



GAVILAN COLLEGE

Winter / Spring 2019

WINTER INTERSESSION: JANUARY 2 - JANUARY 25

SPRING SEMESTER: JANUARY 28 - MAY 24



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.

Class listings can be found online at www.gavilan.edu

CONTENTS

Topic	Page
<i>Academic Dismissal - Petition for Re-admission</i>	11
<i>Counseling</i>	10
<i>Directory</i>	24 - 25
<i>Final Exam Schedule</i>	30
<i>F.A.Q</i>	12
<i>Fees</i>	6 - 7
<i>Financial Aid</i>	8 - 9
<i>Gilroy Campus Map</i>	28 - 29
<i>Graduation</i>	16
<i>High School Student Checklist</i>	5
<i>Hours of Operation</i>	2 - 3
<i>Labs and Instructional Support</i>	15 - 16
<i>Morgan Hill and Hollister Maps</i>	26
<i>Off-campus Locations</i>	17
<i>Parking Permits</i>	6
<i>Payment Deadlines</i>	5
<i>Prerequisites</i>	11
<i>Promise Program</i>	8
<i>Refunds</i>	7
<i>Registration Calendar</i>	3
<i>San Martin and Coyote Valley Maps</i>	27
<i>Semester Calendar</i>	31
<i>Steps for New Students</i>	4
<i>Student Email</i>	21
<i>Student Services</i>	13 - 15
<i>Tools for Success</i>	22 - 23
<i>Veterans Benefits</i>	9

Hours of Operation

Gilroy

December 17 - May 24

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

Admissions & Records

Monday - Thursday
8:00 a.m. - 5:00 p.m.
Fridays 10:00 a.m. - 2:00 p.m.

Hollister and Morgan Hill

December 17 - 21 & January 22 - 24

Monday - Thursday
8:00 a.m. - 5:30 p.m.
Fridays 8:00 a.m. - 12:00 p.m.

January 28 - May 24

Monday - Thursday
8:00 a.m. - 6:00 p.m.
Fridays 8:00 a.m. - 5:00 p.m.

CLOSURES - ALL LOCATIONS

Christmas Eve - New Year's Day
Martin Luther King Jr.
Professional Learning Day
Presidents' Day
Memorial Day

December 24 - January 1
January 21
January 25
February 15, 18
May 27

THE MORGAN HILL & HOLLISTER SITES WILL BE CLOSED FROM JANUARY 2 - 18.

Winter / Spring Registration Calendar

Period	Date	Who Can Register
Priority 1	Nov. 26 - 27	CalWORKS, AEC, EOPS, Foster Youth, Homeless Youth, Veterans (see notes below for additional eligibility criteria)
Priority 2	Nov. 28	Athletes, MESA, Puente, TRIO (see notes below for additional eligibility criteria), College Promise (Gavilan & BOG)
Priority 3	Nov. 29 - Dec. 4	Continuing, new to college who have completed orientation/ placement/ed plan, GECA (see notes below for additional eligibility criteria)
Priority 4	Dec. 5	New to college students (1st semester) and beyond who have not completed orientation/ placement/ ed plan
Priority 5	Dec. 6	Returning, Transfer, Probation 2 and Academically Dismissed, High School students (except GECA)
All	Dec. 6	All students
If you miss your Priority Registration date you may register any day after that 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 Winter / Spring 2019 who are eligible for Priority 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 a orientation, placement and an education plan may enroll during Priority 4 registration which starts on Dec 5.

NO DROP DATE SCHEDULED FOR WINTER SEMESTER CLASSES - Students are expected to pay for Winter classes at the time of registration, or upon receipt of financial aid disbursement.

DROP FOR NON PAYMENT DATE FOR SPRING TERM 2019 - Wednesday, January 9, 2019, 2:30 p.m.

REGISTER AND PAY BY - November 26, 2018 - January 9, 2019 by 2:29 p.m.

Students may still enroll in Spring classes after January 9th. 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

Nov. 29, Dec. 3 - 6	8:00 a.m. - 6:00 p.m.
Nov. 30, Dec. 7	10:00 a.m. - 2:00 p.m.
Jan. 22, 23, 24, 28 - 31	8:00 a.m. - 6:00 p.m.
Feb. 1, 8	10:00 a.m. - 5:00 p.m.

Financial Aid

January 28 - March 1, 2019
Monday - Thursday
 8:00 a.m. - 6:00 p.m.
Fridays
 10:00 a.m. - 5:00 p.m.

STEPS FOR NEW TO COLLEGE STUDENTS



Apply for Admission

To apply for admission to Gavilan College go to: 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

To log in to your MyGav account, go to 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

To file your FAFSA online go to 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.



Determine Your Placement

Placement in English and math. Visit www.gavilan.edu/admit/assess.html

You may have already been placed by CCCApply. Check your MyGav email to find out. **(408) 846 - 4992**



Complete 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

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

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.

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

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. MyGav			
3. Financial Aid	Spring	x	x
4. Placement			Provide transcript showing pre-requisites.
5. Orientation			x
6. Counseling	Recommended	Recommended	Recommended
7. Registration & Payment	x	x	x

High School Students Concurrent Enrollment

Checklist:

- Application
- High School Contract form, completed, with all signatures
- Registration card
- Meet registration deadlines
- Payment of fees
- 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 Spring, 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
November 26, 2018 - January 9, 2019 by 2:29 p.m.	Wednesday, January 9, 2019, 2:30 p.m.	Spring 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 170	\$50		
AH 171	\$50	KIN 20	\$45
AH 180	\$50	KIN 3	\$35
AH 282	\$25	KIN 4 A,B,C	\$35
AMT 225	\$150		
ART 12A	\$45		
ART 12B	\$55		
ART 13	\$30		
CD 160	\$15		
COS 200	\$734.47 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	\$677 (2) kits (approx.)* + \$75 Additional supplies		
COS 221	\$200		
* Students must purchase supplies. Does not include books and classroom materials.			
GUID 1/PSYC 5	\$13		
PSYC 52	\$24		
KIN 17	\$30		

**Parking Permits
(Gilroy campus only)**
Price: \$50 - Days, \$20 - Evenings

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 Winter / Spring 2019:

Winter: No Permit needed between January 2, 2019 - January 27, 2019

Spring Sales: December 3 - April 26

Permit Valid: Jan. 28 - May 24, 2019

Temporary Permits valid for 10 days from online order.

Winter / Spring 2019 Fee Schedule

Totals include \$46 per unit enrollment fee (additional \$233 per unit for non-residents), \$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	\$166.00
1.0	\$ 73.00	\$306.00
1.5	\$ 96.50	\$446.00
2.0	\$120.00	\$586.00
2.5	\$143.50	\$726.00
3.0	\$167.00	\$866.00
3.5	\$190.50	\$1,006.00
4.0	\$214.00	\$1,149.00
4.5	\$237.50	\$1,286.00
5.0	\$261.00	\$1,426.00
5.5	\$284.00	\$1,565.50
6.0	\$307.00	\$1,705.00
6.5	\$330.00	\$1,844.50
7.0	\$353.00	\$1,984.00
7.5	\$376.00	\$2,123.50
8.0	\$399.00	\$2,263.00
8.5	\$422.00	\$2,402.50
9.0	\$445.00	\$2,542.00
9.5	\$468.00	\$2,681.50
10.0	\$491.00	\$2,821.00
10.5	\$514.00	\$2,960.50
11.0	\$537.00	\$3,100.00
11.5	\$560.00	\$3,239.50
12.0	\$583.00	\$3,379.00
12.5	\$606.00	\$3,518.50
13.0	\$629.00	\$3,658.00
13.5	\$652.00	\$3,797.50
14.0	\$675.00	\$3,937.00
14.5	\$698.00	\$4,076.50
15.0	\$721.00	\$4,216.00
15.5	\$744.00	\$4,355.50
16.0	\$767.00	\$4,495.00
16.5	\$790.00	\$4,634.50
17.0	\$813.00	\$4,774.00
17.5	\$836.00	\$4,913.50
18.0	\$859.00	\$5,053.00

Fees

FEE TYPE	AMOUNT	REQUIRED OF
California Resident	\$ 46 / unit	All students (waived for those who qualify for California Promise)
Non-resident additional tuition	\$ 233 per unit (pay this plus the \$46 resident fee)	All non-California U.S. residents enrolled in more than 6 units except those exempt through California Dream Act (AB 540) : International students are required to pay non resident and resident fees for all units including the first 6.
Health Fee Provides health services and accident insurance	\$19	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.
Campus Center Use Fee	\$1 per unit to a maximum of \$5	
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.	\$1	Students may opt out and request a refund.
ASGC Card 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.
Books and materials	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	

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.

Pell Grants: Maximum annual award of \$5,920 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.

Use Gavilan College code: 001202

WHAT FINANCIAL AID CAN A DREAMER APPLY FOR?

- California College Promise Grants
- Cal Grant, Chafee Grant
- EOPS
- Scholarships

Dreamers: Refer to AB540 requirements below.

For other financial aid and resources for Dreamers visit: e4fc.org, maldef.org

File California Dream Application online at: <https://dream.csac.ca.gov>

Promise Program

Gavilan College is providing the first year of full-time enrollment FREE to any 2018 graduating senior who is:

- First-time to college student fall 2018 and/or spring 2019
- California resident or AB540 student
- Completes one of the following applications for financial aid:
 - FAFSA: Free Application for Federal Student Aid
 - California Dream Act Application

To remain eligible for fall 2018 and/or spring 2019, students will:

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

More information: Veronica Martinez
vmartinez@gavilan.edu

Financial Aid Hours:

Monday - Thursday: 8 AM - 6 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**

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: Bring DD214 to VA Certifying Official at the Veterans Welcome Window in the Financial Aid Office. Bring any academic transcripts from previous institutions for development of an Ed Plan. To schedule an appointment with a Veterans' Counselor to develop an Educational Plan, please call 408-848-4893.

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

What is Service Learning?!

Service Learning connects students and faculty to the community. In



Service Learning classes, students work under supervision at a partner agency in the community for 10 - 25 hours a semester, using reflection to relate the agency experience to classroom learning. Look in the schedule for the special note designating SL classes, and sign up as part of your regular registration process.

Visit

www.gavilan.edu/student/service_learning
for more information

Counseling Schedule

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

December 17 - 19, 2018

Monday through Wednesday

8:00 AM - 5:30 PM

January 2 - 23, 2019

Monday through Thursday

8:00 AM - 5:30 PM, Appointments

Fridays

8:00 AM - 5:00 PM, Walk-Ins and Virtual Sessions

CLOSED ON SATURDAYS AND SUNDAYS

Visit our website www.gavilan.edu/counseling for schedule updates.

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

Too busy to visit us in person? Email your questions to online counseling at www.gavilan.edu/counseling/online.php.

Try our New Virtual Counseling Sessions!

Available Fridays, January 4, 11 and 18 at

www.gavilan.edu/student/online_support.php

SPRING COUNSELING HOURS:

January 28 - May 24, 2019

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

Fridays, 8:00 AM - 4:00 PM

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

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
Mariana Pereyra	Noncredit	408-852-2824	CDC
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

Submit form with supporting documents:

- **E-mail** the Prerequisite Clearance Request form and your unofficial transcript (if you plan to attend Gavilan for only one semester) to dhampton@gavilan.edu. Include your Gavilan G-Number and the class you want to take.
- **In person:** Take your Prerequisite Clearance Request 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 if you have any questions or 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

AP test score of 3 or higher. AP Test Score Report from the College Board

Assessment / Placement Exam. An assessment / placement report from another institution (2 year recency).

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

Document Deadlines:

- If you are currently enrolled (Fall 2018) and are on dismissal: **December 14, 2018 - 4:00 PM**
- If you are returning to college and the last term of attendance you were placed on dismissal: **January 23, 2019 - 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

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>
Accessible Education Center 408-848-4865 TTY - 408-846-4924 LI 117 gavilan.edu/student/aec/index.php	<ul style="list-style-type: none"> Students with verified disabilities 	<ul style="list-style-type: none"> Academic, career and vocational counseling; Learning skills evaluation Specialized tutoring; Vocational preparation and job placement Accommodations
Admissions & Records 408-848-4736 Student Center	<ul style="list-style-type: none"> All students 	<ul style="list-style-type: none"> Applications Grades Graduation Student Accounts Transcripts
Associated Students of Gavilan College (ASGC) gavilan.edu/student/asgc	<ul style="list-style-type: none"> The entire student body 	<ul style="list-style-type: none"> Participation in shared governance Events and activities Clubs Leadership opportunities
Athletics 408-848-4876 GYM	<ul style="list-style-type: none"> Student athletes on a college team 	<ul style="list-style-type: none"> Athletic/Academic counseling Priority 2 registration Athletic training services Intercollegiate athletics participation Transfer services
Bookstore 408-848-4742 Student Center	<ul style="list-style-type: none"> Students Staff and Faculty General public 	<ul style="list-style-type: none"> Textbooks Children's and adult books College apparel Gifts and sundries
CalWORKS 408-825-2838 LI 135	<ul style="list-style-type: none"> Students receiving TANF (Temporary Assistance to Needy Families) 	<ul style="list-style-type: none"> Counseling Textbooks Employment assistance Job placement
Career / Transfer Center 408 852-2897 LI 139	<ul style="list-style-type: none"> All students 	<ul style="list-style-type: none"> Transfer Services: Individual assistance, universities visits, workshops, fairs, resource library Career Services: career assessments, guidance, career development workshops, fairs
Cooperative Agencies Resources for Education (CARE) 408-848-4790 LI 101 A/B	<ul style="list-style-type: none"> Single parent/guardian of at least one child under 14 18 or over Head of household Receiving cash assistance from Department of Social Services Eligible for EOPS 	<ul style="list-style-type: none"> Counseling Priority registration Academic tutoring Financial assistance for transportation Books and supplies Grants Other support services
Dreamers 408-848-4740 LI 101	<ul style="list-style-type: none"> Students eligible for AB 540 	<ul style="list-style-type: none"> Financial Aid Counseling Support Services

Student Services, continued

Extended Opportunity Programs and Services (EOPS)

408-848-4740
LI 101

- 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

408-848-4727
Admin. Building

- 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

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, emergency

General Counseling

408-848-4723
Student Center
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
- Information and referrals, first aid, blood pressure screening, condoms, flu shots, smoking cessation, vision testing, OTC medications, annual Health Fair

Outreach and Recruitment

408-848-4763

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

Placement

408-846-4992
MP 100

- Anyone with a Gavilan I.D. number
- Placement information for English and Math

Puente Project

408-852-2876

- 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

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 110

- U.S. Military Veterans
- Vet-to-Vet tutoring and mentoring
- Benefits counseling and resources

Welcome Center

408-848-4800 x5108
Student Center

- New students
- 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
- Services and accommodations
- Specialized training and courses

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
BU119

- Software programs for all levels and ESL classes.

Learning Commons

LI 168

- Writing Center
- Study rooms
- Computers

Library

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

- Print and electronic resources
- 60,000 printed books
- 25,000+ eBooks
- 2,500 magazine titles,
- Electronic databases
- DVD's, films and talking books.
- Online catalog
- Links to class websites and online resources

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
MA101
www.gavilan.edu/mathlab

- Practice math skills
- Individualized help (every level) computers
- Tutorial software
- Math software for geometry, statistics and calculus projects.

Labs and Instructional Support, continued

MESA

(Mathematics, Engineering
and Science Achievement)
408-846-4968
MA 115
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/tutor

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

Writing Center

408-848-4811
LI 168
Mon. - Thurs. 8 AM - 8 PM
Friday 8 AM - 3 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



The deadline to petition for graduation
in the Spring is Friday, April 12, 2019.

Call 408.848.4737 for details about the graduation process.

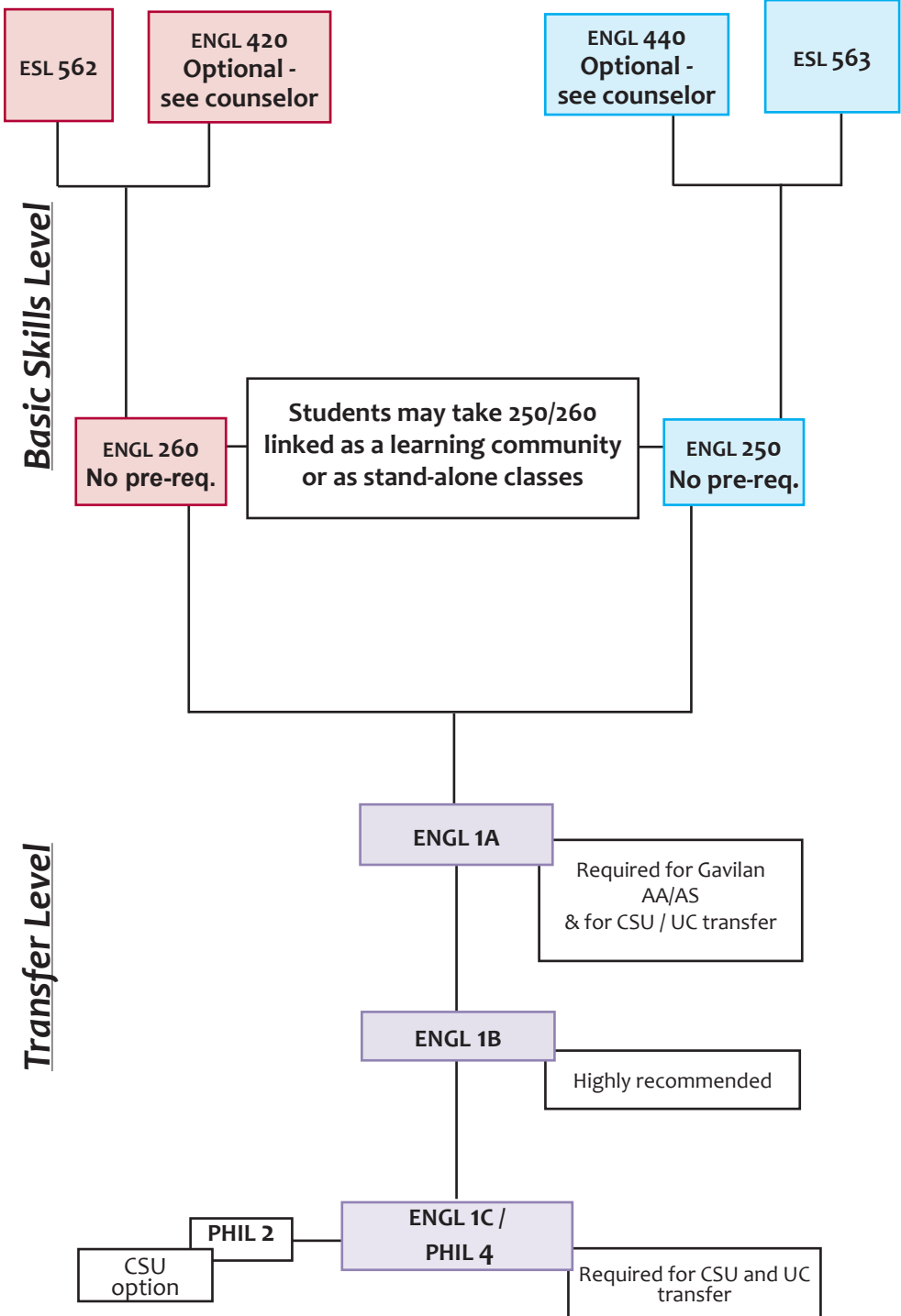
Guide to off-campus class locations

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

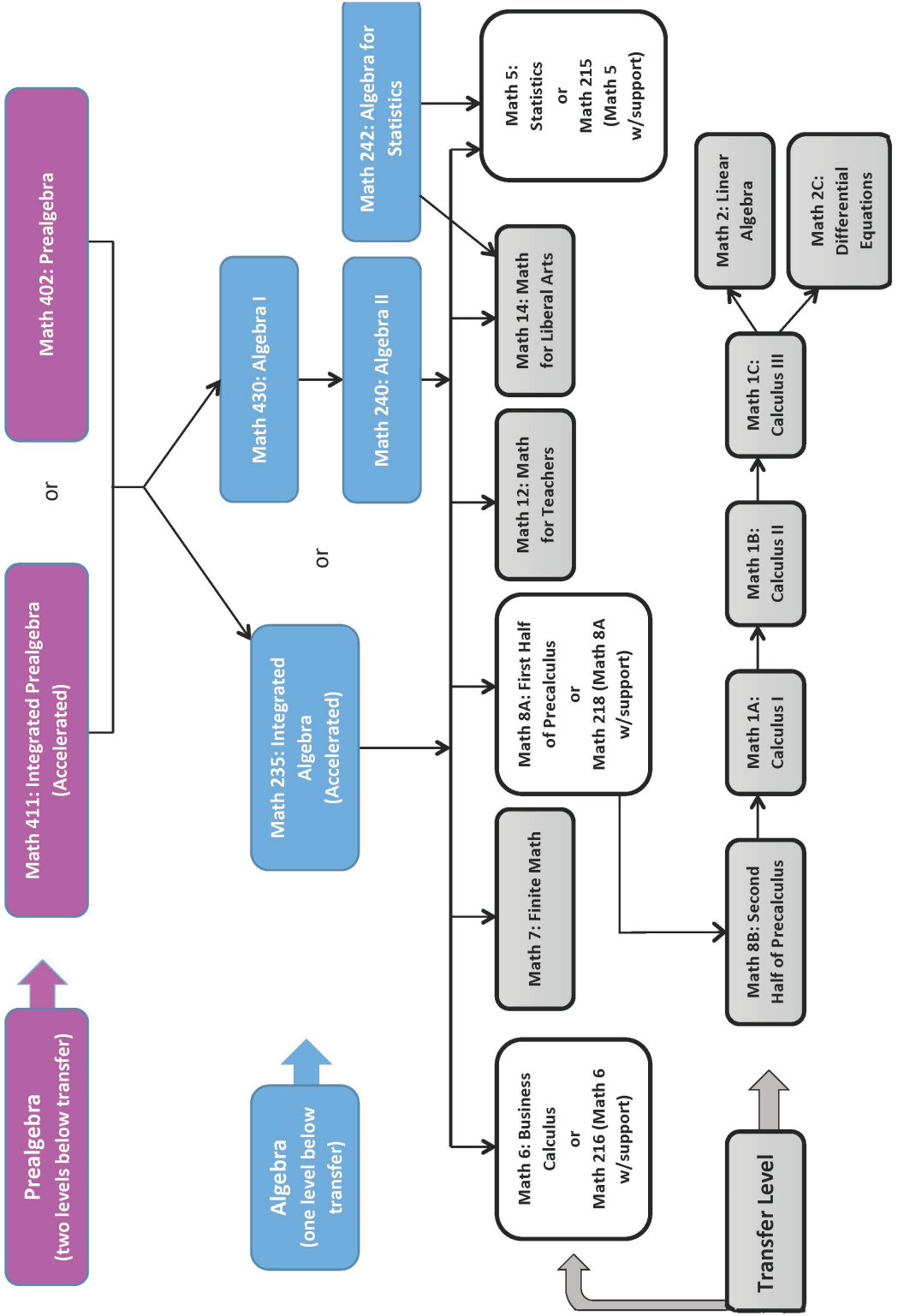
ENGLISH COMPOSITION AND READING COURSE SEQUENCE

Reading

Writing



MATHEMATICS COURSE SEQUENCE



ENGLISH AS A SECOND LANGUAGE COURSE SEQUENCE

Assessment – Required for credit and noncredit ESL classes. Register for Assessment Test at Admissions and Records Office or attend a Noncredit Assessment/Orientation session before classes begin (dates and times are posted on the Noncredit Program website).

Lifeskills ESL

Lifeskills Certificate (12 hours)

Literacy	ESL 775 (5 hrs) & ESL 776 (5 hrs)
Lifeskills 1A & 1B	ESL 784 (6 hrs) & ESL 785 (6 hrs)
Lifeskills 2A & 2B	ESL 786 (6 hrs) & ESL 787 (6 hrs)



Academic ESL

*Intermediate II Certificate
(12 units)*

Beginning	ESL 527 / 727 (6 hrs) (Reading / Writing) ESL 528 / 728 (6 hrs) (Listening / Speaking)
Intermediate I	ESL 537 / 737 (6 hrs) (Reading / Writing) ESL 538 / 738 (6 hrs) (Listening / Speaking)
Intermediate II	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)
Advanced I	ESL 552 / 752 (4 units) (Reading / Vocabulary) ESL 554 / 754 (5 units) (Grammar / Writing) ESL 553 / 753 (5 units) (Composition / Paragraphs)
Advanced II	ESL 562 / 762 (4 units) (Reading / Vocabulary) ESL 563 / 763 (5 units) (Composition - Essay) ESL 564 / 764 (3 units) (Grammar/Writing)

*Advanced II Certificate
(9 units)*



Community College / University

One Below Transfer	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 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 and be sure to become familiar with the Gavilan College Student Email Guidelines: www.gavilan.edu/email/guidelines.html

What does that stand for?

Commonly used acronyms and abbreviations and what they mean:

AA - Associate in Arts	FIG - Focused Inquiry Group
ADT - Associate Degree for Transfer	GE - General Education
AEC - Accessible Education Center	GECA - Gilroy Early College Academy
AS - Associate in Science	IGETC - Intersegmental General Education Transfer Curriculum
ASGC - Associated Students of Gavilan College	IT - Information Technology
BOG - Board of Governors	MESA - Math, Engineering, and Science Achievement
CARE - Cooperative Agencies Resources for Education	SSSP - Student Success and Support Program
CSIS - Computer Science Information Systems	STEM - Science, Technology, Engineering, Mathematics
CTC - Career /Transfer Center	VRC - Veterans Resource Center
CTE - Career Technical Education	
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	

Tools for Success

Academic Works

Apply for scholarships online!

<https://gavilan.academicworks.com>



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/

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/>

Kognito

 **Kognito**
INTERACTIVE

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

www.kognito.com/ccs

Tools for Success

MyGav



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

<https://my.gavilan.edu>

Navigate



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

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

Title IX

Training in the facts about sexual assault and positive consent.

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' (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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Accessible Education Center / Centro de Educación Accesible	408-848-4865
Admissions and Records Oficina de Admisiones y Archivos	408-848-4735 408-846-4954
ASGC Office / Oficina de ASGC	408-848-4777
Athletics / Kinesiology / Deportes, Educación Física	408-848-4876
Bookstore / Librería	408-848-4742
CalWORKs Programa de Experiencia de Trabajo en el área que se requiera	408-848-4740
Campus Security (non-emergency) <i>Seguridad del Campus (no emergencias)</i>	408-848-4703
CARE Cooperative Agencies Resources for Education / Agencias Cooperativas para Recursos de Educación	408-848-4790
Career / Transfer Center Centro de Recursos para Carreras y Transferencias	408-852-2897
Cashier (Business Office) / Cajero (Oficina de Negocios)	408-848-4714
Cashier (Student Accounts) / Cajero (Cuentas de Estudiantes)	408-852-2840
Community and Contract Education Educación en la Comunidad / Contrato	408-229-4201
Cosmetology Appointment line / Cosmetología Teléfono para Citas	408-842-5055
Counseling	408-852-2895 408-848-4723
Discrimination-Harassment Complaints Oficina de Quejas por iscriminación y Acoso	408-848-4731
Enrollment Verifications / Verificación de Registro	408-846-4954

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.

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 edu/accreditation

Directory

GavALERT

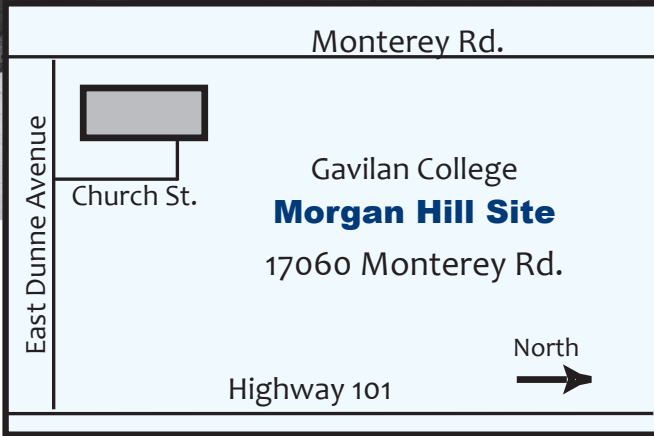
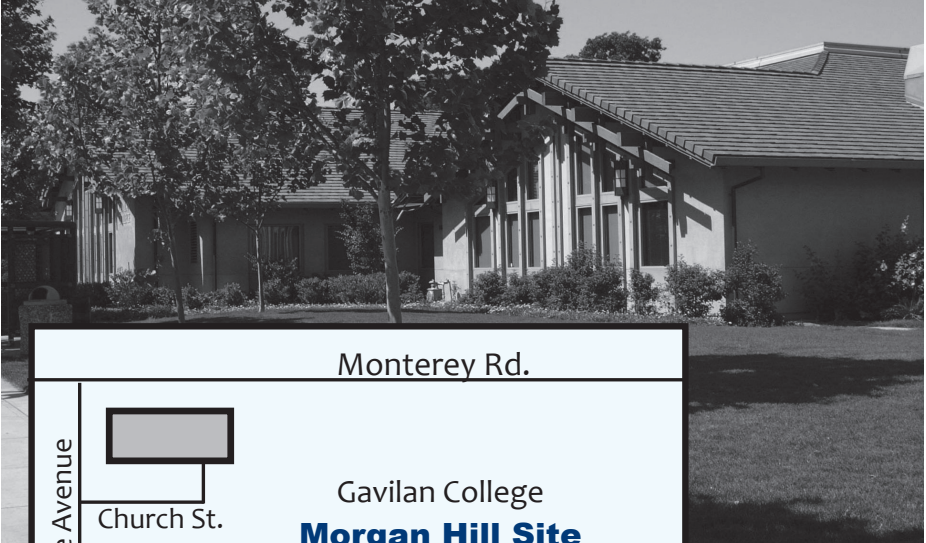
Gavilan College has an emergency alert system which can contact you by text, email, or voice in the case of a campus emergency. It is up to you to make sure that the contact information listed in Self-Service Banner is correct. Once per semester you will receive a test message which will direct you to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

EOPS - Extended Opportunity Programs & Services / Programas y Servicios de Oportunidades Extendidas	408-848-4740
Financial Aid / Ayuda Financiera	408-848-4727
Grading / Calificaciones	408-848-4751
Graduation / Graduación	408-848-4737
Health Services / Servicios de Salud	408-848-4791
International Students / Estudios Internacionales	408-848-4754
Library / Biblioteca	408-848-4810 408-848-4806
MESA Program - Math, Engineering, Science Achievement / programa de Superación en Matemáticas, Ingeniería y Ciencias	408-846-4968
Noncredit Program (Community Development) / Programa sin Créditos / Desarrollo en la Comunidad / Sign up / Registrarse	408-852-2824
Online / Cursos por Internet	408 848-4885
Outreach & Recruitment / Tours / <i>Oficina de Inscripciones / Visitas al Campus</i>	408-848-4763
Placement Office / Oficina de Evaluaciones	408-846-4992
President's Office / Oficina del Presidente	408-848-4711
Puente Program / Programa Puente	408-852-2876
Theatre Box Office / Taquilla del Teatro	408-846-4973
Transcripts / Expedientes Académicos	408-848-4733
TRiO Student Support Services / Servicios de Apoyo Estudiantil	408-846-4981
Tutoring Center / Centro de Tutoría	408-848-4838
Veterans' Services / Servicios a los Veteranos	408-848-4893
Vice Presidents' Offices / Oficinas del Vice Presidentes: Student Services / Servicios Estudiantiles Academic Affairs / Asuntos Academicos	408-848-4738 408-848-4761
Welcome Center	408-848-4800 x5108

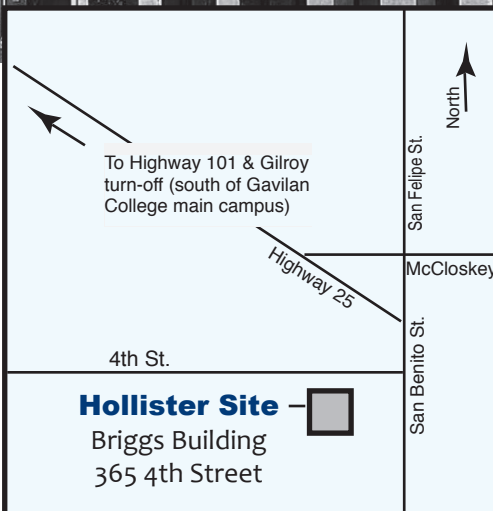
FERPA

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>

Morgan Hill and Hollister Sites



MORGAN HILL
408.782.2873



HOLLISTER
831.636.3783

San Martin and Coyote Valley Sites



San Martin Avenue	↑ To Highway 101 Gavilan College Aviation Maintenance Technology San Martin Airport 13021 Murphy Ave, San Martin <div style="border: 1px solid black; width: 100px; height: 20px; margin: 5px auto;"></div> (South entrance)
	← North Murphy Avenue

SAN MARTIN
408.695.0017



Santa Teresa Blvd.	Gavilan College Coyote Valley Site 530 Bailey Avenue, San Jose <div style="display: flex; justify-content: center; gap: 10px; margin: 10px 0;"> <div style="border: 1px solid black; width: 30px; height: 30px;"></div> <div style="border: 1px solid black; width: 30px; height: 30px;"></div> <div style="border: 1px solid black; width: 30px; height: 30px;"></div> </div> <div style="display: flex; justify-content: center; align-items: center; margin: 5px 0;"> <div style="border-left: 1px solid black; width: 10px; height: 40px;"></div> <div style="border: 1px solid black; width: 30px; height: 30px; margin-left: 5px;"></div> </div>
	North ↓ Bailey Avenue

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 min. spaces
- B Student, Staff, Accessible, Visitor & 30 min. spaces
- C Student, Staff, Accessible, 15 min. & 30 min. spaces
- D Staff & Accessible spaces
- E Student, Staff & Motorcycle spaces
- F Staff, Accessible, Visitor, Motorcycle & 30 min. spaces
- G Staff & Accessible spaces
- H Student, Staff, Accessible, Motorcycle & 30 min. 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
- Restroom
- All Gender Restroom



Offices

Accessible Education Center.....	LI 117
Administration	SC
Admissions & Records	SC
Art Gallery.....	LI
ASGC	SC
Athletics Office	GY
Bookstore	SC
Box Office	TH
Business Office.....	MP
Cafeteria	SC
CalWORKs	LI
Career Education.....	BU
Career Transfer Center.....	LI
Cashier	MP
Cashier (Student Accounts)	SC
Computer Place	LI
Cosmetology.....	COS
Counseling Secretary	SC
EOPS / Special Services	LI
Financial Aid Office.....	SC
Human Resources	MP
Learning Commons	LI
Liberal Arts and Sciences	SS
Math Lab	MA
MESA	MA
Noncredit Program	CDC
Nursing	HOB
Payroll.....	MP
Public Information Office.....	CDC
Receiving	SF
Security.....	SF
Teaching and Learning Center.....	LI
Student Center Lounge.....	SC
Student Health	SC
TRIO Program	MA
Tutoring Center.....	LI
TV Studio	LITV
Veterans Center	LI
Welcome Center.....	SC
Writing Center.....	LI

Spring 2019 Final Exam Schedule

FINALS WEEK: May 18 - May 24

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

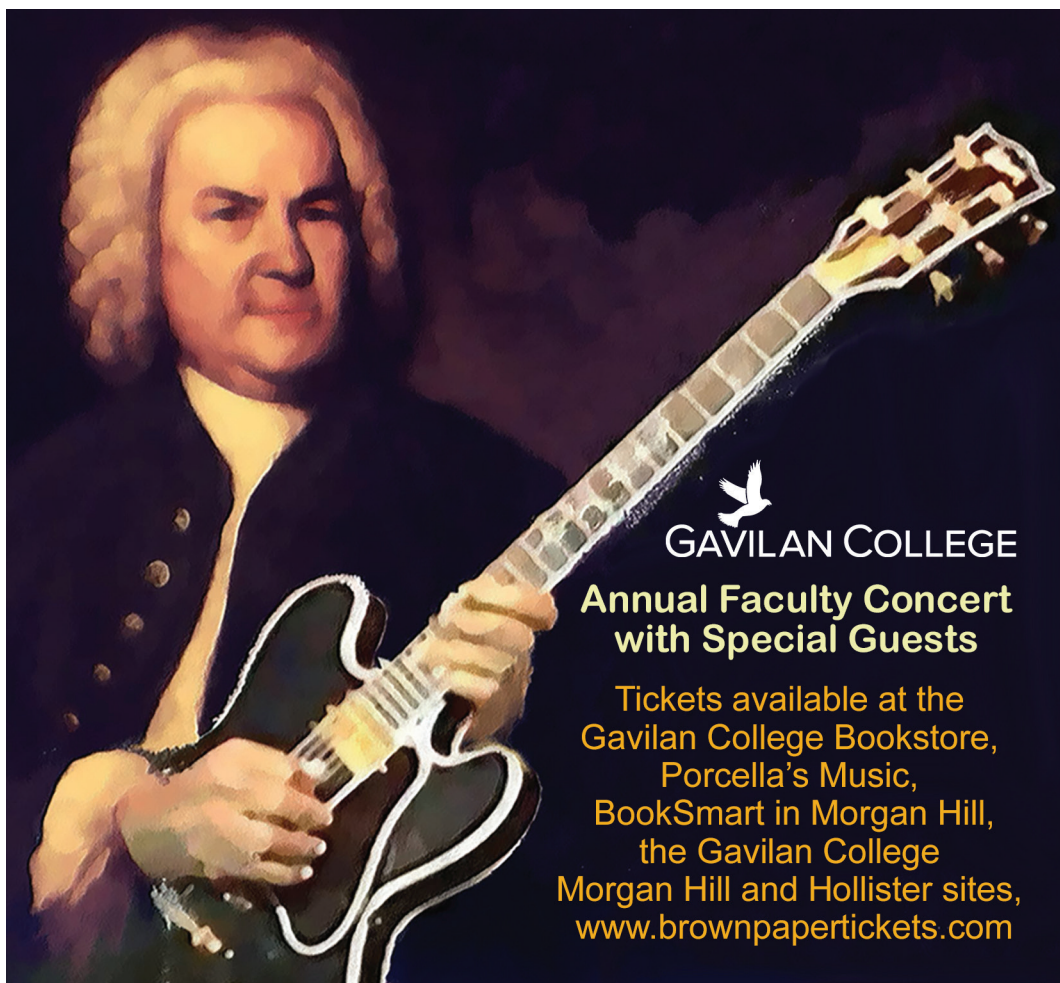
- If a class does not have a time scheduled according to the chart below, please see the instructor, department chair or area dean.
- Instructors' office hours may change during Finals Week. Please check your instructor's office for the revised schedule.
- Classes meeting prior to 8 a.m. will take their 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 AM - 09:40 AM	Wednesday	May 22	08:00 - 10:00 AM
	09:45 AM - 11:05 AM	Monday	May 20	08:00 - 10:00 AM
	11:10 AM - 12:30 PM	Wednesday	May 22	10:30 - 12:30 PM
	12:35 PM - 01:55 PM	Monday	May 20	10:30 - 12:30 PM
	02:00 PM - 03:20 PM	Wednesday	May 22	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	Thursday	May 23	08:00 - 10:00 AM
	09:45 AM - 11:05 AM	Tuesday	May 21	08:00 - 10:00 AM
	11:10 AM - 12:30 PM	Thursday	May 23	10:30 - 12:30 PM
	12:35 PM - 01:55 PM	Tuesday	May 21	10:30 - 12:30 PM
	02:00 PM - 03:20 PM	Thursday	May 23	01:00 - 03:00 PM
Fri, Fri / Sat	08:00 AM - 10:55 AM	Friday	May 24	08:00 - 10:00 AM
	11:00 AM - 04:55 PM	Friday	May 24	10:30 - 12:30 PM
If your class meets: Saturdays, Sundays or evenings	Monday	Monday	May 20	Exam begins at your regular class time
	Tuesday	Tuesday	May 21	
	Wednesday	Wednesday	May 22	
	Thursday	Thursday	May 23	
	Friday	Friday	May 17	
	Mon / Weds	Monday	May 20	
	Tues / Thurs	Tuesday	May 21	
	Saturday	Saturday	May 18	
Sunday	Sunday	May 19		
Make-ups and Conflicts:		Monday	May 20	01:00 - 03:00 PM
		Tuesday	May 21	01:00 - 03:00 PM
		Wednesday	May 22	03:30 - 05:30 PM
		Thursday	May 23	03:30 - 05:30 PM

- **Spring grades available online: Wednesday, June 5, 2019**
- **Spring official transcripts available: Wednesday, June 12, 2019**
- **Winter grades: email kketchu@gavilan.edu starting Monday, January 28, 2019**

Winter / Spring 2019 Calendar

WINTER SESSION	January 2 – January 25
LAST DAY TO REGISTER / ADD A CLASS	January 2
LAST DAY TO DROP FOR REFUND / NO RECORD SHOWN	January 2
AVIATION FIRST DAY OF INSTRUCTION	Thursday, January 10
Last day to register/add an Aviation class is Jan. 16. Last day to drop an Aviation class for a refund and “No Record Shown” is Jan. 22. The “W” deadline for an Aviation class is April 24.	
MARTIN LUTHER KING HOLIDAY (no classes)	Monday, January 21
DEADLINE TO SUBMIT RESIDENCY DOCUMENTATION	Friday, January 25
SPRING SEMESTER BEGINS	Monday, January 28
LAST DAY TO ADD A SEMESTER-LONG COURSE	Friday, February 8
Unless class is open entry or late-start. Online registration open until 11:59 pm. All add codes must be used by Feb. 8. Instructors may choose not to allow students to add their class after the first meeting even if a seat is available. Check with instructor before adding class.	
DEADLINE FOR REGISTERING IN INDEPENDENT STUDY	Friday, Feb. 8
LAST DAY TO DROP WITH A REFUND	Sunday, February 10
Fees will be refunded by check to the student (regardless of original method of payment) when semester-long courses are officially dropped by this date. Short-term courses must be dropped before 10% of the course meetings have passed. For one or two-day courses, this date may occur before the start of the course.	
“NRS” DEADLINE	Sunday, February 10
“No Record Shown”. Semester-long courses dropped by this date do not appear on the student’s permanent record. The NRS deadline for a short-term course is < 20% of the class meetings.	
PRESIDENT’S DAY HOLIDAY	Friday, February 15 - Monday, February 18
No day, evening or weekend classes.	
DEADLINE FOR GRADING OPTION	Thursday, February 28
Last day to select the Pass/No Pass Grade option for designated, semester-long courses.	
SPRING BREAK	Monday, April 1 - Sunday, April 7
No day or evening classes.	
SPRING GRADUATION PETITIONS DUE	Friday, April 12
See a counselor to complete a petition to graduate.	
“W” DEADLINE	Friday, April 26
Semester-long courses dropped by this date appear on the student’s permanent record with a notation of “W” for withdrawn. The “W” deadline for a short-term course is 75% of the course meetings.	
FIRST DAY TO FILE OFFICIAL TRANSCRIPT REQUEST	Friday, May 17
To include final grades from spring semester. Please see Transcript webpage for online ordering information.	
FIRST DAY TO REQUEST CSU/IGETC CERTIFICATION	Friday, May 17
Please see Transcript webpage for online ordering information.	
FINAL EXAMS	Saturday, May 18 - Friday, May 24
LAST DAY OF SEMESTER	Friday, May 24
GRADUATION	Friday, May 24
FINAL GRADES AVAILABLE ONLINE	Wednesday, June 5
Grades and Unofficial Transcripts available online at my.gavilan.edu.	
OFFICIAL TRANSCRIPTS AVAILABLE	Wednesday, June 12
Official transcripts will include Spring grades as of this date. Please see Transcript webpage for online ordering information.	




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BACH TO BLUES

Saturday, March 16, 2019 at 7:00 PM

All proceeds benefit the Gavilan College Music Department

V.I.P. Seating \$25 General Admission \$15 Students & Seniors \$10

www.gavilan.edu/bachtoblues

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