



# GAVILAN COLLEGE

## *Summer / Fall 2019*

SUMMER INTERSESSION: JUNE 17 - JULY 26

FALL SEMESTER: AUGUST 26 - DECEMBER 14



# GAVILAN

COLLEGE

1919  2019

## 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.

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

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## Hours of Operation

### **Hollister and Morgan Hill**

#### **June 3 - June 14**

Monday - Thursday

8:00 a.m. - 5:30 p.m.

Fridays 8:00 a.m. - 12:00 p.m.

#### **June 17 - July 26**

Monday - Thursday

8:00 a.m. - 6:00 p.m.

Fridays 8:00 a.m. - 12:00 p.m.

#### **July 29 - August 22**

Monday - Thursday

8:00 a.m. - 5:30 p.m.

Fridays 8:00 a.m. - 12:00 p.m.

#### **August 26 - December 14**

Monday - Thursday

8:00 a.m. - 6:00 p.m.

Fridays 8:00 a.m. - 5:00 p.m.

### **Gilroy**

#### **June 3 - August 22**

Monday - Thursday

8:00 a.m. - 5:30 p.m.

Fridays 8:00 a.m. - 12:00 p.m.

#### **August 26 - December 14**

Monday - Friday

8:00 a.m. - 5:00 p.m.

### **CAMPUS, SITES & HOLIDAY CLOSURES**

Independence Day

Thursday, July 4

Fall Convocation

Friday, August 23

Labor Day

Monday, September 2

## Summer / Fall Registration Calendar

Period	Date	Who Can Register
Priority 1	April 30 - May 1	CalWORKS, AEC, EOPS, Foster Youth, Homeless Youth, Veterans (see notes below for additional eligibility criteria)
Priority 2	May 2	Athletes, MESA, Puente, TRIO (see notes below for additional eligibility criteria), College Promise (Gavilan & BOG)
Priority 3	May 3 - 9	Continuing, new to college who have completed orientation / placement / ed plan, GECA (see notes below for additional eligibility criteria)
Priority 4	May 10	New to college students (1 <sup>st</sup> semester) and beyond who have not completed orientation / placement / ed plan
Priority 5	May 13 - beginning of term	Returning, Transfer, Probation 2 and Academically Dismissed, High School students (except GECA)
All	May 13 - beginning of term	All students

If you missed your Priority Registration date you may register until Late Registration closes.

### 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 2019 who are eligible for Priority 1, 2 or 3, must have completed orientation and have a math/english placement and an education plan to be eligible for priority registration. Those who have not successfully completed orientation, placement and an education plan may enroll during Priority 4 registration which starts on May 10.

**NO DROP DATE SCHEDULED FOR SUMMER TERM CLASSES** - Students are expected to pay for Summer classes at the time of registration, or upon receipt of financial aid disbursement.

**DROP FOR NON PAYMENT DATE FOR FALL TERM 2019** - Wednesday, July 31, 2019 at 2:30 p.m.

**REGISTER AND PAY BY** - April 30 - July 31, 2019 by 2:29 p.m.  
Students may still enroll in Fall classes after July 31<sup>st</sup>. Payment is then expected at the time of registration, or upon receipt of financial aid disbursement.

## How to Register for Classes

Register online **UNLESS**:

1. You are on dismissal.
2. You have a **hold** (e.g., balance owed, overdue library books).
3. You wish to repeat a course for the third time.
4. You are a high school student.

## Extended Hours during Peak Registration

### Admissions & Records

May 3	10:00 a.m. - 5:00 p.m.
May 13 - May 16	8:00 a.m. - 6:00 p.m.
May 17	10:00 a.m. - 5:00 p.m.
August 23	1:00 p.m. - 5:00 p.m.

### A&R and Financial Aid

August 26 - September 6
<b>Monday - Thursday</b>
8:00 a.m. - 6:00 p.m.
<b>Fridays</b>
10:00 a.m. - 5:00 p.m.

# STEPS FOR NEW TO COLLEGE STUDENTS



## Apply for Admission

Go to: [www.gavilan.edu/admit](http://www.gavilan.edu/admit)

Within 24 hours of submitting your application on CCCApply, you will receive an email with your Gavilan ID number (G-number) and instructions on how to access your MyGav student account.

If we have questions about your application, we will send a message to the email address you provided on your application.



## Open your MyGAV Account

Go to [www.gavilan.edu](http://www.gavilan.edu) click on MyGav / Login.

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.



## Apply for Financial Aid

Go to [www.fafsa.gov](http://www.fafsa.gov)

AB 540 students may submit California Dream Act applications at: <https://dream.csac.ca.gov>

**Gavilan College Promise Program** offers 1 year of free-tuition to CA residents, first-time to college & enrolled in **minimum of 12 units**. File your FAFSA or Dream app to be considered for this program! Check your MyGAV portal for financial aid status and red flags.



## Placement

Go to: [www.gavilan.edu/admit/assess.html](http://www.gavilan.edu/admit/assess.html)

You may have already been placed by CCCApply. Check your MyGav email to find out. **(408) 848 - 4723**



## Orientation

Log into your MyGav portal using your Gavilan ID# and PIN. Click on the Student tab to access the online Orientation session.

\* Available 24/7



## Meet with a Counselor

After completing the Orientation, you may register for classes. You may also meet with a counselor to discuss your course selections. Bring copies of transcripts from other schools attended with you. For counseling hours and schedules, visit: [www.gavilan.edu/counseling](http://www.gavilan.edu/counseling)

Call for an appointment or schedule online **(408) 848-4723** or **(408) 852-2895**.

Note: Limited counseling services are available at the Hollister and Morgan Hill sites.



## Register for Classes Online and Pay Fees

Go to: <https://my.gavilan.edu> or register in person at the Admissions and Records office, Morgan Hill, or Hollister sites.

Pay online or in person at the Cashier's office in the Welcome Center by the Payment Deadline to avoid being dropped from all classes.

**(408) 852 - 2840**

\*\*\*If you need additional support with any of these steps, come to the Student Welcome Center.  
[www.gavilan.edu/student/welcome\\_center/index.php](http://www.gavilan.edu/student/welcome_center/index.php)

## 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)
<b>1. Application</b>		x	x
<b>2. MyGav</b>			
<b>3. Financial Aid</b>	Spring	x	x
<b>4. Placement</b>			Provide transcript showing pre-requisites.
<b>5. Orientation</b>			x
<b>6. Counseling</b>	Recommended	Recommended	Recommended
<b>7. Registration &amp; Payment</b>	x	x	x

## High School Students Concurrent Enrollment

### Checklist:

- Application
- High School Contract form, completed, with all signatures
- Registration card or register online
- Meet registration deadlines
- Purchase books and required materials

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

## Payment Deadlines

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

**If you receive financial aid** you will be required to pay some minimal fees 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.

**When you add classes**, 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 for Fall, even those you registered for earlier.

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

If you register between:	You must pay no later than:	Term of Dropped Classes
April 30, 2019 - July 31, 2019 by 2:29 p.m.	<b>Wednesday, July 31, 2019, 2:30 p.m.</b>	Fall 2019

# Fees

## Courses With Additional Fees

Payable at registration:

### COURSE FEE

AH 16 \$150  
 AH 51, 52, 53, 54, 55, 56, clinical courses  
 \$100 per course; ATI Assessment Fees:  
 LVN Program \$175.00; RN Program \$350.00

AH 180 \$50

AH 282 \$25

AMT 225 \$150

ART 12A \$45

ART 12B \$55

ART 13 \$30

CD 160 \$15

COS 200 \$739.53 kit (approx.)\* + \$100 Additional  
 supplies. Payable at Cashier (Student Accounts) by the  
 first day of instruction.

COS 201 \$400

COS 202/203 \$400

COS 207 \$50

COS 220 \$709.05 (2) kits (approx.)\* + \$75 Additional  
 supplies

COS 221 \$100

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

GUID 1/PSYC 5 \$13

PSYC 52 \$24

KIN 17 \$30

KIN 20 \$45

KIN 3 \$35 KIN 4 A,B,C \$35

## Parking Permits (Gilroy campus only)

Price: \$50 - Days, \$20 - Evenings  
 \$25 - Summer

### Purchase online through the MyGav portal.

You may print out a temporary permit to use while  
 the official permit is in the mail. You will receive a  
 confirmation email when you submit your order. Permit  
 should arrive approximately 7 business days after the  
 order is placed. If you receive Veterans Benefits or have  
 3rd party sponsors contact Mayra Cortez at  
 (408) 852-2840 in the Business Office for special  
 instructions. *Students eligible for Fee Waiver or CARES  
 may receive discounted price for permits. See Financial  
 Aid or CalWORKS for more information.*

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

### For Summer / Fall 2019:

Summer Sales: May 1, 2019 - July 15, 2019

**Permit Valid: June 1, 2019 - August 16, 2019**

Fall Sales: August 1, 2019 - November 15, 2019

**Permit Valid: August 26, 2019 - December 14, 2019**

Temporary Permits valid for 10 days from online  
 order.

## Summer / Fall 2019 Fee Schedule

Totals include \$46 per unit enrollment fee, additional  
 \$233 Summer per unit for non-residents (\$252 Fall),  
 \$16 Summer Health Fee (\$19 Fall), \$1 per unit Campus  
 Center Use Fee (maximum of \$5), \$6 Student ID/  
 Discount Card, and \$1 Student Representation Fee.

# of units	CA Resident	Non-resident / Out-of-State	
		Summer	Fall
0.5	\$49.50	\$163.00	\$175.50
1.0	\$73.00	\$303.00	\$325.00
1.5	\$96.50	\$443.00	\$474.00
2.0	\$120.00	\$583.00	\$622.00
2.5	\$143.50	\$723.00	\$773.50
3.0	\$167.00	\$863.00	\$923.00
3.5	\$190.50	\$1,003.00	\$1,072.50
4.0	\$214.00	\$1,146.00	\$1,222.00
4.5	\$237.50	\$1,283.00	\$1,371.50
5.0	\$261.00	\$1,423.00	\$1,521.00
5.5	\$284.00	\$1,562.50	\$1,670.00
6.0	\$307.00	\$1,702.00	\$1,819.00
6.5	\$330.00	\$1,841.50	\$1,968.00
7.0	\$353.00	\$1,981.00	\$2,117.00
7.5	\$376.00	\$2,120.50	\$2,226.00
8.0	\$399.00	\$2,260.00	\$2,415.00
8.5	\$422.00	\$2,399.50	\$2,564.00
9.0	\$445.00	\$2,539.00	\$2,713.00
9.5	\$468.00	\$2,678.50	\$2,862.00
10.0	\$491.00	\$2,818.00	\$3,011.00
10.5	\$514.00	\$2,957.50	\$3,160.00
11.0	\$537.00	\$3,097.00	\$3,309.00
11.5	\$560.00	\$3,236.50	\$3,458.00
12.0	\$583.00	\$3,376.00	\$3,607.00
12.5	\$606.00	\$3,515.50	\$3,756.00
13.0	\$629.00	\$3,655.00	\$3,905.00
13.5	\$652.00	\$3,794.50	\$4,054.00
14.0	\$675.00	\$3,934.00	\$4,203.00
14.5	\$698.00	\$4,073.50	\$4,352.00
15.0	\$721.00	\$4,213.00	\$4,501.00
15.5	\$744.00	\$4,352.50	\$4,650.00
16.0	\$767.00	\$4,492.00	\$4,799.00
16.5	\$790.00	\$4,631.50	\$4,948.00
17.0	\$813.00	\$4,771.00	\$5,097.00
17.5	\$836.00	\$4,910.50	\$5,246.00
18.0	\$859.00	\$5,050.00	\$5,395.00

## Fees

FEE TYPE	AMOUNT	REQUIRED OF
<b>California Resident</b>	\$46 / unit	All students (waived for those who qualify for California Promise)
<b>Non-resident additional tuition</b>	\$233 per unit in the Summer \$252 per unit in the Fall (pay this plus the \$46 resident fee)	All non-California U.S. residents enrolled in more than 6 units except those exempt through <b>California Dream Act (AB 540)</b> : International students are required to pay non resident and resident fees for all units including the first 6.
<b>Health Fee</b>  Provides health services and accident insurance	\$16 in the Summer  \$19 in the Fall	All adult students enrolled in credit classes.  Exemptions: 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.
<b>Campus Center Use Fee</b>	\$1 per unit to a maximum of \$5	
<b>Student Representation Fee</b>  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.	\$1	Students may opt out and request a refund.
<b>ASGC Card</b>  support campus activities, educational programs, speakers, and cultural events, and provide discounts to card-holders at campus and off-campus venues.	\$6 per semester, issued as part of the registration process	Students may opt out. Students with financial hardship can request assistance at Financial Aid, EOPS, TRIO, and MESA programs. If you do not wish to purchase an ASGC card you may opt-out at the time of registration.
<b>Books and materials</b>	The International Standard Book Number (ISBN) and retail price of required or recommended text books and supplemental materials for each course is available at <a href="http://www.gavilan.edu/bookstore/index.htm">www.gavilan.edu/bookstore/index.htm</a>	

**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 mailed to the student, regardless of the original method of payment. Be sure your address is correct in your MyGAV account to ensure delivery.

## Financial Aid

**California College Promise Grant:** Waives enrollment fees for eligible California residents, including AB540 students who file California Dream Act Application. U.S. citizens and eligible non-citizens should file Free Application for Federal Student Aid (FAFSA) at [www.fafsa.gov](http://www.fafsa.gov).

**Pell Grants:** Maximum annual award of \$6,195 for books and supplies; requires FAFSA and financial eligibility.

**Federal Work-Study:** Provides students with part-time employment while gaining valuable work experience. To be considered for federal work study, file the FAFSA.

**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.

### **FAFSA - Free Application for Federal Student Aid**

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

**Use Gavilan College code: 001202**

File the California Dream Application online at:  
<https://dream.csac.ca.gov> if you're an AB540 student!



Provides the first year of full-time enrollment FREE to:

- First-time to college student fall 2019 and/or spring 2020
- California resident or AB540 student
- Complete one of the following applications for financial aid:
  - FAFSA: Free Application for Federal Student Aid
  - California Dream Act Application

**To remain eligible for fall 2019 and/or spring 2020, students will:**

- Enroll full-time (minimum of 12 units each semester)
- Complete Online Orientation
- Develop an individualized Educational Plan with a Gavilan counselor
- Maintain full-time status through the semester
- Remain in good academic standing (earn minimum GPA of 2.0)

More information: Veronica Martinez  
[vmartinez@gavilan.edu](mailto:vmartinez@gavilan.edu)

### **Financial Aid Hours:**

Monday - Thursday: 8 AM - 5 PM  
Friday: 10 AM - 2 PM



# It's **NOT TOO LATE!** Apply for **Financial Aid!**

## Veterans' Education Benefits

**Veterans' Counselor: Dewitt Stuckey**  
**408-848-4893**      **[www.gavilan.edu/veterans](http://www.gavilan.edu/veterans)**

Welcome back veterans! Gavilan College offers special assistance to veterans and dependents of disabled veterans. Pre-priority registration is granted to any member or former member of the Armed Forces of the United States who is within two years of leaving active duty. For more information consult a counselor or the Veteran Certifying official in the Financial Aid Office (SC124).

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

Chapters related to veterans' education benefits:

- Chapter 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.

Apply for benefits online: <http://vabenefits.vba.va.gov/vonapp/main.asp>

Visit us: To schedule an appointment with a Veterans' Counselor to develop an Educational Plan, please call 408-848-4893. Bring any academic transcripts from previous institutions for development of an Ed Plan. The VA Certifying Official will require an Education Plan in order to certify benefits.

## Just in Time Mobile Food Pantry



**Free Service Sponsored by  
Second Harvest Food Bank**

Fresh and Non Perishable items  
are available each month.

**3<sup>rd</sup> Thursday of the Month**  
**June 20, July 18, Aug. 15, Sept. 19,**  
**Oct. 17, Nov. 21, Dec. 19**

**12:30 PM - 2:30 PM**  
**Parking Lot H**

The Gavilan College Food Pantry days  
and times of operation may vary.

For more information please visit  
[www.gavilan.edu/foodpantry](http://www.gavilan.edu/foodpantry)

## Counseling Schedule

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

**June 5<sup>th</sup> - June 27<sup>th</sup>**

**8:00 AM - 5:30 PM**

Tuesdays & Wednesdays - Appointments

Thursdays - Walk-Ins

**June 17<sup>th</sup> - Walk-In**

**July 4<sup>th</sup> - HOLIDAY CAMPUS CLOSED**

**July 1<sup>st</sup> - July 31<sup>st</sup>**

**8:00 AM - 5:30 PM**

Tuesdays & Wednesdays - Appointments

Thursdays - Walk-Ins

**August 1<sup>st</sup> - August 22<sup>nd</sup>**

**8:00 AM - 5:30 PM**

Monday through Wednesday - Appointments

Thursdays - Walk-Ins

**Please call the Hollister and Morgan Hill sites for the summer counseling hours.**

**CLOSED ON SATURDAYS AND SUNDAYS**

Too busy to visit us in person?

Go to [www.gavilan.edu/counseling/online.php](http://www.gavilan.edu/counseling/online.php)  
to email your questions to online counseling.

**FALL COUNSELING HOURS:**

**August 26<sup>th</sup> - December 14<sup>th</sup>**

**Appointments:** Monday - Thursday, 8:30 AM - 6:30 PM

Fridays, 8:00 AM - 4:00 PM

**Walk-In:** Monday - Friday, 8:30 AM - 1:00 PM

**Online Counseling Services:** [www.gavilan.edu/counseling/online.php](http://www.gavilan.edu/counseling/online.php)

### Additional Counseling Services

Dewitt Stuckey	AEC / Vets	408-848-4893	LI 110
Michael Cleary	AEC	408-848-4741	LI 158
Stephen Gaitan	AEC / Workability III	408-848-4851	LI 117
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
Mari Garcia	EOPS	408-848-4853	LI 101B
Simone Reyes	EOPS / Foster Youth	408-852-2838	LI 101B
Jesus Olivas	Hollister	831-634-0913	HOL
Diana Gonzalez	MESA	408-852-2844	MA 117
Blanca Melchor	Noncredit	408-848-4726	CDC 135
Patricia Jimenez	Noncredit		CDC 135
Liliana Montero	Puente	408-852-2876	SC 111
Elizabeth Flores	TRIO	408-848-4707	MA 117

## Prerequisites

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

Prerequisite verification form and instructions:  
[www.gavilan.edu/counseling/documents/VerificationForm.pdf](http://www.gavilan.edu/counseling/documents/VerificationForm.pdf)

#### Submit form with supporting documents:

- **E-mail** the Prerequisite Verification form and your unofficial transcript (if you plan to attend Gavilan for only one semester) to [dhampton@gavilan.edu](mailto:dhampton@gavilan.edu). Include your Gavilan G-Number and the class you want to take.
- **In person:** Take your Prerequisite Verification form, your official or unofficial transcript and course descriptions to the Admissions and Records window. Make sure your name is on all documents.

You will be notified via email to your my.gavilan.edu address within 3 working days. Contact Gavilan College Evaluator at [evaluator@gavilan.edu](mailto:evaluator@gavilan.edu) if you have any questions or [dhampton@gavilan.edu](mailto:dhampton@gavilan.edu).

During registration cycles *only* (December - January or May - August), to expedite this process you may bring your *completed* prerequisite verification form and supporting documents directly to the walk-in counselor. Wait times vary.

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.

**Supporting documents** (must include your full name and name of institution.)

#### Coursework taken at another U.S. College/Institution:

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

**Submit AP Test Score (of 3 or higher) Report** from the College Board, and recent high school transcript (within the last 3 years).

#### 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.

### 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.

## Dismissal and Probation

### Petition for Re-Admission

Access the Petition for Re-Admission online at  
[www.gavilan.edu/counseling/forms.php](http://www.gavilan.edu/counseling/forms.php)

Document Deadlines:

- If you are currently enrolled (Spring 2019) and are on dismissal: **May 23, 2019 at 4:00 PM**
- If you are returning to college and the last term of attendance you were placed on dismissal: **August 22, 2019 at 4:00 PM**

## F.A.Q.

**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. Submit note(s) from instructor(s) to the Office of the Vice President of Student Services for review / approval.

**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. 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.

**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. Decisions for Pass/No Pass are final and cannot be changed. Check the schedule for deadline to request Pass/No Pass or Letter Grade Option.

**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. Visit [www.gavilan.edu/catalog/index.php](http://www.gavilan.edu/catalog/index.php)

**Transcripts: Order online!** Gavilan College Admissions & 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 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.

# Student Services

<i>Program</i>	<i>Who is eligible?</i>	<i>Services</i>
<b>Accessible Education Center</b> 408-848-4865 TTY - 408-846-4924 LI 117 <a href="http://gavilan.edu/student/aec/index.php">gavilan.edu/student/aec/index.php</a>	<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>
<b>Admissions &amp; Records</b> 408-848-4736 Student Center	<ul style="list-style-type: none"> <li>All students</li> </ul>	<ul style="list-style-type: none"> <li>Applications/Registration</li> <li>Grades</li> <li>Graduation</li> <li>Student Accounts</li> <li>Transcripts</li> </ul>
<b>Associated Students of Gavilan College (ASGC)</b> <a href="http://gavilan.edu/student/asgc">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	<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 135	<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> 408 852-2897 LI 139	<ul style="list-style-type: none"> <li>All students</li> </ul>	<ul style="list-style-type: none"> <li>Transfer Services: Individual assistance, universities visits, workshops, fairs, resource library</li> <li>Career Services: career assessments, guidance, career development workshops, fairs</li> </ul>
<b>Cooperative Agencies Resources for Education (CARE)</b> 408-848-4790 LI 101 A/B	<ul style="list-style-type: none"> <li>Single parent/ guardian of at least one child under 18</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>Financial assistance for transportation</li> <li>Books and supplies</li> <li>Grants</li> <li>Other support services</li> </ul>
<b>Undocumented Students / Dreamers</b> 408-848-4740 LI 101	<ul style="list-style-type: none"> <li>Students eligible for AB 540</li> </ul>	<ul style="list-style-type: none"> <li>Financial Aid</li> <li>Counseling</li> <li>Support Services</li> </ul>

## Student Services, continued

### Extended Opportunity Programs and Services (EOPS)

408-848-4740  
LI 101

- Students enrolled full-time (12+ units) who are eligible for the enrollment fee waiver (CCPG grant)
- Foster Youth
- Counseling
- Book vouchers
- Specialized workshops for student success
- Student computer center
- Book lending library

### Financial Aid

408-848-4727  
Admin. Building

- Consideration for many Financial Aid programs
- Pell Grants
- Gavilan Promise
- CA Promise
- Textbook Grants & Scholarships
- Federal Work Study
- General Scholarships
- Loans

### Food Pantry

408-825-2855  
LI 134

- All who need food assistance
- Nonperishable grocery items at no charge

### Foster Youth

408-848-4740  
LI 101

- 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, rental, PG&E, and vehicle repair assistance

### General Counseling

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

- Students
- Prospective students
- Academic, career and personal counseling
- Registration
- Course placement

### Health Services

408-848-4791  
Student Center

- Adult students enrolled in credit classes
- Access to low-cost health insurance for students
- Information on mental health resources in the community
- Provides a private, safe, clean Lactation Room
- Health information on a wide range of subjects including AIDS, birth control, cancer prevention, domestic violence, smoking cessation, and more

### Outreach and Recruitment

408-846-4992 MP 101

- Prospective students and their families
- Campus tours and visits
- Presentations and Information

### Puente Project

408-852-2876

- Students in English 1A take English 210 as support
- 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

**TRIO**

408-846-4981  
MA 115

- First-generation students or
- Low-income or
- Disabled
- Space in the program is limited to 160
- Academic counseling
- Laptop and calculator lending
- Cultural and social activities
- University visits

**Veterans Resource Center**

408-848-4893  
LI 109

- U.S. Military Veterans
- Computer and laptop lending
- Benefits counseling and resources

**Welcome Center**

408-848-4800 Ext. 5108  
Student Center

- New students
- Current students
- General public
- Computers
- Registration and G-number assistance
- Help with FAFSA and Dream Act applications

## Labs and Instructional Support

**Accessible Education Center:****High Tech Center**

408-848-4823  
LI 105

**Learning Skills Lab**

408-848-4829  
LI 120

- Assistive computer technology and training
- Services and accommodations
- Specialized instruction
- Educational assistance courses (Math, Reading, Writing and Computers)

**Computer Place**

408-848-4729  
LI 116

- Open lab available to all students
- Help Desk
- Color Printing
- Scanner

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

408-848-4856  
BU 119

- Software programs for all levels and ESL classes

**Learning Commons**

LI 168

- Computers and B & W Printing
- Study Rooms and Office Supplies
- Academic Skills Workshops

**Library**

Circulation: 408-848-4810  
Reference: 408-848-4806  
Mon. - Thurs. 8 AM - 8 PM  
Friday 8 AM - 3 PM  
[www.gavilan.edu/library](http://www.gavilan.edu/library)

- Print and electronic resources
- 60,000 printed books
- 150,000+ eBooks
- 2,500 magazine titles
- Electronic databases
- DVD's, films and talking books
- Online catalog
- Links to class websites and online resources
- Student ID Cards

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.

**Math Lab**

408-846-4959  
MA 101  
[www.gavilan.edu/mathlab](http://www.gavilan.edu/mathlab)

- Individualized Math Tutoring (all levels),
- Textbooks, Calculators, & Exam Proctoring
- Lab computers / setting
- Math software for Statistics, Calculus, and Linear Algebra projects

## Labs and Instructional Support, continued

### 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

408-848-4838  
Tutoring Center LI 116  
[www.gavilan.edu/student/tutoring/index.php](http://www.gavilan.edu/student/tutoring/index.php)

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

### Writing Center

408-848-4811  
LI 168  
Mon. - Thurs.  
8:30 AM - 7:30 PM  
Friday 8:30 AM - 3:00 PM

- Help with class assignments
- Help with poetry, short stories, lyrics, business letters and resumes
- Space to discuss writing, have meetings, attend workshops and have study groups
- Special events

## GRADUATION INFORMATION



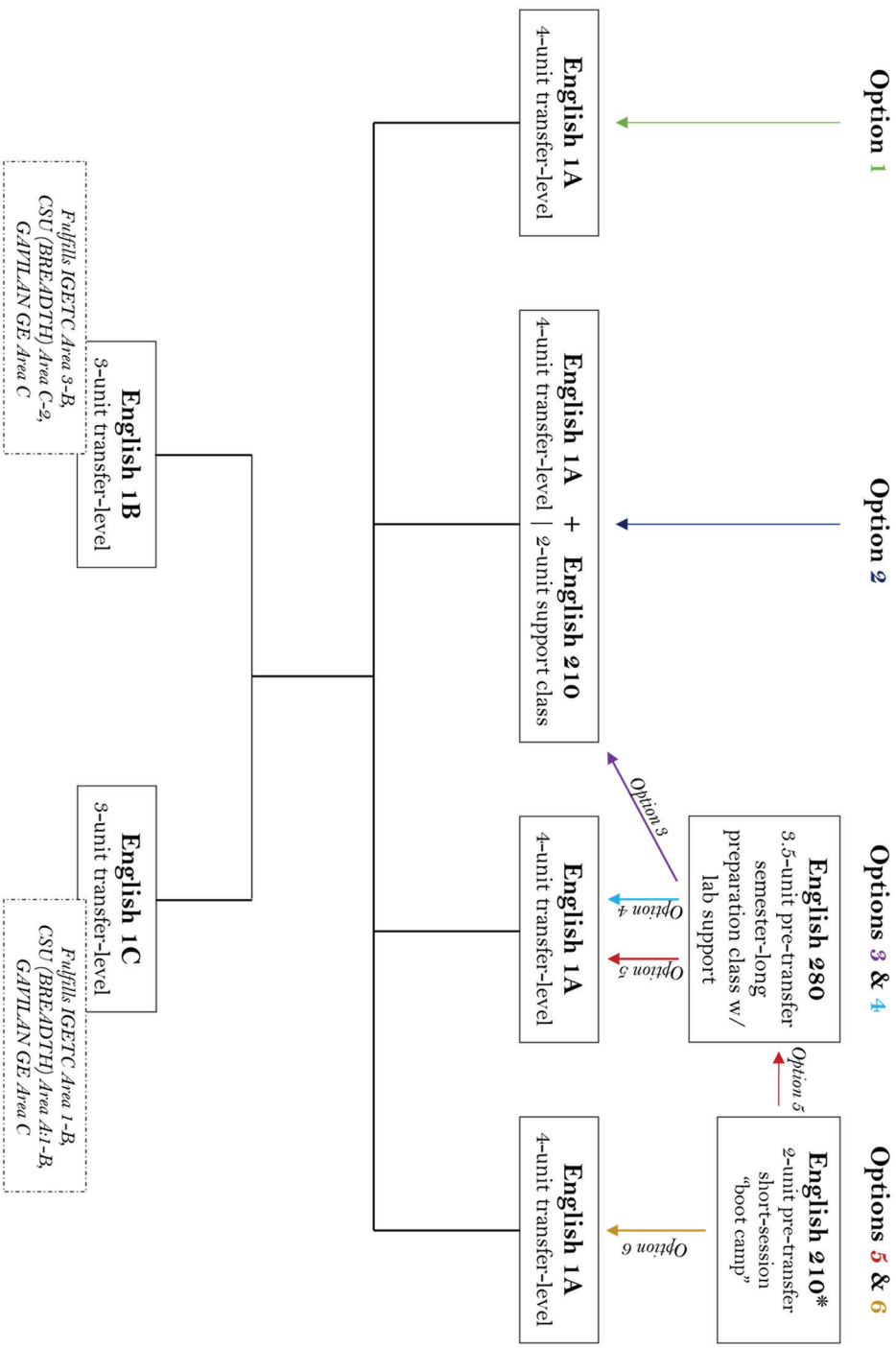
**The deadline to petition for graduation in the Fall is Friday, October 11, 2019.**

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



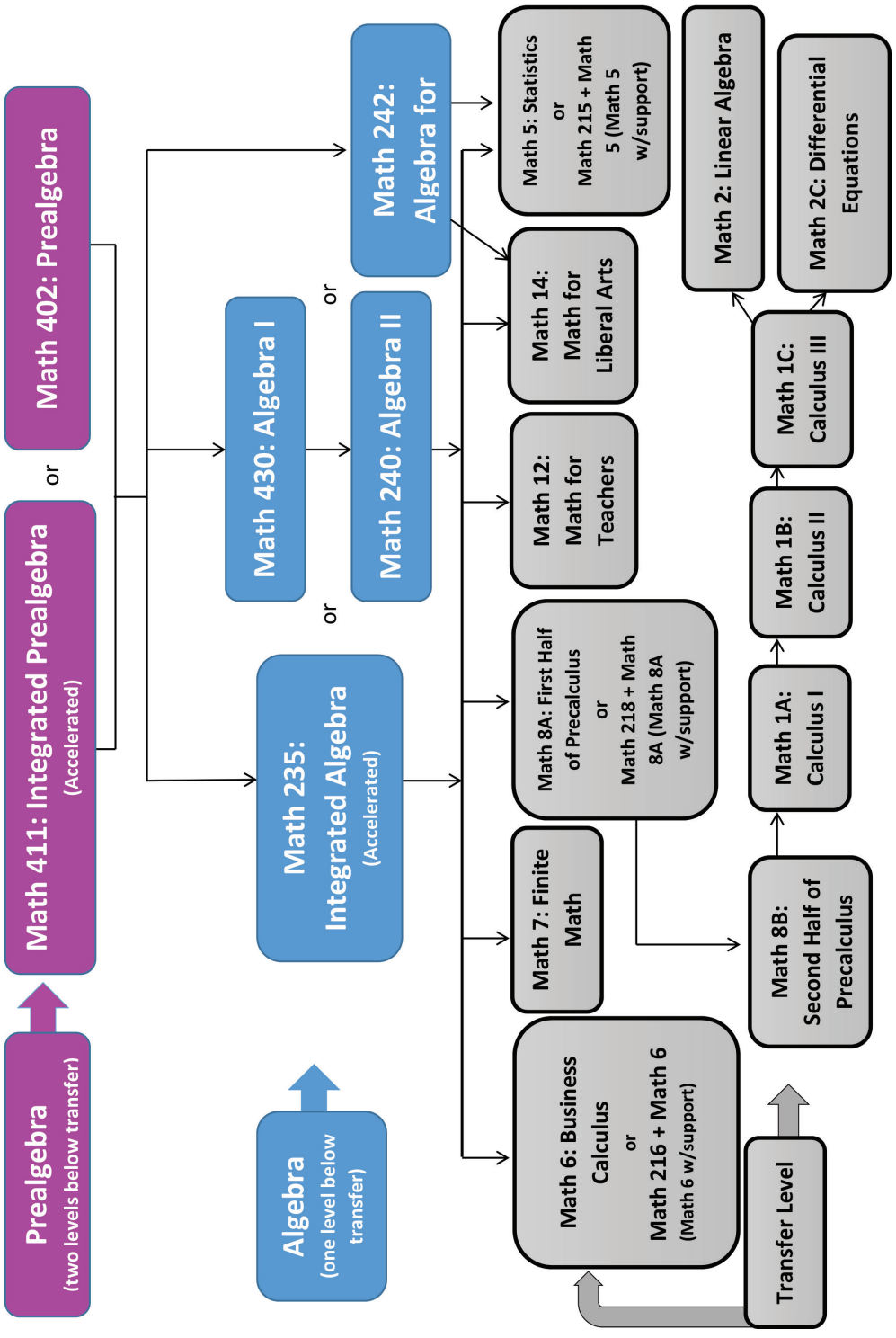
## Guide to Off Campus Class Locations

<b>ABBREV.</b>	<b>ADDRESS</b>	<b>CITY</b>
<b>ANZ</b>	Anzar High School, 2000 San Juan Highway	San Juan Bautista
<b>BROWNL</b>	Brownell Middle School, 7800 Carmel Street	Gilroy
<b>CALAVR</b>	Calaveras Elementary, 1151 Buena Vista Road	Hollister
<b>CHS</b>	Christopher High School, 850 Day Road	Gilroy
<b>CRC</b>	Centennial Recreation Center, 171 West Edmundson Avenue	Morgan Hill
<b>CTC 1-4</b>	GUSD/Gavilan Computer Technology Center, 7851 Murray Ave.	Gilroy
<b>EGLRIG</b>	Eagle Ridge Golf Course, 2951 Club Drive	Gilroy
<b>ELIOT</b>	Eliot Elementary School, 475 Old Gilroy Street	Gilroy
<b>ELROBL</b>	El Roble Elementary, 930 Third Street	Gilroy
<b>ERGOLF</b>	Eagle Ridge Golf Club, 2951 Club Drive	Gilroy
<b>GHS</b>	Gilroy High School, 750 W 10th Street	Gilroy
<b>GIBOWL</b>	Gilroy Bowl, 7554 Monterey Street	Gilroy
<b>HOL</b>	Hollister Briggs Building, 365 Fourth Street	Hollister
<b>HOLLCC</b>	Hollister Community Center, 300 West Street	Hollister
<b>HOPE-G</b>	HOPE - 8855 Murray Avenue	Gilroy
<b>HOPE-H</b>	HOPE - 650 San Benito Street, Suite #120	Hollister
<b>HVME1</b>	Hacienda Valley Mobile Estates, 275 Burnett Avenue	Morgan Hill
<b>JS</b>	Jasmine Square, 16530 Monterey Road	Morgan Hill
<b>LOADCS1</b>	Live Oak Adult Day Services, 651 West Sixth Street	Gilroy
<b>LOHS</b>	Live Oak High School, 1505 East Main Avenue	Morgan Hill
<b>MHG</b>	Morgan Hill Community Center, 17060 Monterey Road	Morgan Hill
<b>PORTHL</b>	Portuguese Hall, 695 Seventh Street	Hollister
<b>PLY</b>	Morgan Hill Playhouse, 17090 Monterey Road	Morgan Hill
<b>ROH</b>	R.O.Hardin School, 881 Line Street	Hollister
<b>SBHS</b>	San Benito High School, 1220 Monterey Street	Hollister
<b>SBCL</b>	San Benito County Library, 470 5th Street	Hollister
<b>SBRAT</b>	Sobrato High School, 401 Burnett Avenue	Morgan Hill
<b>SJBCC</b>	San Juan Bautista Community Center, 10 San Jose Street	San Juan Bautista
<b>SOL</b>	Solorsano Middle School, 7121 Grenache Way	Gilroy
<b>STF</b>	St. Francis Center, 7950 Church Street	Gilroy
<b>SUNNY</b>	Sunnyslope Elementary, 1475 Memorial Drive	Hollister
<b>SVALLY</b>	South Valley High School, 385 loof Avenue	Gilroy
<b>VG</b>	Village Green, 7610 Isabella Way	Gilroy
<b>WEX</b>	Work Experience	



\*English 210 is not repeatable. Students who follow the 210 to 280 sequence will go into a stand-alone English 1A.

Note: ESL students should refer to the ESL course sequence and may enter English classes from any of the above options.



# ENGLISH AS A SECOND LANGUAGE COURSE SEQUENCE

## Assessment

Required for credit and noncredit ESL classes. Register for the Assessment Test by calling the Noncredit department at 408-852-2824.

## 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 537 / 737 (6 hrs) (Reading / Writing) ESL 538 / 738 (6 hrs) (Listening / Speaking)
<b>Intermediate II</b>	ESL 542 / 742 (3 units) (Reading / Vocabulary) ESL 543 / 743 (5 units) (Grammar / Writing) ESL 541 / 741 (4 units) (Listening / Speaking) OR ESL 547/747 (6 units) (Reading/Writing) ESL 548/748 (6 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) ESL 564 / 764 (3 units) (Grammar/Writing)



## Community College / University

ENG 210 (2 units)  
ENG 280 (3 units)  
ENG 1A (4 units)

### 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 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. 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).

### 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: [www.gavilan.edu/email/faq.html](http://www.gavilan.edu/email/faq.html) and be sure to become familiar with the Gavilan College Student Email Guidelines:

[www.gavilan.edu/email/guidelines.html](http://www.gavilan.edu/email/guidelines.html)

## What does that stand for?

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

**AA** - Associate in Arts

**ADT** - Associate Degree for Transfer

**AEC** - Accessible Education Center

**AS** - Associate in Science

**ASGC** - Associated Students of Gavilan College

**BOG** - Board of Governors

**CARE** - Cooperative Agencies Resources  
for Education

**CSIS** - Computer Science Information Systems

**CE** - Career Education

**CTC** - Career /Transfer Center

**DACA** - Deferred Action for Childhood Arrivals

**EOPS** - Extended Opportunity Programs  
and Services

**ESL** - English as a Second Language

**FAFSA** - Free Application for Federal Student Aid

**FIG** - Focused Inquiry Group

**GE** - General Education

**GECA** - Gilroy Early College  
Academy

**IGETC** - Intersegmental General  
Education Transfer Curriculum

**IT** - Information Technology

**MESA** - Math, Engineering, and  
Science Achievement

**STEM** - Science, Technology,  
Engineering, Mathematics

**VRC** - Veterans Resource Center

## Tools for Success

### Academic Works

Apply for scholarships online!

[gavilan.academicworks.com](http://gavilan.academicworks.com)



Cranium Cafe

Online Counseling

Please visit [www.gavilan.edu/student/online\\_support.php](http://www.gavilan.edu/student/online_support.php) for more information.



myDegreeWorks

myDegreeWorks is a web-based tool to help students monitor progress toward Gavilan degree or certificate completion. DegreeWorks looks at the requirements listed in the college catalog and overlays the coursework completed. The result is an easy-to-read evaluation (audit) of the requirements that have been met and those that must be completed. myDegreeWorks also has an Educational Plan option that allows students and their counselors to plan for future coursework and determine the time required to complete objectives.

### ellucian



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

[www.gavilan.edu/mobile/](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.

### 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/>

## Tools for Success

### Kognito



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

[www.kognito.com/ccs](http://www.kognito.com/ccs)

### MyGav



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

<https://my.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.

[www.gavilan.edu/student/tutoring/online.php](http://www.gavilan.edu/student/tutoring/online.php)

### Title IX

Training in the facts about sexual assault and positive consent.

[www.gavilan.edu/about/safety/titleIX/index.php](http://www.gavilan.edu/about/safety/titleIX/index.php)

### 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

# Directory

## Emergencies

- **Dial 911 (Campus phones, dial 8 first)**  
Emergencias: Marque 9-1-1 (Teléfono de campus, marque primero el 8)
- **Dial 10 for campus emergency support from a campus phone**  
Marque 1-0 para apoyo de emergencias en el campus
- **From cell: Dial 1-408-710-7490**  
Desde un teléfono celular: marque 1-408-710-7490

TTY (for Deaf or Hard of Hearing) TTY (para Discapacitados Auditivos)	408-846-4924
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<b>Accessible Education Center</b> / Centro de Educación Accesible	408-848-4865
<b>Admissions and Records</b> / Oficina de Admisiones y Archivos	408-846-4954
<b>ASGC Office</b> / Oficina de ASGC	408-848-4777
<b>Athletics / Kinesiology</b> / 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) Seguridad del Campus (no emergencias)	408-848-4703
<b>CARE Cooperative Agencies Resources for Education</b> / Agencias Cooperativas para Recursos de Educación	408-848-4790
<b>Career / Transfer Center</b> Centro de Recursos para Carreras y Transferencias	408-852-2897
<b>Cashier (Business Office)</b> / Cajero (Oficina de Negocios)	408-848-4714
<b>Cashier (Student Accounts)</b> / Cajero (Cuentas de Estudiantes)	408-852-2840
<b>Community and Contract Education</b> Educación en la Comunidad / Contrato	408-229-4201
<b>Cosmetology Appointment Line</b> / Cosmetología Teléfono para Citas	408-842-5055
<b>Counseling</b> / Consejero	408-848-4723 408-852-2895
<b>Discrimination-Harassment Complaints</b> Oficina de Quejas por Iscriminação y Acoso	408-848-4753
<b>Enrollment Verifications</b> / Verificación de Registro	408-846-4954

### ACCREDITATION

*Gavilan College is accredited by the Accrediting Commission for Community and Junior Colleges 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)*



# Directory

## GavALERT

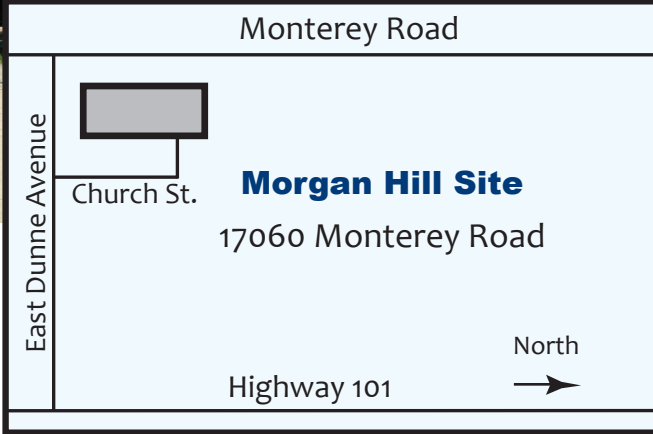
Gavilan College has an emergency alert system which can contact you by text, email, or voice in the case of a campus emergency. It is up to you to make sure that the contact information listed in Self-Service Banner is correct. For more information go to [www.gavilan.edu/gavalert](http://www.gavilan.edu/gavalert).

<b>EOPS - Extended Opportunity Programs &amp; Services /</b> Programas y Servicios de Oportunidades Extendidas	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 logro en Matemáticas, Ingeniería y Ciencias	408-846-4968
<b>Noncredit and Community Development /</b> Programa sin Créditos / Desarrollo en la Comunidad	408-852-2824
<b>Online /</b> Cursos por Internet	408 848-4885
<b>Outreach &amp; Recruitment / Tours /</b> Oficina de reclutamiento / Visitas al Campus	408-846-4992
<b>President's Office /</b> Oficina del Presidente	408-848-4711
<b>Puente Program /</b> Programa Puente	408-852-2876
<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	408-846-4968
<b>Tutoring Center /</b> Centro de Tutoría	408-848-4838
<b>Veterans' Services /</b> Servicios a los Veteranos	408-848-4893
<b>Vice Presidents' Offices /</b> Oficinas del Vice Presidentes:	
<b>Student Services /</b> Servicios Estudiantiles	408-848-4738
<b>Academic Affairs /</b> Asuntos Academicos	408-848-4761
<b>Welcome Center</b>	408-848-4800 x5108

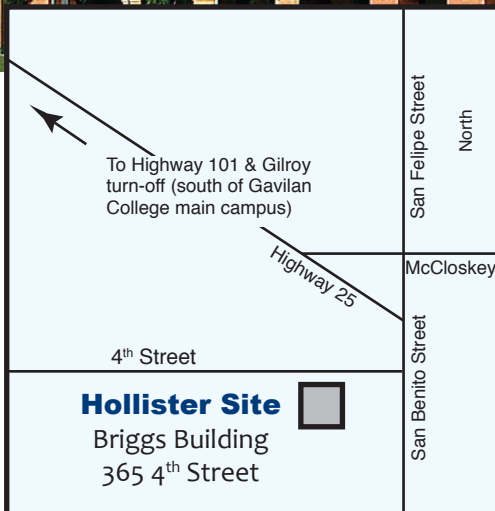
## FERPA

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/fpc/ferpa/index.html>.

# Morgan Hill and Hollister Sites



**MORGAN HILL**  
408.782.2873



**HOLLISTER**  
831.636.3783

# San Martin and Coyote Valley Sites



San Martin Avenue	<p>↑ To Highway 101</p> <p><b>Aviation Maintenance Technology</b></p> <p>San Martin Airport</p> <p>13021 Murphy Avenue</p> <div style="border: 1px solid black; width: 100px; height: 20px; margin: 10px auto;"></div> <p style="text-align: center;">South Entrance</p>
	<p>← North</p> <p>Murphy Avenue</p>

**SAN MARTIN**  
408.695.0017



Santa Teresa Blvd.	<p><b>Coyote Valley Site</b></p> <p>530 Bailey Avenue, San Jose</p> <div style="display: flex; justify-content: center; align-items: center;"> <div style="border: 1px solid black; width: 40px; height: 60px; margin-right: 10px;"></div> <div style="border: 1px solid black; width: 40px; height: 20px; margin-right: 10px;"></div> <div style="border: 1px solid black; width: 40px; height: 20px; margin-right: 10px;"></div> <div style="border: 1px solid black; width: 40px; height: 20px; margin-right: 10px;"></div> <div style="border: 1px solid black; width: 40px; height: 20px; margin-right: 10px;"></div> </div> <p style="text-align: right;">North ↓</p>
	<p>Bailey Avenue</p>

**COYOTE VALLEY**  
408.229.4299

**FREE PARKING AT THE COYOTE VALLEY, HOLLISTER, MORGAN HILL, AND SAN MARTIN LOCATIONS**

# Gilroy Campus Map 5055 Santa Teresa

## Parking Lots

- A Student, Staff, Accessible & 30 minute spaces
- B Student, Staff, Accessible, Visitor & 30 minute spaces
- C Student, Staff, Accessible, 15 minute & 30 minute spaces
- D Staff & Accessible spaces
- E Student, Staff & Motorcycle spaces
- F Staff, Accessible, Visitor, Motorcycle & 30 minute spaces
- G Staff & Accessible spaces
- H Student, Staff, Accessible, Motorcycle & 30 minute spaces

## Building Guide

- APE Adapted Physical Education
- AR Art
- BU Business
- CDC Community Development & Careers
- CHP Chapel
- COS Cosmetology
- GY Gym
- HOB Health Occupations Building
- HR Human Resources
- 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



## Legend

- Telephone
- Bike Rack
- Bus Stop
- Bookstore
- You Are Here
- Restroom
- All Gender Restroom



## Summer & Fall Final Exam Schedule

**SUMMER FINAL EXAMS will be held on the last day of the class.**

**FALL FINALS WEEK: December 9 - December 14**

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 8:00 AM 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 AM - 09:40 AM	Monday	Dec 9	08:00 - 10:00 AM
	09:45 AM - 11:05 AM	Wednesday	Dec 11	08:00 - 10:00 AM
	11:10 AM - 12:30 PM	Monday	Dec 9	10:30 - 12:30 PM
	12:35 PM - 01:55 PM	Wednesday	Dec 11	10:30 - 12:30 PM
	02:00 PM - 03:20 PM	Monday	Dec 9	01:00 - 03:00 PM
MTu, MTuWTh, MTuTh MTuThF, MTuF, Tu, TuW, TWTh, TuWThF, TuWF, TuTh, TuThF, TuF, Th, ThF	08:00 AM - 09:40 AM	Tuesday	Dec 10	08:00 - 10:00 AM
	09:45 AM - 11:05 AM	Thursday	Dec 12	08:00 - 10:00 AM
	11:10 AM - 12:30 PM	Tuesday	Dec 10	10:30 - 12:30 PM
	12:35 PM - 01:55 PM	Thursday	Dec 12	10:30 - 12:30 PM
	02:00 PM - 03:20 PM	Tuesday	Dec 10	01:00 - 03:00 PM
Fri, Fri / Sat	08:00 AM - 10:55 AM	Friday	Dec 13	08:00 - 10:00 AM
	11:00 AM - 01:55 PM	Friday	Dec 13	10:30 - 12:30 PM
	02:00 PM - 07:00 PM	Friday	Dec 13	01:00 - 03:00 PM
If your class meets: Saturdays, Sundays or evenings	Monday	Monday	Dec 9	Exam begins at your regular class time
	Tuesday	Tuesday	Dec 10	
	Wednesday	Wednesday	Dec 11	
	Thursday	Thursday	Dec 12	
	Mon / Weds	Monday	Dec 9	
	Tues / Thurs	Tuesday	Dec 10	
	Saturday	Saturday	Dec 14	
Sunday	Sunday	Dec 8		
Make-ups and Conflicts:		Monday	Dec 9	03:30 - 05:30 PM
		Tuesday	Dec 10	03:30 - 05:30 PM
		Wednesday	Dec 11	01:00 - 03:00 PM
		Thursday	Dec 12	01:00 - 03:00 PM

- Summer grades available online Wednesday, August 7, 2019
- Summer official transcripts available Wednesday, August 14 for all classes that end on or before July 26.
- Fall grades available online: Tuesday, January 7, 2020
- Fall official transcripts available: Tuesday, January 14, 2020

# Summer 2019 Calendar

## **SIX-WEEK SUMMER SESSION CLASSES BEGIN**

See our website for classes beginning earlier or later.

**Monday, June 17**

## **LAST DAY TO ADD A CLASS**

Early or late start classes will have different deadlines. Please check with Admissions & Records for specific dates.

**Tuesday, June 18**  
**In person until 5:30 PM**  
**Online until 11:59 PM**

## **LAST DAY TO DROP WITH A REFUND**

Fees will be refunded when 6-week summer session courses are officially dropped by this date. Early / late start and 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.

**Wednesday, June 19**  
**In person until 6:00 PM**  
**Online until 11:59 PM**

## **DEADLINE FOR REGISTERING IN INDEPENDENT STUDY** **Thursday, June 18**

## **NRS DEADLINE**

"No Record Shown". 6-week summer session courses that begin on June 17<sup>th</sup> and are 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. Please check with Admissions & Records for more information.

**Wednesday, June 19**

## **DEADLINE FOR SELECTING GRADING OPTION**

Last day to select the Pass/No pass grade option for designated, 6 week summer session courses.

**Thursday, June 27**

## **INDEPENDENCE DAY HOLIDAY**

No day or evening classes.

**Thursday, July 4**

## **"W" DEADLINE**

6 week 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.

**Wednesday, July 17**

## **FINAL EXAMS**

**Last Day of Each Class**

## **LAST DAY OF 6 WEEK CLASSES**

See course schedule for last day for early / late start and short-term courses.

**Friday, July 26**

## **FINAL GRADES AVAILABLE ONLINE**

Grades available at [my.gavilan.edu](http://my.gavilan.edu). Check Admissions webpage for classes ending after July 26.

**Wednesday, August 7**

## **OFFICIAL TRANSCRIPTS AVAILABLE**

Official transcripts will include summer session grades for classes that end on or before July 26<sup>th</sup>. Check A&R webpage for dates for classes that end after July 26<sup>th</sup>. Unofficial transcripts are available on [my.gavilan.edu](http://my.gavilan.edu). Please see Transcript webpage for online ordering information.

**Wednesday, August 14**

# Fall 2019 Semester Calendar

<b>AVIATION FIRST DAY OF INSTRUCTION</b>	<b>Wednesday, August 7</b>
Last day to register / add an Aviation class is Aug. 15. Last day to drop an Aviation class for a refund and "No Record Shown" is Aug.16.	
<b>FALL SEMESTER BEGINS</b>	<b>Monday, August 26</b>
<b>LABOR DAY HOLIDAY</b>	<b>Monday, September 2</b>
No day or evening classes. Saturday / Sunday classes will meet.	
<b>LAST DAY TO REGISTER / ADD A SEMESTER-LONG COURSE</b>	<b>Friday, Sep. 6</b>
Online registration open until 11:59 pm. No in-person registration on the main campus after 5 pm. Use online services. Last day to submit CA residency documentation. Last day to register / add an Aviation class is Aug 15.	
<b>LAST DAY TO REGISTER FOR INDEPENDENT STUDY</b>	<b>Friday, September 6</b>
<b>LAST DAY TO DROP WITH A REFUND</b>	<b>Sunday, September 8</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 16. Short-term courses must be dropped before 10% of the course meetings have passed. For one or two-day classes, this date will occur before the start of the course.	
<b>"NRS" DEADLINE</b>	<b>Sunday, September 8</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. 16. The "NRS" deadline for a short-term course is 10% of the class meetings.	
<b>DEADLINE FOR SELECTING GRADING OPTION</b>	<b>Friday, September 27</b>
Last day to select the Pass / No pass grade option for designated, semester-long courses.	
<b>FALL GRADUATION PETITIONS DUE</b>	<b>Friday, October 11</b>
See a counselor to complete a petition to graduate.	
<b>VETERANS' DAY HOLIDAY</b>	<b>Monday, November 11</b>
No day or evening classes.	
<b>"W" DEADLINE</b>	<b>Friday, November 15</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. The "W" deadline for Aviation classes is Nov. 8.	
<b>THANKSGIVING HOLIDAY</b>	<b>Thursday, November 28 - Sunday, December 1</b>
No day, evening or weekend classes.	
<b>FIRST DAY TO FILE OFFICIAL TRANSCRIPT REQUEST</b>	<b>Friday, December 6</b>
To include final grades from Fall semester. Please see Transcript webpage for online ordering information.	
<b>FIRST DAY TO REQUEST GE / IGETC CERTIFICATION</b>	<b>Friday, December 6</b>
Please see Transcript webpage for online ordering information.	
<b>FINAL EXAMS</b>	<b>Monday, December 9 - Saturday, December 14</b>
<b>LAST DAY OF SEMESTER</b>	<b>Saturday, December 14</b>
<b>FINAL GRADES AVAILABLE ONLINE</b>	<b>Tuesday, January 7, 2020</b>
Grades available at my.gavilan.edu (click on MyGav/GavSSB icon).	
<b>OFFICIAL TRANSCRIPTS AVAILABLE</b>	<b>Tuesday, January 14, 2020</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.	