beginning of each class to ensure students attending are enrolled. Faculty should ensure that all active students complete the registration process in a timely fashion.

If a student is in doubt about whether they are registered, they should ask the instructor to check the roster or visit the Admissions and Records Office.

Withdrawal Policy: Students may withdraw from a course by submitting a drop card to the Admissions & Records or by completing the drop process via self-service Banner on the Gavilan College website at www.gavilan.edu. The following grading practices apply when withdrawing from a course:

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

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.

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

Advisories Course advisory is recommended preparation for a course. It is not a prerequisite to taking a course but is strongly suggested that the advisory be met prior to enrollment as success in the course may depend upon having that skill or knowledge level. For example, a course advisory that reads "to be eligible for English 250 and English 260 in order to enroll in Psychology 1A" strongly recommends that you have successfully completed (with a "C" grade or better or a "credit") the previous courses, English 440 and English 420. 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 Admissions and Records (SC111) and the Campus Security office (S/M bldg.) or call 408-848-4703 to have a copy mailed to you.

Course Repetition There are limitations on the number of times a student may repeat a course. All courses listed in this publication with no repeat notation following the description may be repeated once without filing a petition if a grade of D, F, NC or NP was earned. A student may file a petition to repeat a course a second time if a grade of D, F, NC or NP is earned again. To file a petition, the student must meet with a counselor to evaluate circumstances and receive written approval. The student's transcript and grade point average will reflect the last grade the student receives in the course. A student may petition to repeat the course a third time by filing a Request to Repeat a Course Under Special Circumstances and providing the necessary documentation to support the special circumstances claim.

To repeat a course in which the student has received a final grade of "C" or better, a student must file a Request to Repeat a Course Under Special Circumstances prior to registering for the course again. Units and grade points for the repeated course are not computed in the grade point average unless the course is being repeated to meet legally mandated training requirements as a condition of continued paid or volunteer employment. This request must be approved by a counselor. For more information about course repetition, see the Gavilan College Catalog.

Pass/No Pass, Letter Grade Option

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

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

- Once the option has been selected, the student's decision is final and irreversible.
- To select one option over another, a student must complete the Grading Option form and file it with the Admissions & Records Office or indicate a preference when registering online prior to the NRS (No Record Shown) date for the course. This date is either the end of the fourth week (for a semester-long course) or 30% of the course meetings (for a short-term or early start course.)
- If the student opts for a P/NP final grade, the units are not included in the semester GPA but are considered for the purposes of academic and progress probation and dismissal.
- A P/NP grade is not used in consideration of honors.
- A total of 20 units of P/NP graded units (not including those courses required by the major which are designated P/NP only) may be applied to an Associates's Degree or Certificate.
- The student should carefully consider the transferability of P/NP units to other institutions. Some universities may not accept any pass/no pass courses and others limit the amount of pass/no pass units that will be accepted. Please consult your counselor before selecting the pass/no pass option.

Prerequisites and Co-requisites

A prerequisite is a course or skill level that is required before you can enroll in another course. For example, English 250 is a prerequisite for English 1A. Courses used to meet prerequisite requirements must have been completed with a "C" grade or better or "Pass". **A co-requisite** is a set of courses that you must take at the same time.

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

Challenging a Prerequisite: Students who have reason to believe that they have already fulfilled a prerequisite, or that a prerequisite has been improperly established or implemented, may challenge the prerequisite. The student is responsible to provide compelling evidence to substantiate the challenge claim. Challenge forms are available at the Admissions and Records Office and must be completed and returned to the Vice President of Instruction prior to the first day of classes.

The challenge will be reviewed and a decision made within five working days or the student shall be allowed to enroll in the course, provided there were seats

available at the time the form was filed. However, the student may enroll in the challenged class (if there are seats available) immediately after filing the form with the Vice President of Instruction by presenting a copy of the Prerequisite Challenge Form at registration. If the challenge is not upheld, the student must drop the course and may apply for a refund of fees. For further information regarding the prerequisite challenge, contact a counselor.

Transcripts of a student's permanent academic record are released ONLY with written authorization of the student. Telephone requests will not be accepted. The first two copies are free; there is a \$4 charge for each copy thereafter. Transcripts are normally sent out within ten business days of the request. This response time may be longer during busy periods such as the first two weeks of a new semester. Urgent requests cannot be honored during the late registration period but can normally be produced within 48 hours at a cost of \$7 per copy.

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

Policies & Procedures

College policies and procedures are available by accessing the Gavilan College website 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.

Disabilities

AMERICAN'S WITH DISABILITIES ACT (ADA)

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

RESOURCES FOR STUDENTS WITH

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

Discrimination

PROHIBITION OF HARASSMENT AND HATE

CRIMES (Reference: Education Code sections 212.5; 66252; 66281.5): The district is committed to providing an academic and work environment that respects the dignity of individuals and groups. The district shall be free of sexual harassment and all forms of sexual intimidation and exploitation. It shall also be free of other unlawful harassment and hate crimes, including those which are based on any of the following statuses; race, color, religion, ancestry, national origin, disability, sex (i.e., gender), sexual orientation, or the perception that a person has one or more of the foregoing characteristics.

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

Drug Free Schools and Campuses

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

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

For Free Confidential Assistance:

On-Campus:

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

Off-Campus:

- Alcoholics Anonymous, 408-374-8511; www.AASanJose.org

- 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.

Health Consequences:

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

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

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

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

- For possession of marijuana (more than 1 oz.) you may receive up to 6 months in county jail, up to a \$500 fine, or both.
- For possession of cocaine you can be imprisoned in a state prison.
- For sales of any illegal drug you can be imprisoned in a state prison.
- Any person under the age of 21 years who has any alcoholic beverage in his or her possession on any

Gavilan’s Grade Policy

Grade	GPA	Definition
A	4	Excellent
A-	3.7	Excellent
B+	3.3	Good
B	3	Good
B-	2.7	Good
C+	2.3	Satisfactory
C	2	Satisfactory
D	1	Passing, Less Than Satisfactory
F	0	Failing
P*	0	Pass - at least satisfactory, units awarded not counted in grade point average or in consideration of honors.
NP*	0	No Pass - less than satisfactory or failing, units not counted in grade point average.
I	0	Incomplete - incomplete academic work for unforeseeable, emergency and justifiable reasons after the last day to withdraw with a “W”. Request for this grade must be initiated by the student. Work to be completed must not involve further class attendance or instruction. The Incomplete must be made up during the next term of attendance, summer excluded, within the next year.
W	0	Withdraw - 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

street or highway or in any public place can be convicted of a misdemeanor.

- It is a misdemeanor crime to sell, give or furnish alcohol to anyone under 21 years of age.
- Carriers of motor vehicle insurance can increase premiums, cancel or deny renewal as a result of driving-under-the-influence convictions.

Family Educational Rights and Privacy

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

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

Students who do not wish to have the above information released as directory information may notify the Admissions & Records Office in writing within the first week of each term. Copies of the complete federal and state regulations are available in the Vice President of Student Services Office and may be reviewed by students by appointment.

Illegal Distribution of Copyrighted Materials

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

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

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

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

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

Smoke-Free Buildings (BP 6500) Smoking is prohibited inside all public buildings, within twenty 20 feet of all entrances/exits, operable windows or ventilation air intake. Smoking is also prohibited in all college-owned vehicles. Tobacco products shall not be sold on campus either through vending machines or campus establishments. Implementation of the campus smoke-free environment policy will be the responsibility of every student, faculty member, staff person and visitor on campus.

Students’ Problem Resolution Process

Procedures have been adopted to allow for student grievances against Gavilan 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.

Title VI, Title IX, and ADA/Section 504/508

To file complaints in the following areas please contact the Equal Opportunity Officer, Joseph D. Keeler, Vice President of Administrative Services, HR101 (408-848-4731), or the Director of Human Resources, HR103 (408-848-4753).

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

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