



# GAVILAN COLLEGE

## Summer / Fall 2017

### How to Register - see page 3

Register online **UNLESS**:

- You are on dismissal (**See a counselor!**)
- You have a “hold” (e.g., balance owed, overdue library books) (**Pay fees!**)
- You wish to repeat a course for the third time (**See counselor!**)

Register for classes using Self-Service Banner at  
<https://my.gavilan.edu>

or register in person at the Admissions and Records office,  
Morgan Hill, or Hollister sites.

Class listings can be found online at  
[www.gavilan.edu](http://www.gavilan.edu)

### Eligibility

**You are eligible to attend Gavilan College if any of the following are true:**

- 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.

# STEPS FOR NEW STUDENTS

<p><b>STEP 1</b> <b>Application</b></p>	<p>Apply online at <b><a href="http://www.gavilan.edu">www.gavilan.edu</a></b>            Within 24 hours of submitting your application, you will receive an email with your Gavilan ID number (G-number) and instructions on how to access your MyGav student account.</p>
<p><b>STEP 2</b> <b>GradGuru</b></p>	<ul style="list-style-type: none"> <li>• If you have a smartphone or tablet, download GradGuru and never miss another deadline. GradGuru tells you about every deadline you need for financial aid, registration, counseling, transfer, and more.</li> <li>• The app will send you free push notifications and free reminders for EVERY upcoming college deadline. You DON'T have to constantly check the app to keep your deadlines straight.</li> <li>• The GradGuru app is available on Google Play and the App Store.</li> </ul>
<p><b>STEP 3</b> <b>Financial Aid</b></p>	<p>To apply for BOG tuition waiver, federal grants, work study, and student loans go to  <b><a href="http://www.fafsa.gov">www.fafsa.gov</a></b>            AB 540 students may submit California Dream Act applications at:  <b><a href="http://gavilan.edu/finaid/ca-dream-act.html">gavilan.edu/finaid/ca-dream-act.html</a></b></p>
<p><b>STEP 4</b> <b>MyGav Account</b></p>	<p>To log in to your MyGav account, go to  <b><a href="http://www.gavilan.edu">www.gavilan.edu</a></b> click on MyGav.            Follow the instructions for NEW STUDENT to set up your student account password.             Note: if you did not include a Social Security Number on your application, go to the Admissions and Records Office for assistance in logging in for the first time.</p>
<p><b>STEP 5</b> <b>Assessment</b></p> <p>Students with prior college experience may skip this step</p>	<p>All first time college students are required to take a placement assessment test for English and math. Sign up online <b><a href="http://www.gavilan.edu/admit/assess.html">www.gavilan.edu/admit/assess.html</a></b>  <b>(408) 846-4992</b></p> <ul style="list-style-type: none"> <li>• You must bring a photo I.D. and your G-number (Student I.D. number) to your test.</li> <li>• *Students who wish to use placement test scores from a test taken at another college within the past two years must see a counselor for review.</li> <li>• *ESL students may sign up for assessment by contacting the Admissions and Records Office: (408) 848-4736 or (408) 848-4751.</li> </ul>
<p><b>STEP 6</b> <b>Kick-Start Orientation</b></p> <p>Students with prior college experience may skip this step</p>	<p>Attend an in-person *Kick Start Orientation, or complete it online. You will need your G-number and placement test scores with you.  <b><a href="http://www.gavilan.edu/orientation">www.gavilan.edu/orientation</a></b>  <b>(408) 852-2895</b></p> <p>*Following Kick-Start orientation all first time college students must complete the orientation process by enrolling in GUID 210, 6 or 560 New Student Seminar during the first semester.</p>

<p><b>STEP 7</b> <b>Counseling</b></p>	<p>After completing your assessment tests and Kick-Start session, you may register for classes. You may meet with a counselor to discuss your course selections. Bring copies of transcripts from other schools attended.</p> <p>For counseling hours and schedules, visit <a href="http://www.gavilan.edu/counseling">www.gavilan.edu/counseling</a></p> <p>To schedule an appointment call (408) 848-4723 or (408) 852-2895.</p>
<p><b>STEP 8</b> <b>Registration</b></p>	<p>Register for classes using Self-Service Banner at <a href="https://my.gavilan.edu">https://my.gavilan.edu</a> or register in person at the Admissions and Records office, Morgan Hill, or Hollister sites.</p> <ul style="list-style-type: none"> <li>• Log in to <a href="https://my.gavilan.edu">https://my.gavilan.edu</a></li> <li>• Click on Student Tab</li> <li>• Click on Add/Drop classes link located under "Registration Tools"</li> <li>• Select a Term</li> <li>• View important Payment Deadlines!</li> <li>• Enter the 5-digit CRN#'s (one CRN in each box). One CRN per class</li> <li>• Click on Submit Changes</li> <li>• Go to Detail Student Schedule (within Student tab) to verify that you are enrolled in the total number of units planned on your worksheet and that your sections are correct (for example, be sure to check the location/campus site of your classes)</li> <li>• If any error messages occur, inform counselor, staff, or peer mentor</li> </ul>
<p><b>STEP 9</b> <b>Payment</b></p>	<p>Don't forget to pay!</p> <ul style="list-style-type: none"> <li>• Pay cash at the Student Accounts office or pay on-line using a debit/credit card.</li> <li>• Pay fees before Payment Deadline to avoid being dropped from all classes</li> </ul>

STEPS FOR STUDENTS WHO HAVE PREVIOUSLY ATTENDED COLLEGE			
STEP	CONTINUING STUDENTS (currently enrolled)	RETURNING STUDENTS (have taken classes here before)	TRANSFER STUDENTS (have taken classes at other colleges)
1. Application		x	x
2. GradGuru	x	x	x
3. Financial Aid	Spring	x	x
4. MyGav		x	x
5. Assessment			optional, or provide transcript showing pre-requisites.
6. a) KickStart 6 b) Orientation			optional
7. Counseling	optional	optional	optional
8. Registration	x	x	x
9. Payment	x	x	x

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## High School Students Concurrent Enrollment

### **Checklist:**

- Submit application via CCCApply:  
<https://www.gavilan.edu/admit/apply.php>
- Submit **High School Contract form**, completed, with all signatures to Admissions and Records office.
- Register online (must turn in High School Contract 3 business days prior to online registration) OR in person (bring High School Contract). See Hours of Operation.
- Pay fees
- Purchase books and required materials

**Contact Admissions and Records  
for additional information 408-848-4733**

## Registration Priorities

Period	Date	Who Can Register
Priority 1	May 1-2	CalWORKs, DRC, EOPS, Foster Youth, Veterans
Priority 2	May 3	Athletes, MESA, Puente, TRiO
Priority 3	May 4-10	Continuing and new-to-college students who have completed assessment, orientation (Kick-Start <i>and</i> GUID 6, 210, or 560, or KIN 1) and have a comprehensive Ed Plan, and GECA
Priority 4	May 11	New-to-college students (1st semester) who have NOT completed assessment, orientation (Kick-Start <i>and</i> GUID 6, 210, or 560, or KIN 1 and a comprehensive Ed Plan
Priority 5	May 12	Returning, Transfer, Probation 2 and Academically Dismissed, High School students other than GECA
Open	May 12 - First day of class	All students

### NOTES

- Eligible continuing students during Priority 1, 2, or 3 registration must be in good academic standing (e.g., not on probation for 2 consecutive semesters or dismissal and have less than 100 earned units total excluding 30 units basic skills or ESL classes.)
- New-to-college students for Summer or Fall 2017 who are eligible for Priority 1, 2, or 3 registration, must have successfully completed assessment, orientation (Kick-Start *and* GUID 6, 210, or 560, or KIN 1), and have a comprehensive education plan to be eligible for priority registration. All other new-to-college students may enroll during Priority 4. Some exceptions apply. See Counseling for more information.

## Dismissal and Probation

### Petition for Re-Admission

Access the Petition for Re-Admission online at  
<http://www.gavilan.edu/counseling/forms.php>

#### Document Deadlines:

- If you are currently enrolled (Spring 2017) and are on dismissal: **May 26, 2017 at 4:00pm**
- If your Spring/ Summer 2017 grades place you on dismissal: **August 24, 2017 at 4:00pm**
- If you are returning to college and the last term of attendance you were placed on dismissal: **August 24, 2017 at 4:00pm**

Students with a cumulative GPA of 2.0 or higher and those who have completed at least 50% of attempted courses are deemed in good standing.



# Financial Aid

**For assistance visit the Welcome Center or the Financial Aid office.**



## Applications

Financial aid applicants must:

- demonstrate need according to the guidelines of each program.
- be a U.S. citizen or eligible non-citizen (California Dream Act).
- 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.
- have a high school diploma or GED to qualify for federal aid.

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

## FAFSA — Free Application for Federal Student Aid

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

**Use Gavilan College code: 001202**

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

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

## Other Federal and State Grants available at Gavilan College:

- Federal Pell Grant
- Federal SEO Grant
- Cal Grant (B and C)
- Chafee Grant (Foster Youth)
- Veterans
- Dreamers

## 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.

## Financial Aid

### Veterans

**Veterans' Education Benefits 408-848-4734**  
**<http://www.gavilan.edu/veterans/vrc.html>**  
**Counselor Dewitt Stuckey: 408-848-4893, LI 167**

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

Priority 1 registration is granted to any member or former member of the Armed Forces of the United States who is within two years of leaving active duty. For more information consult a counselor or the Veteran Certifying official in the Financial Aid Office (SC124).

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

**Chapters related to veterans' education benefits:**

- Chapter 31 Vocational Rehabilitation
- Chapter 33 Post 9/11 GI Bill
- Chapter 35 Dependents Educational Assistance

**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.

### STEPS FOR VETERANS

1) Apply for benefits online:

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

2) Visit us: Bring DD214 to VA Certifying Official at the Financial Aid Office. Bring any academic transcripts from previous institutions for development of an Education Plan.

3) To schedule an appointment with the VRC counselor to develop an Education Plan, please visit the VRC office LI 109 in the Library or call (408) 848-4893 or go to **[www.gavilan.edu/counseling](http://www.gavilan.edu/counseling)**

**VRC Hours:**

Monday and Wednesday 8 a.m. - 4 p.m.

Tuesday and Friday 8 a.m. - 10 a.m.

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

### Dreamers

**California Non-resident Tuition Fee Exemption (AB540 - California Dream Act)**

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

# Counseling

## Counseling Schedule

Counseling services are available as both appointments and walk-ins.

### June 6th through June 29th

#### 8:00 am to 6:00 PM

Tuesdays & Wednesdays – Appointments  
Thursdays – Walk Ins

### July 4th – HOLIDAY CAMPUS CLOSED

### July 5th through July 27th

#### 8:00 am to 6:00 PM

Tuesdays & Wednesdays – Appointments  
Thursdays – Walk Ins

### August 1st through August 24th

#### 8:00 am to 6:00 PM

Monday through Wednesday – Appointments  
Thursdays – Walk Ins

Check [www.gavilan.edu/counseling](http://www.gavilan.edu/counseling) for schedule updates.

Call (408) 852-2895 or 408-848-4723 to schedule an appointment

## Additional Counseling Services

Darlene Del Carmen	Athletics	408-848-4880	GYM
Vania Parakati	Basic Skills	408-852-2889	LI 100A
Ozzy Zamora	CalWORKs	408-848-4747	LI 101A
Jessica Weiler	CTE	408-848-4848	BU 127
Dewitt Stuckey	DRC/VRC	408-848-4893	LI 157
Martha Johanson	DRC	408-848-4741	LI 117
Stephen Gaitan	DRC/Workability III	408-848-4851	LI 117
Mari Garcia	EOPS	408-848-4853	LI 101B
Simone Reyes	EOPS/Foster Youth	408-852-2838	LI 101B
Diana Gonzalez	MESA	408-852-2844	MA 117
Marcela Serrano	Noncredit	408-852-2824	Varies
	TRiO	408-848-4707	LI 109
Blanco Melchor	Noncredit	831-244-8774	Varies
		408-852-2824	



# Prerequisites

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

**Challenging a Prerequisite:** If you believe that you have the equivalent of a prerequisite through other means (courses at another college, AP tests, work experience, etc.) already fulfilled a prerequisite, or that a prerequisite has been improperly established or implemented, you may challenge the prerequisite by filing a Challenge Form. Forms can be found at [www.gavilan.edu/counseling/forms.php](http://www.gavilan.edu/counseling/forms.php) See Course Catalog for details.

## Do you need to verify a prerequisite in order to register? **YES!**

Get a prerequisite verification form and instructions at:  
[www.gavilan.edu/counseling/documents/VerificationForm.pdf](http://www.gavilan.edu/counseling/documents/VerificationForm.pdf)

### STEPS

1. Gather supporting documents.
2. Download and complete Prerequisite Verification Form
3. Submit to Counseling

Successful completion of the prerequisite verification process will not grant credit for any courses taken at another institution. For a formal transcript evaluation, schedule an appointment with a counselor.

During registration cycles *only* (May-August) you have the option to bring your *completed* prerequisite verification form and supporting documents directly to a counselor. Appointment and walk-in days vary.

### Supporting documents:

Submit a completed prerequisite verification form with proof of:

#### 1. **Coursework taken at another U.S. College/Institution**

Submit the following with your completed form:

- A transcript showing a grade of “C” or better\*
- Course descriptions for the year in which you completed the course

#### 2. **AP test score of 3 or higher**

Submit the following with your completed form:

- an AP Test Score Report from CollegeBoard\*

#### 3. **Assessment/Placement Exam**

You will need to submit the following with your completed form:

- An assessment/placement report from another institution (2 year recency)\*

#### 4. **Other**

If you cannot use any of the above but feel you have satisfied the prerequisite for a course, submit the prerequisite verification form and meet with a counselor.

\*All supporting documents (i.e. transcripts) must include student’s full name and name of institution.

## Registration F.A.Q.

**Forms (noted below) can be found at [www.gavilan.edu/counseling/forms.php](http://www.gavilan.edu/counseling/forms.php)**

**Adding Classes:** Add codes expire on the last day to add and cannot be used after that time. Letters from instructors will not be accepted. **It is your responsibility to ensure that you are officially registered for classes. No exceptions!** Instructors will check the roster at the beginning of each class meeting to confirm that the students present are enrolled. View your registration status on MyGav or ask your instructor to verify your name on the official class roster.

**Advisories:** A course advisory is recommended preparation for a course. It is not a prerequisite to taking a course but is strongly suggested that the advisory be met prior to enrollment, as success in the course may depend upon having that skill or knowledge level.

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

**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 from which the student will leave early/arrive late. The note must state what steps will be taken to make up time/work. **Conflicts of over 5 minutes are not approved. (see link, above)**

**Course Repetition:** Each course may be attempted a maximum of three times at the same college. An "attempt" is any enrollment in a course after the "No Record Shown" deadline, and that is recorded on your transcript as a "W", "I", "CR", "NC", "P", "NP", or a letter grade (A, B, C, D, F, etc.). Registration for the third attempt must be accompanied by a statement of understanding of repeat limits signed by the student and a counselor along with a registration or add card also signed by the counselor. Forms can be found at above link. Students wishing to make appeals should visit the Admissions and Records Office.

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

**Holds:** If you have a hold see Admissions and Records or check your MyGAV portal.

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

**Transcripts: Order online!** Gavilan College Admissions and Records Office has an easy to use, online official transcript request process. Students can access this from the Admissions & Records webpage. Log in to myGav and go directly to a transcript request page. Simply enter your student information and order and pay online for the official transcripts. Transcripts ordered online are \$7.00 each. (You may request two free transcripts in person at the Admissions and Records Office) Rush and overnight federal express services are available for additional fees.

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

- If you withdraw from a course before the "NRS" deadline, or before 10% of the class meetings in a late-start class or short-term class, there will be no record shown on your transcript.
- If you withdraw from a course after the NRS date, but prior to completion of 75% of the class meetings for the course, you will receive a grade of "W"; thereafter, you will receive whatever grade you have earned based upon the entire semester's work.

## Payment

**You must pay in full by the next payment deadline** that occurs after you register (it may be the same day.)

**If you receive financial aid** you will be required to pay some minimal fees before the payment deadline or risk being dropped from **all** classes. If you are unsure if you qualify for aid, or the amount you will be expected to pay, visit the Financial Aid Office on the main campus or view your financial aid status on MyGAV.

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

## Deadlines

*Banner will be down from 2:30 p.m. to 5:00 p.m. on deadline days*

<b>If you register between:</b>	<b>You must pay no later than:</b>	<b>Term of Dropped Classes</b>
May 1, 2017 to August 2, 2017	August 2, 2017 (2:29 p.m.)	Fall 2017

## Parking Permits

### **Purchase online through the MyGav portal at Parking Plus**

You may print out a temporary permit to use while the official permit is in the mail. You will be notified by email when you submit your order, and the day the permit is scheduled to arrive in the mail. Permit should arrive approximately 7 business days after the order is placed. Students who receive Veterans Benefits or have 3rd party sponsors should contact Mayra Cortez at (408) 852-2840 in the Business Office for special instructions

**Single Day passes are available for \$2 at campus machines.**

### **Sales of Gilroy Campus Parking Permits (only required at Gilroy campus)**

<b>Term</b>	<b>Start Sales</b>	<b>End Sales</b>	<b>Permit valid</b>	<b>Temporary Permits Valid</b>	<b>Price</b>
Summer 2017	May 1	July 14	June 1 - August 25	For 10 days from online order	\$25 Day*
Fall 2017	August 1	Nov. 14	August 28 - December 23	For 10 days from online order	\$50 Day* \$20 Evening*

\* Students eligible for BOG Fee Waiver, CARE, or Fresh Success may receive discounted price for permits. See Financial Aid or CalWORKS for more information.

# Fees

**California resident** .....\$ 46

**Non-resident:** additional per unit fee, for non-F1 Visa students enrolled in more than 6 units

- Summer .....\$ 217
- Fall .....\$ 234

**Health Fee**

- Summer .....\$16
- Fall .....\$19

**Campus Center Use Fee**

- \$1 per unit to a maximum of \$5

**Student Representation Fee** .....\$1

**ASGC Card**, per semester .....\$6

**Refunds**

You must drop classes by the deadline in order to receive a refund (See back cover). Refunds of less than \$10 will remain on your account as a credit. All refunds are made by check and will be mailed to the student, regardless of the original method of payment. Be sure your address is correct in your MyGAV account to ensure prompt delivery.

## Summer 2017 Fee Schedule

Totals include per unit enrollment fee, \$16 Health Fee, \$6 Student ID/Discount Card, and \$1 Student Representation Fee.

# of units	California Resident	Non-resident / Out-of-State
0.5	\$ 46.00	\$154.50
1.0	\$ 69.00	\$286.00
1.5	\$ 92.00	\$417.50
2.0	\$115.00	\$549.00
2.5	\$138.00	\$680.50
3.0	\$161.00	\$812.00
3.5	\$184.00	\$943.50
4.0	\$207.00	\$1,075.00
4.5	\$230.00	\$1,206.50
5.0	\$253.00	\$1,338.00
5.5	\$276.00	\$1,469.50
6.0	\$299.00	\$1,601.00
6.5	\$322.00	\$1,732.50
7.0	\$345.00	\$1,864.00
7.5	\$368.00	\$2,995.50
8.0	\$391.00	\$2,127.00
8.5	\$414.00	\$2,258.50
9.0	\$437.00	\$2,390.00

## Fall 2017 Fee Schedule

Totals include per unit enrollment fee, \$19 Health Fee, \$1 per unit Campus Center Use Fee (maximum of \$5), \$6 Student ID/Discount Card, and \$1 Student Representation Fee.

# of units	California Resident	Non-resident / Out-of-State
0.5	\$ 49.50	\$ 166.50
1.0	\$ 73.00	\$ 307.00
1.5	\$ 96.50	\$ 447.50
2.0	\$120.00	\$ 588.00
2.5	\$143.50	\$ 728.50
3.0	\$167.00	\$ 869.00
3.5	\$190.50	\$1,009.50
4.0	\$214.00	\$1,150.00
4.5	\$237.50	\$1,290.50
5.0	\$261.00	\$1,431.00
5.5	\$284.00	\$1,571.00
6.0	\$307.00	\$1,711.00
6.5	\$330.00	\$1,851.00
7.0	\$353.00	\$1,991.00
7.5	\$376.00	\$ 2,131.00
8.0	\$399.00	\$ 2,271.00
8.5	\$422.00	\$ 2,411.00
9.0	\$445.00	\$ 2,551.00
9.5	\$468.00	\$ 2,691.00
10.0	\$491.00	\$ 2,831.00
10.5	\$514.00	\$ 2,971.00
11.0	\$537.00	\$ 3,111.00
11.5	\$560.00	\$ 3,251.00
12.0	\$583.00	\$ 3,391.00
12.5	\$606.00	\$ 3,531.00
13.0	\$629.00	\$ 3,671.00
13.5	\$652.00	\$ 3,811.00
14.0	\$675.00	\$ 3,951.00
14.5	\$698.00	\$ 4,091.00
15.0	\$721.00	\$ 4,231.00
15.5	\$744.00	\$ 4,371.00
16.0	\$767.00	\$ 4,511.00
16.5	\$790.00	\$ 4,651.00
17.0	\$813.00	\$ 4,791.00
17.5	\$836.00	\$ 4,931.00
18.0	\$859.00	\$ 5,071.00

## Explanation of Fees

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

The International Standard Book Number (ISBN) and retail price of required or recommended text books and supplemental materials for each course is available at [www.gavilan.edu/bookstore/index.htm](http://www.gavilan.edu/bookstore/index.htm) or in the bookstore in the Student Center. 408-848-4742

### Non-Residents

Non resident students enrolled in 6 units or less per term are exempt from paying the non-resident fees. All other fees, including resident fee, health fee etc. will be charged. Non-resident students who wish to take more than 6 units per term will be charged the full non-resident fees, and all other required fees, for all units, including the first 6 units.

### Student ID (ASGC) Discount Card

[www.gavilan.edu/student/asgc](http://www.gavilan.edu/student/asgc)

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

**Student Health Fees** provide health services and accident insurance for all adult students enrolled in credit classes. Exemptions for Health Fees: Pursuant to Education Code §76355 (c) the following categories of students are exempted from the health fee required pursuant to subdivision (a):

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

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

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

## Courses with additional fees

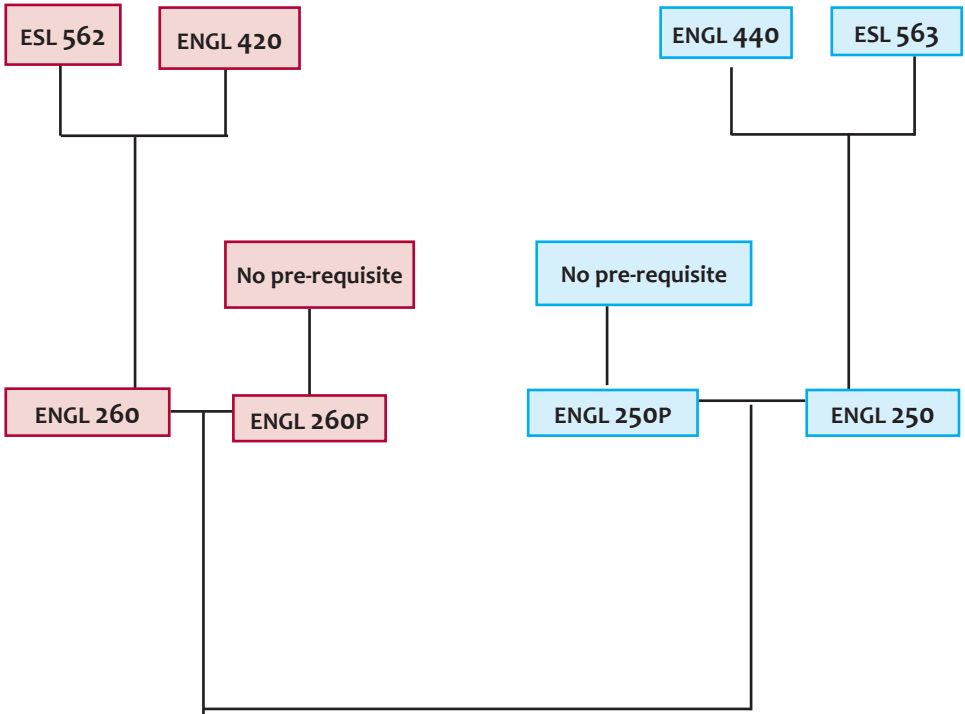
AH 16 \$150	COS 201 \$400 (approx.)*
AH 32 \$5 CPR Card, \$20 manual	COS 202 \$400 (approx.)*
AH 51, 52, 53, 54, 55, 56, clinical courses \$100 per course	COS 203 \$400 (approx.)*
AH 170 \$50	COS 221 \$200 (approx.)*
AH 171 \$50	* Students must purchase supplies. Does not include books and classroom materials.
AH 180 \$50	GUID 1 / PSYC 5 \$12
ART 12A \$45	GUID 52 / PSYC 52 \$20
ART 12B \$55	KIN 17 \$30
ART 13 \$15	KIN 20 \$1.50 per session
CD 160 \$12	KIN 3 \$35
COS 200 \$650 kit + \$150 course materials; includes cosmetology kit, mannequin and uniform. Payable at Student Accounts by the first day of instruction.	KIN 4 A,B,C \$35

# ENGLISH COMPOSITION AND READING COURSE SEQUENCE

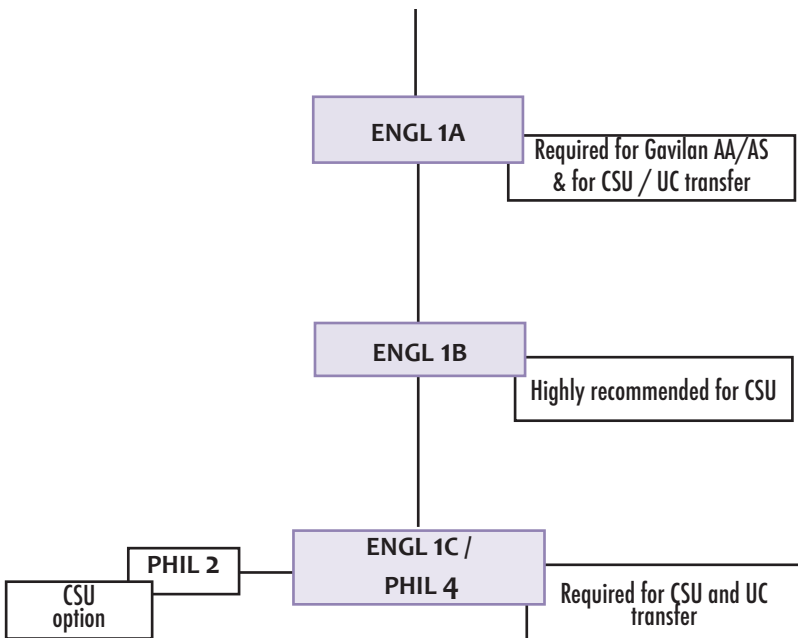
*Reading*

*Writing*

## Basic Skills Level



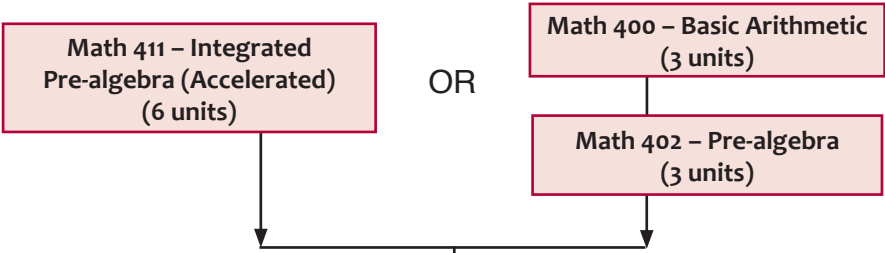
## College Level



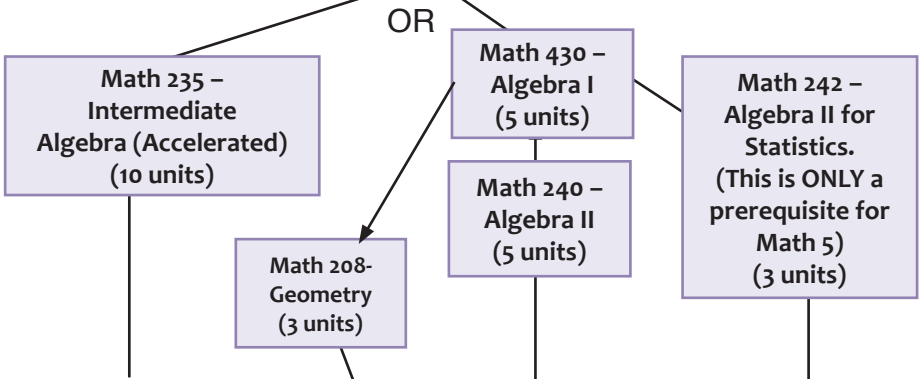


# MATHEMATICS COURSE SEQUENCE

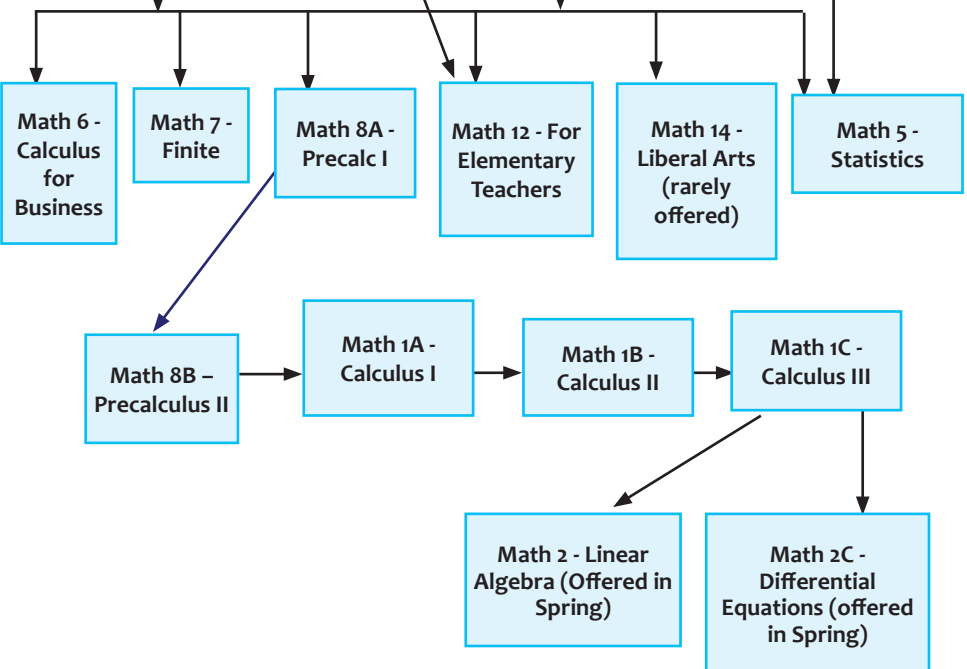
## Pre-algebra



## Algebra



## Transfer Level



# ENGLISH AS A SECOND LANGUAGE COURSE SEQUENCE

**Assessment** - Required for Academic credit ESL classes.  
Register for Assessment Test at Admissions and Records office.

## Lifeskills ESL

*Lifeskills Certificate (12 hours)*

<b>Literacy</b>	ESL 775 (5 hrs) & ESL 776 (5 hrs)
<b>Lifeskills 1A &amp; 1B</b>	ESL 784 (6 hrs) & ESL 785 (6 hrs)
<b>Lifeskills 2A &amp; 2B</b>	ESL 786 (6 hrs) & ESL 787 (6 hrs)



## Academic ESL

*Intermediate II Certificate (12 units)*

*Advanced II Certificate (9 units)*

<b>Beginning</b>	ESL 527/727 (6 hrs) (Reading / Writing) ESL 528/ 728 (6 hrs) (Listening / Speaking)
<b>Intermediate I</b>	ESL 737 / 537 (6 hrs) (Reading / Writing) ESL 738 / 538 (6 hrs) (Listening / Speaking)
<b>Intermediate II</b>	ESL 742 / 542 (3 units) (Reading / Vocabulary) ESL 743 / 543 (5 units) (Grammar / Writing) ESL 741 / 541 (4 units) (Listening / Speaking)
<b>Advanced I</b>	ESL 552/ 752 (4 units) (Reading / Vocabulary) ESL 554 / 754 (5 units) (Grammar / Writing) ESL 553 / 753 (5 units) (Composition / Paragraphs)
<b>Advanced II</b>	ESL 562 /762 (4 units) (Reading / Vocabulary) ESL 563 / 763 (5 units) (Composition - Essay)



## Community College / University

<b>One Below Transfer</b>	ENG 260 (3 units) (Reading) ENG 250 (3 units) (Writing)
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### Optional Vocational Computer and Business Classes

- 705- NC Keyboarding Basics
- 706- NC Computer and Internet Basics
- 707- NC Presentation Basics
- 708- NC Website Design Basics
- 709- NC Excel Basics
- 710- NC Word Processing Basics
- 711- NC ESL Basics for YOUR Business

# Student Services

<i>Program</i>	<i>Who is eligible?</i>	<i>Services</i>
<b>Assessment</b> 408-846-4992 MP 100	<ul style="list-style-type: none"> <li>• Anyone with a Gavilan I.D. number</li> </ul>	<ul style="list-style-type: none"> <li>• Placement testing for English and Math</li> </ul>
<b>Associated Students (A.S.G.C.) of Gavilan College</b>  <a href="http://www.gavilan.edu/student/asgc">www.gavilan.edu/student/asgc</a>	<ul style="list-style-type: none"> <li>• The entire student body</li> </ul>	<ul style="list-style-type: none"> <li>• Participation in shared governance</li> <li>• Events and activities</li> <li>• Clubs</li> <li>• Leadership opportunities</li> </ul>
<b>Athletics</b> 408-848-4876 GYM M-F 8 a.m. - 5 p.m.	<ul style="list-style-type: none"> <li>• Student athletes on a college team</li> </ul>	<ul style="list-style-type: none"> <li>• Athletic/Academic counseling</li> <li>• Priority 2 registration</li> <li>• Athletic training services</li> <li>• Intercollegiate athletics participation</li> <li>• Transfer services</li> </ul>
<b>Bookstore</b> 408-848-4742 Student Center	<ul style="list-style-type: none"> <li>• Students</li> <li>• Staff and Faculty</li> <li>• General public</li> </ul>	<ul style="list-style-type: none"> <li>• Textbooks</li> <li>• Children's and adult books</li> <li>• College apparel</li> <li>• Gifts and sundries</li> </ul>
<b>CalWORKS</b> 408-825-2838 LI 101 A M-F 8 a.m. – 5 p.m.	<ul style="list-style-type: none"> <li>• Students receiving TANF (Temporary Assistance to Needy Families)</li> </ul>	<ul style="list-style-type: none"> <li>• Counseling</li> <li>• Textbooks</li> <li>• Employment assistance</li> <li>• Job placement</li> </ul>
<b>Career / Transfer Center</b> LI 139 408 852-2897	<ul style="list-style-type: none"> <li>• All students</li> </ul>	<ul style="list-style-type: none"> <li>• Transfer Services: Individual assistance, visits from universities, Transfer Preparation Workshops, Transfer Fairs, Resource Library</li> <li>• Career Services: Career Assessments, Individual Career Guidance, Career Development Workshops, Career Fairs</li> </ul>
<b>Cooperative Agencies Resources for Education (CARE)</b>  LI 101 A/B 408-848-4790	<ul style="list-style-type: none"> <li>• Single parent/guardian of at least one child under 14</li> <li>• 18 or over</li> <li>• Head of household</li> <li>• Receiving cash assistance from Department of Social Services</li> <li>• Eligible for EOPS</li> </ul>	<ul style="list-style-type: none"> <li>• Counseling</li> <li>• Priority registration</li> <li>• Academic tutoring</li> <li>• Financial assistance for transportation</li> <li>• Books and supplies</li> <li>• Grants</li> <li>• Other support services</li> </ul>
<b>Disability Resource Center</b> TTY – 408-846-4924 <a href="http://www.gavilan.edu/drc">www.gavilan.edu/drc</a> LI 117	<ul style="list-style-type: none"> <li>• Students with verified disabilities</li> </ul>	<ul style="list-style-type: none"> <li>• Academic, career and vocational counseling;</li> <li>• Learning skills evaluation</li> <li>• Specialized tutoring;</li> <li>• Vocational preparation and job placement</li> <li>• Accommodations</li> </ul>

## Student Services, continued

### Extended Opportunity Programs and Services (EOPS)

Li 101  
408-848-4740

- Students with social, economic, and educational challenges
- Foster youth

- Counseling
- Book vouchers
- Specialized workshops for student success
- Student computer center
- Book lending library

### Financial Aid

Admin. Building  
408-848-4727

- Students applying for need-based assistance
- Students applying for need and merit based scholarships

- Scholarships
- Pell Grants
- Cal Grants
- BOG Fee Waivers
- Federal Work-Study
- Book Vouchers
- Loans

### Dreamers

Li 101  
408-848-4740

- Students eligible for AB 540

- Financial Aid
- Counseling
- Support Services

### Foster Youth

Li 101  
408-848-4740

- Students who have spent any time in the Foster Care system

- Financial Aid
- Counseling
- Support Services
- Priority Registration

### Fresh Success

408-852-2838

- Students receiving or eligible to receive food stamps (CalFresh/SNAP)

- Book vouchers, transportation, emergency

### Food Pantry

Li 101A  
408-825-2838

- All who need food assistance

- Food Pantry - nonperishable grocery items at no charge

### General Counseling

SC Building  
[www.gavilan.edu/counseling](http://www.gavilan.edu/counseling)  
408-848-4723

- Students
- Prospective students

- Academic, career and personal counseling
- Registration
- Course placement

### Health Services

SC Building  
408-848-4791

- Adult students enrolled in credit classes

- Information and referrals, first aid, blood pressure screening, TB testing, condoms, flu shots, smoking cessation, vision testing, OTC medications, annual Health Fair

### Outreach and Recruitment

408-846-4993

- Prospective students and their families

- Campus tours and visits
- Presentations and Information

### Puente Project

408-848-4807

- Students who place into English 250
- First Generation students who plan to transfer to 4-year colleges/universities

- Freshman English and Guidance courses
- Counseling until you graduate
- College visits
- Community mentors
- Motivational Conference and Cultural activities

<b>TRIO</b> 408-846-4981 MA 115	<ul style="list-style-type: none"> <li>• First-generation students or</li> <li>• Low-income or</li> <li>• Disabled</li> <li>• Space in the program is limited to 160</li> </ul>	<ul style="list-style-type: none"> <li>• Academic counseling</li> <li>• Laptop and calculator lending</li> <li>• Cultural and social activities</li> <li>• University visits</li> </ul>
<b>Veterans Resource Center</b> LI 109 408-848-4787	<ul style="list-style-type: none"> <li>• U.S. Military Veterans</li> </ul>	<ul style="list-style-type: none"> <li>• Vet-to-Vet tutoring and mentoring</li> <li>• Benefits counseling and resources</li> </ul>
<b>Welcome Center</b> 408-848-4800 x5108 SC Building	<ul style="list-style-type: none"> <li>• New students</li> </ul>	<ul style="list-style-type: none"> <li>• Computers</li> <li>• Registration and G-number assistance</li> <li>• Help with FAFSA and Dream Act applications</li> </ul>

## Labs and Instructional Support

<b>Disability Resource Center: High Tech Center</b> LI 105; 408-848-4823 <b>Learning Skills Lab</b> LI 120; 408-848-4865	<ul style="list-style-type: none"> <li>• Assistive computer technology</li> <li>• Services and accommodations</li> <li>• Specialized training and courses</li> </ul>
<b>English as a Second Language (ESL) Computer Lab</b> BU119; 408-848-4856	<ul style="list-style-type: none"> <li>• Software programs for all levels and ESL classes.</li> </ul>
<b>Learning Commons</b> LI 168	<ul style="list-style-type: none"> <li>• Writing Center</li> <li>• Study rooms</li> <li>• Computers</li> </ul>
<b>Library</b> <a href="http://www.gavilan.edu/library/">www.gavilan.edu/library/</a> Mon-Thurs, 8 am - 8 pm Friday from 8 am - 3 pm.  Circulation: 408-848-4810 Reference: 408-848-4806	<ul style="list-style-type: none"> <li>• Print and electronic resources</li> <li>• 60,000 printed books</li> <li>• 25,000+ eBooks</li> <li>• 2,500 magazine titles,</li> <li>• Electronic databases</li> <li>• DVD's, films and talking books.</li> <li>• Online catalog</li> <li>• Links to class websites and online resources</li> </ul> <p>Get your library card in person or online. Library cards are available to registered Gavilan students, staff and faculty, as well as community residents with a valid photo identification. ASGC cards can be used as library cards! Ask at the library desk to have yours activated.</p>
<b>Math Lab</b> <a href="http://www.gavilan.edu/mathlab/">www.gavilan.edu/mathlab/</a> MA101. call 408-846-4959	<ul style="list-style-type: none"> <li>• Practice math skills</li> <li>• Individualized help (every level) computers</li> <li>• Tutorial software</li> <li>• Math software for geometry, statistics and calculus projects.</li> </ul>

## Labs and Instructional Support, cont'd.

### MESA

(Mathematics, Engineering  
and Science Achievement)  
408-846-4968  
MA 115  
[www.gavilan.edu/mesa](http://www.gavilan.edu/mesa)

- Study center
- Academic Excellence Workshops, tutoring,
- University trips,
- Academic advising,
- Transfer assistance workshops and more.

#### Eligibility:

- 1) majoring in math and science based fields (ie. Biology, Chemistry, Engineering)
- 2) planning to transfer to 4-year universities
- 3) have financial need and
- 4) are first generation college students.

### Service Learning

- Classes with a community service component to provide job and life experience.

### STEM

MA 115

- Internships
- Support
- Counseling for science and technology majors

### Tutoring

Tutoring Center (LI 116)  
Computer Place (LI 168).  
[www.gavilan.edu/tutor](http://www.gavilan.edu/tutor)  
408-848-4838

- Tutoring for all levels, all courses
- Drop-in or appointment

### Writing Center

408-848-4811  
LI 168  
Monday-Thursday 8 am-6 pm  
(closed Mondays 2:30-3:30  
pm) and Friday 8 am-2 pm.

- Help with class assignments
- Help with poetry, short stories, lyrics, business letters and resumes.
- Space for writing discussions, meeting, workshops and study groups.
- Special events include activities with acclaimed writers from our Visiting Writers and Scholars in Residence programs

## GRADUATION INFORMATION

**Call 408.848.4737 for details about the graduation process.**

The deadline for filling out a petition for graduation in the Fall is Friday **October 13, 2017**





## Student Email

Every student at Gavilan College is automatically assigned a college email account. All official communications from Gavilan College will be distributed through college email. You are expected to check your Gavilan College e-mail on a frequent and consistent basis in order to stay current with college-related communications. Some communications may be time-critical. "I didn't check my e-mail," error in forwarding email, or e-mail returned to Gavilan College with "Mailbox Full" or "User Unknown" are not acceptable excuses for missing official communications. All use of e-mail will be consistent with other Gavilan College policies and local, state, and federal laws.

### How do I access my e-mail the first time?

- Log into the myGav portal using your Gavilan ID (e.g., G00xxxxxx) and P.I.N.
- On the "Welcome" tab, you will see "myGav e-mail" and "myGav calendar" portlets
- When you click on either one, you will be prompted to accept Google's terms of service and privacy policy

### What is my Gavilan e-mail address?

After you login, you will see your e-mail address in the e-mail box (in the upper right corner). The e-mail address will use the following format:[First Name].[Last Name][#]@my.gavilan.edu (e.g., rocky.ram@my.gavilan.edu, rocky.ram12@my.gavilan.edu).

### Who gets a Gavilan e-mail address?

All students who have been admitted to the college will be assigned a Gavilan College e-mail address. Your e-mail account through Google Apps at Gavilan College will have its own e-mail address (@my.gavilan.edu). This will not affect your personal Gmail account.

### Do I have to use my Gavilan E-mail Address?

YES. If you choose, you may forward your Gavilan College e-mail to a personal account, however, you will still be responsible for all information sent to your Gavilan College account. Gavilan College is not responsible for any problems that may occur due to e-mail forwarding. (See #3 - Redirecting of student e-mail from Gavilan College Student E-mail Guidelines).

For more information, go to: <http://www.gavilan.edu/email/faq.html> and be sure to become familiar with the Gavilan College Student Email Guidelines: <http://www.gavilan.edu/email/guidelines.html>

## Tools for Success

### What it is and Where to find it

#### Academicworks

Apply for scholarships online

<https://gavilan.academicworks.com/>

#### Ellucian GO



The Gavilan College Mobile App - Online MyGav portal and information.

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

#### GavALERT

GavAlert

Emergency Alert System -- will send emails, texts, and voice messages in the event of college emergency. Student are automatically enrolled. Make sure your contact information in Banner is up-to-date.

#### Grad Guru



<http://www.gradguru.org/for-students.html>

Never miss another deadline. Grad Guru tells you about every deadline you need to know. The app will send you free push notifications and free reminders for EVERY upcoming deadline. You DON'T have to constantly check the app to keep your deadlines straight.

#### iLearn



iLearn is Gavilan's online course management system. Materials for your online courses and many in-person courses will be found here. For an online orientation to iLearn: Visit LIB732 Intro to Online Gavilan. This is a FREE, non-credit, self-enrollable course that does not show up on your transcripts. It is self-paced and you can take the whole course or just what you need.

<https://ilearn.gavilan.edu/>

#### Kognito



Help your friends and peers! Take this online training to learn more about mental illness and KNOW what to do.

<http://www.kognito.com/cc>

#### MyGav

MYGAV

MyGav portal includes Self-Service Banner, registration, student email, campus announcements. Link is on Gavilan College homepage.

<https://my.gavilan.edu>

#### Navigate



**COMING SOON:** Take the guesswork out of achieving your goals. Use Navigate to stay on track from Ed Plan to registration to graduation.

**Look for link on homepage: [www.gavilan.edu](http://www.gavilan.edu)**

#### Net Tutor



FREE Online Tutoring for Gavilan Students  
Interact with a live tutor

Submit a question and receive a reply from a tutor. Submit an essay or paper for a tutor to review and receive feedback.

<http://www.gavilan.edu/tutor/online-tutoring.html>

## Tools for Success

### Not Anymore



for  
COMMUNITY COLLEGE

Training in the facts about sexual assault and positive consent.

<https://studentsuccess.org/SSO/gavilan>  
(must log in to MyGav)

### Student Health 101



Gavilan Student Health 101 is an online magazine with great information on health, wellness, and stress relief for Gavilan College students

<http://readsh101.com/gavilan.html>  
and on the Gavilan College Facebook Page

## What does that stand for?

### Commonly used acronyms and abbreviations and what they mean:

- AA** — Associate in Arts
- AA-T** - Associate in Arts for Transfer
- AS-T** - Associate in Science for Transfer
- ADT** — Associate Degree for Transfer
- AS** — Associate in Science
- ASGC** — Associated Students of Gavilan College
- BOG** — Board of Governors Grant
- CARE** — Cooperative Agencies Resources for Education
- CSIS** — Computer Science Information Systems
- CTC** — Career Transfer Center
- CTE** — Career Technical Education
- DACA** — Deferred Action for Childhood Arrivals
- DRC** — Disability Resource Center
- EOPS** — Extended Opportunity Programs and Services
- ESL** — English as a Second Language
- FAFSA** — Free Application for Federal Student Aid
- GE** — General Education
- GECA** — Gilroy Early College Academy
- IGETC** — Intersegmental General Education Transfer Curriculum
- MESA** — Math, Engineering, and Science Achievement
- MIS** — Management Information Systems
- SSSP** — Student Success and Support Program
- STEM** — Science, Technology, Engineering, Mathematics
- VRC** — Veterans Resource Center

# Hours and Locations

## Locations

**Gilroy Main Campus  
Automated Directory:**  
408-848-4800  
5055 Santa Teresa Boulevard  
Gilroy, CA 95020

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

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

**Coyote Valley Center**  
408-229-4201  
560 Bailey Avenue  
San Jose CA 95141

**San Martin Airport**  
408-695-0017  
13031 Murphy Avenue  
San Martin, CA 95046

## Hours of Operation (offices)

### Hollister and Morgan Hill

**May 30 -June 16**  
M-Th 8 a.m. - 5:30 p.m.  
Fridays 8 a.m. -12 noon

**June 19 - July 28**  
M-Th 8 a.m. - 6p.m.  
Fridays 8 a.m. -12 noon

**July 31-August 25**  
M-Th 8 a.m. - 5:30 p.m.  
Fridays 8 a.m. -12 noon

**August 28 - until end of Fall**  
M-Th 8 a.m. to 6 p.m.  
Fridays 8 a.m.- 5 p.m.

### Gilroy

**May 30 -August 25**  
M-Th 8 a.m. - 5 p.m.  
Fridays 8 a.m. - 12 noon

**August 28 - until end of Fall**  
M-Th 8 a.m.- 6 p.m.  
Fridays 8 a.m. - 5 p.m.

## Extended Hours during peak registration

DATE	Financial Aid	Admissions and Records
May 4	8 a.m - 7 p.m.	8 a.m - 7 p.m.
May 5	10 a.m. - 5 p.m.	10 a.m. - 5 p.m.
May 9 - 11	8 a.m - 7 p.m.	8 a.m - 7 p.m.
May 16 - 18	8 a.m - 7 p.m.	8 a.m - 7 p.m.
May 19	10 a.m. - 5 p.m.	10 a.m. - 5 p.m.
May 23 - 25	8 a.m - 7 p.m.	8 a.m - 7 p.m.
May 26	10 a.m. -2 p.m.	10 a.m. -2 p.m.
August 29 - 31	8 a.m.-7 p.m.	8 a.m.- 7 p.m.
Sept 5 - 7	8 a.m.-7 p.m.	8 a.m. - 7 p.m.
Sept 12 - 14	8 a.m - 7 p.m.	8 a.m. - 5 p.m.
Sept 19 - 21	8 a.m - 7 p.m.	8 a.m.- 5 p.m.
Sept 26 - 28	8 a.m.-7 p.m.	8 a.m. - 5 p.m.

## Guide to off-campus class locations

<b>ABBREV.</b>	<b>ADDRESS</b>	<b>CITY</b>
<b>ADLUTH</b>	Advent Lutheran Church, 16870 Murphy Avenue	Morgan Hill
<b>ANZ</b>	Anzar High School	San Juan Bautista
<b>BROWNL</b>	Brownell Middle School, 7800 Carmel St.	Gilroy
<b>CALAVR</b>	Calaveras Elementary, 1151 Buena Vista Rd.	Hollister
<b>CHS</b>	Christopher High School, 850 Day Rd.	Gilroy
<b>CVES</b>	Cerra Vista Elementary School, 2151 Cerra Vista Dr.	Hollister
<b>CRC</b>	Centennial Recreation Ctr., 171 W. Edmundson Ave.,	Morgan Hill
<b>CTC 1-3</b>	GUSD/Gavilan Computer Technology Center on Murray Ave.	Gilroy
<b>ELIOT</b>	Eliot Elementary School, 475 Old Gilroy St.	Gilroy
<b>FIRSTFIVE</b>	First 5 San Benito	Hollister
<b>GHS</b>	Gilroy High School, 750 W 10th St.	Gilroy
<b>GIBOWL</b>	Gilroy Bowl, 7554 Monterey Street	Gilroy
<b>GLEN</b>	Glenview Elementary School, 600 W 8th St, Gilroy	Gilroy
<b>HOL</b>	Hollister Briggs Bldg, 365 Fourth St.	Hollister
<b>HOPE-G</b>	HOPE - 8855 Murray Ave.	Gilroy
<b>HOPE-H</b>	HOPE - 650 San Benito St. Suite #120,	Hollister
<b>LLC</b>	Learning and Loving Center, 16890 Church St # 16	Morgan Hill
<b>LOHS</b>	Live Oak High School, 1505 E. Main Ave.	Morgan Hill
<b>MHG</b>	Morgan Hill Community Center, 17060 Monterey Rd.,	Morgan Hill
<b>P.A. WALSH</b>	P.A. Walsh Elementary School, 353 W Main Ave	Morgan Hill
<b>PLY</b>	Morgan Hill Playhouse, Monterey Highway at Dunne	Morgan Hill
<b>RODK</b>	Rod Kelley Elementary School, 8755 Kern Ave	Gilroy
<b>ROH</b>	R.O.Hardin School, 881 Line St.,	Hollister
<b>RUCKER</b>	Rucker Elementary School, 325 Santa Clara Ave	Gilroy
<b>SBHS</b>	San Benito High School 1220 Monterey St.	Hollister
<b>SBCL</b>	San Benito County Library, 470 5th St.,	Hollister
<b>SBRAT</b>	Sobrato High School, 401 Burnett Ave.,	Morgan Hill
<b>SJBB</b>	San Juan School	San Juan Bautista
<b>SOL</b>	Solorsano Middle School, 7121 Grenache Way,	Gilroy
<b>SUNNY</b>	Sunnyslope Elementary, 1475 Memorial Dr	Hollister
<b>WEX</b>	Work Experience	

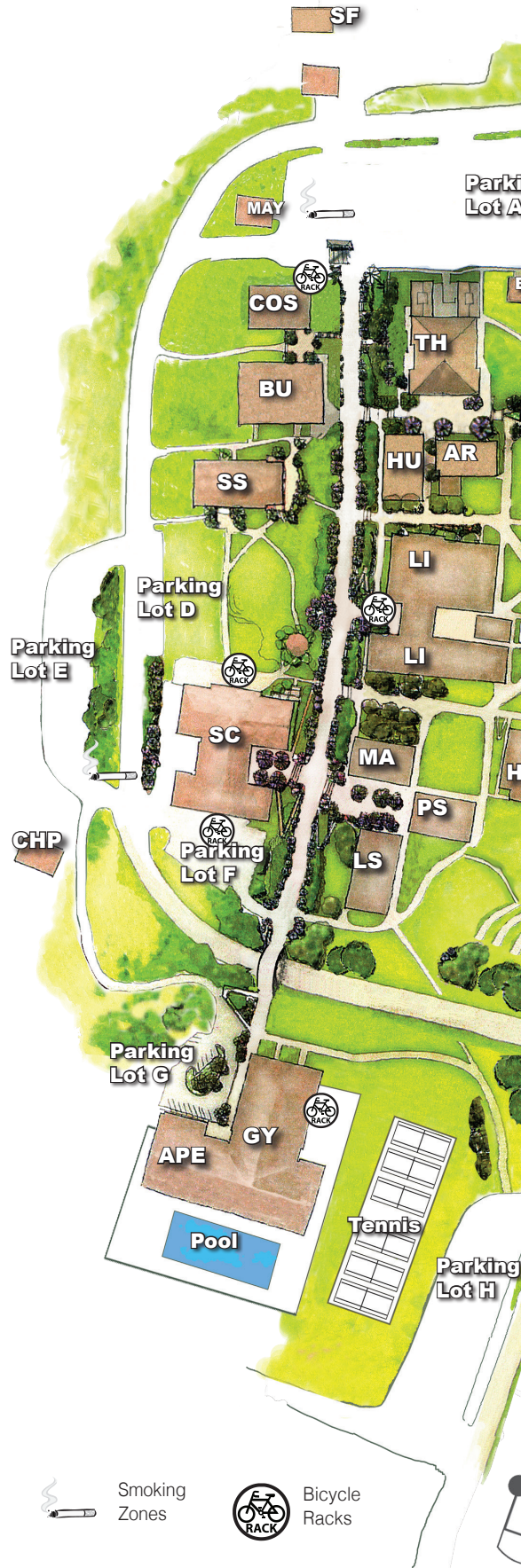
# Gilroy Campus Map - 5055 Santa Teresa

## Parking Lots

- A Student/Staff/Accessible/  
30 min. spaces
- B Student/Staff/Accessible/Visi-  
tor/30 min. spaces
- C Student/Staff/Accessible/  
15 min. spaces/  
30 min. spaces
- D Staff/Accessible
- E Student/Staff/Motorcycle
- F Staff/Accessible/Visitor/Motorcy-  
cle/30 min. spaces
- G Staff/Accessible
- H Student/Staff/Accessible/Motorcy-  
cle/30 min. spaces

## Building Guide

- APE Adapted Physical Education
- AR Art
- BOB Business Office Building
- BU Business
- CDC Child Development
- CHP Chapel
- COS Cosmetology
- GY Gym
- HOB Health Occupations Building
- HR Human Resources
- HRC Human Resources  
Conference Center
- HU Humanities
- LI Library
- LS Life Science
- MA Mathematics
- MAY Mayock House
- MP Multipurpose Building
- MU Music Hall
- PB Portable Buildings
- PS Physical Science
- SC Student Center/ Administration
- SF Security/Facilities
- SS Social Science
- TH Theater







**IMPORTANT:**  
**Admissions and Records, Counseling, and Financial Aid will be found in the Multipurpose Building through the end of Spring Semester 2017. They will move to the Student Center in June 2017.**

### Office Guide

Administration . . . . .	SC
Admissions & Records . . . . .	SC
Art Gallery . . . . .	LI
ASGC . . . . .	SC
Assessment Center. . . . .	MP
Athletics Office . . . . .	GY
Aviation . . . . .	San Martin Airport
Bookstore . . . . .	SC
Box Office . . . . .	TH
Business Office. . . . .	BOB
Cafeteria . . . . .	SC
CalWORKs . . . . .	LI101A
Career Technical Ed. . . . .	BU108
Career Transfer Center . . . . .	LI 135
Cashier . . . . .	BOB
Cashier (Student Accounts) . . . . .	SC
Community Education. . . . .	CDC
Computer Place . . . . .	LI120
Cooperative Work Exp. . . . .	LI101A
Cosmetology. . . . .	COS
Counseling Secretary . . . . .	SC
Disability Resource Center . . . . .	LI117
EOPS/Special Services. . . . .	LI101A
Financial Aid Office. . . . .	SC
Human Resources . . . . .	HR
Learning Commons . . . . .	LI 168
Liberal Arts and Sciences. . . . .	SS116
Math Lab. . . . .	MA101
MESA . . . . .	MA115
Noncredit Program . . . . .	CDC
North / South Lounge. . . . .	SC154N/S
Nursing . . . . .	HOB
Payroll. . . . .	BOB
Police Academy . . . . .	Coyote Valley
Public Information Office . . . . .	CDC
Receiving . . . . .	SF
Security. . . . .	SF
Teaching and Learning Center. . . . .	LI
Student Health . . . . .	SC
TRIO Program. . . . .	MA 116
Tutoring Center. . . . .	LI116
TV Studio. . . . .	LITV
Veterans Center . . . . .	LI 109
Welcome Center . . . . .	SC
Writing Center. . . . .	LI 168

# Directory

## Emergencies

- Dial '911' (On campus, dial '8' first.)  
*Emergencias: Marque el 911. (desde el campus marque primero el "8".)*
- Dial '10' for campus emergency support from a campus phone  
*Marque el '10' para apoyo de emergencias en el campus.*
- From cell: Dial 408-710-7490.  
*Desde un teléfono celular: marque 408-710-7490.*

TTY (for Deaf or Hard of Hearing) TTY (para Discapacitados Auditivos)	408-846-4924
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<b>Admissions and Records</b> Oficina de Admisiones y Archivos	408-848-4735 408-846-4954
<b>ASGC Office</b> /Oficina de ASGC	408-848-4777
<b>Assessment Office</b> /Oficina de Evaluaciones	408-846-4992
<b>Athletics</b> /Kinesiology/Deportes, Educación Física	408-848-4876
<b>Bookstore</b> /Librería	408-848-4742
<b>CalWORKs</b> Programa de Experiencia de Trabajo en el área que se requiera	408-848-4740
<b>Campus Security</b> (non-emergency) <i>Seguridad del Campus (no emergencias)</i>	408-848-4703
<b>CARE</b> Cooperative Agencies Resources for Education/Agencias Cooperativas para Recursos de Educación	408-848-4790 408-848-4790
<b>Career/Transfer Resource Center</b> Centro de Recursos para Carreras y Transferencias	408-852-2897
<b>Cashier</b> (Business Office)/Cajero (Oficina de Negocios)	408-848-4714
<b>Cashier</b> (Student Accounts)/Cajero (Cuentas de Estudiantes)	408-852-2840
<b>Community and Contract Education</b> Educación en la Comunidad/Contrato	408-852-2801
<b>Cosmetology Appointment line</b> /Cosmetología/Teléfono para Citas	408-842-5055
<b>Counseling</b>	408-848-4723
<b>Disability Resource Center</b> /Centro de Recursos para Estudiantes Incapacitados	408-848-4865
<b>Discrimination-Harassment Complaints</b> Oficina de Quejas por iscriminación y Acoso	408-848-4731

## ACCREDITATION

*Gavilan College is accredited by the Accrediting Commission for Community and Junior College of the Western Association of Schools and Colleges (WASC.) For more information go to [www.gavilan.edu/accreditation](http://www.gavilan.edu/accreditation).*

*Contact information:*

*The Accrediting Commission for Community and Junior Colleges Western Association of Schools and Colleges  
10 Commercial Boulevard, Suite 204, Novato, CA 94949*

*Telephone: 415.506.0234 Fax: 415.506.0238 [accjc@accjc.org](mailto:accjc@accjc.org) [edu/accreditation](http://edu/accreditation)*

# Directory

## GavALERT

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

<b>Enrollment Verifications</b> /Verificación de Registro	408-846-4954
<b>EOPS - Extended Opportunity Programs &amp; Services</b> / Programas y Servicios de Oportunidades Extendidas	408-848-4740 408-848-4740
<b>Financial Aid</b> /Ayuda Financiera	408-848-4727
<b>Grading</b> /Calificaciones	408-848-4751
<b>Graduation</b> /Graduación	408-848-4737
<b>Health Services</b> / Servicios de Salud	408-848-4791
<b>International Students</b> /Estudios Internacionales	408-848-4754
<b>Library</b> / Biblioteca	408-848-4810 408-848-4806
<b>MESA Program</b> - Math, Engineering, Science Achievement/ programa de Superación en Matemáticas, Ingeniería y Ciencias	408-846-4968
<b>Noncredit Program</b> (Community Development)/Programa sin Créditos (Desarrollo en la Comunidad) Sign up/Registrarse	408-852-2824
<b>Online</b> / Cursos por Internet	408 848-4885
<b>Outreach &amp; Recruitment/Tours</b> / <i>Oficina de Inscripciones</i> <i>Visitas al Campus</i>	408-846-4993 408-846-4993
<b>President's Office</b> /Oficina del Presidente	408-848-4711
<b>Puente Program</b> / Programa Puente	408-848-4807
<b>Theatre Box Office</b> /Taquilla del Teatro	408-846-4973
<b>Transcripts</b> /Expedientes Académicos	408-848-4733
<b>TRIO Student Support Services</b> /Servicios de Apoyo Estudiantil	408-846-4981
<b>Tutoring Center</b> /Centro de Tutoría	408-848-4838
<b>Veterans' Services</b> /Servicios a los Veteranos	408-848-4734
<b>Vice Presidents' Offices</b> /Oficinas del Vice Presidentes: <b>Student Services</b> / Servicios Estudiantiles <b>Academic Affairs</b> / Asuntos Academicos	408-848-4738 408-848-4761
<b>Welcome Center</b>	408-848-4800 x5108

## FERPA

The Family Educational Rights and Privacy Act (FERPA) of 1974 protects the privacy of a student's education records by placing limits on who may have access to the records, what information may be shared or disclosed, and how that information may be used. Gavilan College complies with FERPA and has strict policies and procedures in place governing student records. In general, the College does not access a student's records or disclose information to anyone (including a student's parents) without the student's written consent. For more information on FERPA regulations please contact the Office of the Vice President of Student Services at (408) 848-4732 or Admissions and Records at (408) 848-4754 or visit the federal website: <https://ed.gov/policy/gen/guid/fpco/ferpa/index.html>

# Fall 2017 Final Exam Schedule

## FINALS WEEK: December 11-16, 2017

All finals will be given in the room in which the class regularly meets unless otherwise indicated by your instructor.

- If a class does not have a time scheduled according to the chart below, please see the instructor, department chair or area dean.
- Instructors' office hours may change during Finals Week. Please check your instructor's office for the revised schedule.
- Classes meeting prior to 8 a.m. will take their exams for a two-hour period beginning at the class starting hour.

If your class meets:	Starting at any time between:	Your final exam will be:		
Daily, M, MTuW, MTuWF, MW, MWTh, MWThF, MWF, MTh, MThF, MF, W, WTh, WThF, WF	08:00 a.m - 09:40 a.m.	Tuesday	Dec 12	08:00 -10:00 a.m
	09:45 a.m.-11:05 a.m.	Thursday	Dec 14	08:00 -10:00 a.m.
	11:10 a.m. - 12:30 p.m	Tuesday	Dec 12	10:30 -12:30 p.m
	12:35 p.m. - 01:55 p.m.	Thursday	Dec 14	10:30 -12:30 p.m
	02:00 p.m. - 03:20 p.m.	Tuesday	Dec 12	01:00 -03:00 p.m
	03:25 p.m. - 04:55 p.m.	Thursday	Dec 14	01:00 -03:00 p.m
MTu, MTuWTh, MTuTh MTuThF, MTuF, Tu, TuW, TWTh, TuWThF, TuWF, TuTh, TuThF, TuF, Th, ThF	08:00 a.m - 09:40 a.m.	Monday	Dec 11	08:00 -10:00 a.m.
	09:45 a.m.-11:05 a.m.	Wednesday	Dec 13	08:00 -10:00 a.m.
	11:10 a.m. - 12:30 p.m	Monday	Dec 11	10:30 -12:30 p.m
	12:35 p.m. - 01:55 p.m.	Wednesday	Dec 13	10:30 -12:30 p.m
	02:00 p.m. - 03:20 p.m.	Monday	Dec 11	01:00 - 03:00 p.m
	03:25 p.m. - 04:55 p.m.	Wednesday	Dec 13	01:00 - 03:00 p.m
Fri , Fri/Sat	8 :00 a.m.- 9:30 a.m.	Friday	Dec 15	08:00 -10:00
	9:35 a.m. - 11:30 a.m.	Friday	Dec 15	10:30 -12:30 p.m
	11:35 a.m. - 1:30 p.m.	Friday	Dec 15	01:00 -03:00 p.m
	1:35 and later	Friday	Dec 15	03:30 - 05:00 p.m.
If your class meets: Saturdays, Sundays or evenings	Monday	Monday	Dec 11	exam begins at your regular class time
	Tuesday	Tuesday	Dec 12	
	Wednesday	Wednesday	Dec 13	
	Thursday	Thursday	Dec 14	
	Friday	Friday	Dec 15	
	Mon/Weds	Monday	Dec 11	
	Tues/Thurs	Tuesday	Dec 12	
	Saturday	Saturday	Dec 16	
Sunday	Sunday	Dec 10		
Make-ups and Conflicts:		Monday	Dec 11	03:30 - 05:30 p.m.
		Tuesday	Dec 12	03:30 - 05:30 p.m.
		Wednesday	Dec 13	03:30 - 05:30 p.m.

- **Summer grades available online: August 7**
- **Summer official transcripts available: August 14**
- **Fall grades available online: January 5, 2018**
- **Fall official transcripts available: January 12, 2018**

# Summer 2017 Calendar

**EARLY SUMMER SESSION** ..... **Mon, June 5 - Friday June 30**

See our website for schedule of classes.

**SIX-WEEK SUMMER SESSION CLASSES BEGIN** ..... **Mon, June 19**

See our website for classes beginning earlier or later.

**LAST DAY TO ADD A CLASS** ..... **Tues, June 20**

In person until 5 pm and online until 11:59 pm

Unless class is open entry or late-start.

**LAST DAY TO DROP WITH A REFUND** ..... **Wed, June 21**

For term-long courses. Short-term courses must be dropped before 10% of the course meetings have passed. For one or two-day courses, this date will occur before the start of the course.

- In person until 5:00pm
- Online until 11:59 pm

**“NRS” DEADLINE** ..... **Wed, June 21**

“No Record Shown”. Courses dropped by this date do not appear on the student’s permanent record. The “NRS” deadline for a short-term course is 10% of the class meetings.

**DEADLINE for SELECTING GRADING OPTION** ..... **Thurs, June 29**

Last day to select the Pass/No pass grade option for designated, term-long courses.

**INDEPENDENCE DAY HOLIDAY** ..... **Tues, July 4**

No day or evening classes.

**“W” DEADLINE** ..... **Wed, July 19**

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 or late start course is 75% of the course meetings.

**FINAL EXAMS** ..... **Last Day of Each Class**

**LAST DAY OF CLASSES** ..... **Fri, July 28**

**FINAL GRADES AVAILABLE ONLINE** ..... **Mon, August 7**

Grades available online at [www.gavilan.edu](http://www.gavilan.edu) (click on the MyGav/GavSSB icon). Check A&R webpage for date for classes that end after July 28.

**OFFICIAL TRANSCRIPTS AVAILABLE** ..... **Mon, August 14**

Official transcripts will include 6-wk summer session grades as of this date.

Check A&R webpage for date for classes that end after July 28.

Unofficial transcripts available online at [mygav.gavilan.edu](http://mygav.gavilan.edu)

# Fall 2017 Semester Calendar

<b>AVIATION FIRST DAY OF INSTRUCTION</b> .....	<b>Wed, Aug 9</b>
Last day to register/add an Aviation class is Aug. 16. Last day to drop an Aviation class for a refund and "No Record Shown" is Aug.18.	
<b>FALL SEMESTER BEGINS</b> .....	<b>Mon, Aug 28</b>
<b>LABOR DAY HOLIDAY</b> .....	<b>Mon, Sept 4</b>
No day or evening classes. Saturday/Sunday classes WILL meet.	
<b>LAST DAY TO REGISTER/ADD A SEMESTER-LONG COURSE....</b>	<b>Fri, Sept 8</b>
Online registration open until 11:59 p.m. No in-person registration on the main campus after 5 pm. Use online services. Last day to register/add an Aviation class is Aug 16.	
<b>LAST DAY TO DROP WITH A REFUND</b> .....	<b>Sun, Sept 10</b>
Fees will be refunded when semester-long courses are officially dropped by this date. Last day to drop an Aviation class with a refund is August 18. Short-term courses must be dropped before 10% of the course meetings have passed. For one or two-day courses, this date will occur before the start of the course.	
<b>"NRS" DEADLINE</b> .....	<b>Sun, Sept 10</b>
"No Record Shown". Semester-long courses dropped by this date do not appear on the student's permanent record. Last day to drop an Aviation class with "No Record Shown" is Aug 18. The "NRS" deadline for a short-term course is 10% of the class meetings	
<b>DEADLINE for SELECTING GRADING OPTION</b> .....	<b>Fri, Sept 29</b>
Last day to select the Pass/No pass grade option for designated, semester-long courses.	
<b>FALL GRADUATION PETITIONS DUE</b> .....	<b>Fri, Oct 13</b>
See a counselor to complete a petition to graduate.	
<b>VETERANS' DAY HOLIDAY</b> .....	<b>Fri, Nov 10</b>
No day or evening classes.	
<b>"W" DEADLINE</b> .....	<b>Fri, Nov 17</b>
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/extended term course is 75% of the course meetings.	
<b>THANKSGIVING HOLIDAY</b> .....	<b>Thurs-Sun, Nov 23-26</b>
<b>FINAL EXAMS</b> .....	<b>Mon-Sat, Dec 11-16</b>
<b>FIRST DAY TO FILE OFFICIAL TRANSCRIPT REQUEST</b> .....	<b>Fri, Dec 8</b>
To include final grades from Fall semester. Please see Transcript webpage for online ordering information.	
<b>FIRST DAY TO REQUEST GE/GETC CERTIFICATION</b> .....	<b>Fri, Dec 8</b>
Please see Transcript webpage for online ordering information.	
<b>LAST DAY OF SEMESTER</b> .....	<b>Sat, Dec 16</b>
<b>FINAL GRADES AVAILABLE ONLINE</b> .....	<b>Fri, Jan 5, 2018</b>
<b>OFFICIAL TRANSCRIPTS AVAILABLE</b> .....	<b>Fri, Jan 12, 2018</b>
Official transcripts will include fall grades as of this date. Unofficial transcripts are available on MyGav. Please see Transcript webpage for online ordering information	