



**GAVILAN
COLLEGE**

Fall 2020

AUGUST 24 - DECEMBER 12



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

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CLOSURES - ALL LOCATIONS

Independence Day	Friday, July 3
Fall Convocation	Friday, August 21
Labor Day	Monday, September 7
Veteran's Day	Wednesday, November 11
Thanksgiving Holiday	Thursday & Friday, November 26, 27

Fall Registration Calendar

Who Can Register

Priority 1: June 22 - 23 CalWORKS, AEC, EOPS, Foster Youth, Homeless Youth, Veterans (see notes below for additional eligibility criteria)

Priority 2: June 24 Athletes, MESA, Puente, TRIO (see notes below for additional eligibility criteria), College Promise (Gavilan & BOG)

Priority 3: June 25 - July 5 Continuing, new to college who have completed orientation / placement / ed plan, GECA (see notes below for additional eligibility criteria)

Priority 4: July 6 New to college students (1st semester) and beyond who have not completed orientation/ placement / ed plan

Priority 5: July 7 Returning, Transfer, Probation 2 and Academically Dismissed, High School students (except GECA)

All students: July 7 - Beginning of term

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 Fall 2020 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 an orientation, placement and an education plan may enroll during Priority 4 registration which starts on Dec 4.

REGISTER AND PAY BY - Monday, August 24, 2020 by 2:25 p.m.

You may still enroll in Fall classes after August 24th. Payment is then expected at the time of registration, or upon receipt of financial aid disbursement. After the first two weeks of the semester, holds will be placed on any account that has a balance owed. Once you have paid in full the hold will be removed. Apply for financial aid to see what grants and other assistance might be available.

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.

Eligibility

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

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

Steps For New To College Students



1 Apply for Admission

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.



2 Open 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, contact the **Admissions and Records** Office at admission@gavilan.edu for assistance in logging in for the first time.



3 Apply for Financial Aid

Go to www.fafsa.gov

AB 540 students may submit California Dream Act applications at:

<https://dream.csac.ca.gov>

Gavilan College Promise Program now offers 2 years 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.



4 Placement

Go to: www.gavilan.edu/admit/assess.html

You may have already been placed by CCCApply. Check your MyGav email to find out. Contact dhampton@gavilan.edu for assistance.



5 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**



6 Meet with a Counselor

After completing the Orientation, you may register for classes. You may also meet with a counselor online or via telephone to discuss your course selections. Bring copies of transcripts from other schools attended with you. For counseling assistance, hours, and appointments, please visit www.gavilan.edu/counseling.



7 Register for Classes Online and Pay Fees

Go to: <https://my.gavilan.edu> Student tab and follow the link to Self Service Banner to enroll in classes.

Pay online for classes. Contact Mayra Cortez, Student Accounts Technician at mcortez@gavilan.edu for answers / information about the payment process.

***If you need additional support with any of these steps, come to the Student Welcome Center. www.gavilan.edu/student/welcome_center/index.php

High School Students Concurrent Enrollment

Checklist:

- ◇ Application
- ◇ High School Contract form, completed, with all signatures
- ◇ Register online
- ◇ Meet registration deadlines
- ◇ Purchase books and required materials

**Contact Admissions and Records
for additional information 408-713-0852**

Counseling Schedule

Online and telephone counseling services will be available for students during summer and fall. For the most up to date drop-in and appointment schedule, and contact information, please visit the Counseling website at www.gavilan.edu/counseling. Special programs will also be offering online an telephone counseling services.



Payment Deadlines

There will be no Drop for Non-Payment Deadlines for Fall 2020. Payment is expected at time of registration.

Fees

CA Resident Fees : includes all fees e.g. Tuition, Student Health, ASGC ID/Membership, Campus Center Use Fee, Student Rep Fee

Non-Resident Fees: includes all fees for CA Residents and the Non-Resident fee of \$290. per unit. Non-resident, non International students may take 6 or fewer units at the CA resident fee rate. International students must pay non resident fees for all units, including 6 or fewer.

Units	CA Res.	Non-Res.
.5	\$50.50	\$195.50
1	\$74.00	\$364.00
1.5	\$97.50	\$532.50
2	\$121.00	\$701.00
2.5	\$144.50	\$869.50
3	\$168.00	\$1,038.00
3.5	\$191.50	\$1,206.50
4	\$215.00	\$1,375.00
4.5	\$238.50	\$1,543.50
5	\$262.00	\$1,712.00
5.5	\$285.00	\$1,880.00
6	\$308.00	\$2,048.00
6.5	\$331.00	\$2,216.00
7	\$354.00	\$2,384.00
7.5	\$377.00	\$2,552.00
8	\$400.00	\$2,720.00
8.5	\$423.00	\$2,888.00
9	\$446.00	\$3,056.00
9.5	\$469.00	\$3,224.00
10	\$492.00	\$3,392.00
10.5	\$515.00	\$3,560.00
11	\$538.00	\$3,828.00
11.5	\$561.00	\$3,896.00
12	\$584.00	\$4,064.00
12.5	\$607.00	\$4,232.00
13	\$630.00	\$4,400.00
13.5	\$653.00	\$4,568.00
14	\$676.00	\$4,736.00
14.5	\$699.00	\$4,904.00
15	\$722.00	\$5,072.00
15.5	\$745.00	\$5,240.00
16	\$768.00	\$5,408.00
16.5	\$791.00	\$5,576.00
17	\$814.00	\$5,744.00
17.5	\$837.00	\$5,912.00
18	\$860.00	\$6,080.00

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 280	\$50
AH 282	\$25
AMT 225	\$150
ART 13	\$30
CD 160	\$15
COS 200	\$966.43 kit (approx.)* + \$100
Additional supplies.	Payable at Cashier
(Student Accounts)	by the first day of
instruction.	
COS 201	\$120
COS 202/203	\$250
COS 207	\$50
COS 220	\$709.05 (2) kits (approx.)* + \$75
Additional supplies	
COS 221	\$100
GUID 1/PSYC 5	\$13
PSYC 52	\$29
KIN 17	\$30
KIN 20	\$45
KIN 3	\$35
KIN 4 A,B,C	\$35
HVAC 201, 202	\$90.27
HVAC 205	\$7.85

Parking Permits

Purchase daily parking passes from the machines on campus on an as-needed basis. Very few in-person classes will be offered for fall.

Fees

FEE TYPE	AMOUNT	REQUIRED OF
California Resident	\$46 per unit	All students (waived for those who qualify for California Promise and concurrently enrolled high school students).
Non-resident additional tuition	\$290 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 (waived for concurrently enrolled high school students). 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	Waived for concurrently enrolled high school students.
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.	\$2	Students may opt out and request a refund (waived for concurrently enrolled high school students).
ASGC Card support campus activities, educational programs, speakers, and cultural events, and provide discounts to cardholders at campus and off-campus venues.	\$6 per semester, issued as part of the registration process	Students may opt out (waived for concurrently enrolled high school students). 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.ed.gov.

Cal Grants & Student Success Grants: Maximum award of \$1,672 for books and supplies; requires FAFSA or CDAA by March 2 priority deadline and financial eligibility. Must be eligible for Cal Grant and be enrolled in a minimum of 12 units to be eligible for Student Success grant.

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

Gavilan College Promise: Provides first two years of full-time enrollment FREE to:

- First time to college students
- California resident or AB540 student
- Students with completed Gavilan CCC apply application and fully processed FAFSA or California Dream Act Application

To remain eligible, students will:

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

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

Scholarships: Gavilan College offers numerous need and merit based scholarships for part-time and full-time students in most academic majors. Awards range from \$250 and up per year. Gavilan scholarships are posted in January each year. To apply go to:

<https://www.gavilan.edu/finaid/apply-scholarships.php>

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

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

CDAA – California Dream Act Application

File the California Dream Act Application online at <https://dream.csac.ca.gov> if you are an AB540 student before March 2nd priority deadline.

More information: Rocio DeReza, rdereza@gavilan.edu

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 the end of each term (Fall/Spring/Summer). If you had extenuating circumstances for your last term at Gavilan College and were placed on disqualification, you may submit an appeal to the Financial Aid Office for consideration.

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

Veterans' Education Benefits

Veterans' Counselor: Dewitt Stuckey 408-848-4893
School Certifying Official: Molly Howe 408-848-4787
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 contact the Veteran Counselor or the Veteran Certifying Official in the Veterans Resource Center (LI 109).

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

Apply for VA Education Benefits online:

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

To schedule an appointment with a Veterans' Counselor to develop an Educational Plan, please call 408-848-4893 or 408-848-4787. Bring any academic transcripts from previous institutions for development of an Ed Plan, DD-214, and Notification of Benefits of Eligibility (NOBE).

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

Waitlists

A waitlist keeps track of students who are in line for spots in a full class. You will see this option when registering if no more spaces are left. If a place becomes available before the first day of class, the student at the top of the waitlist will have the spot reserved for them for 24 hours. Before you join a Waitlist make sure all holds are cleared on your students account and complete a prerequisite verification for the course you want to join if needed. **Check your schedule regularly to check your spot on the waitlist. Once you reach the top of the waitlist, you will have 24 hours to register for the class.**

For more details on the Waitlist process, go to
<http://www.gavilan.edu/admit/waitlist.php>.

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 Verification 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.

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**.

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.

Dismissal and Probation

Petition for Re-Admission

Meet with a counselor to complete the re-admission process. Sign in for a drop-in counseling session or schedule an appointment by visiting the counseling website www.gavilan.edu/counseling. Petitions must be completed by Thursday, August 20th at 4:00 PM.



GRADUATION INFORMATION

The deadline to petition for graduation in the Spring is Friday, October 16, 2020.

Call 408-713-0964 for details about the process.

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 Director of Admissions & Records 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. Students wishing to make appeals should meet with a counselor.

Dropping Classes: You may withdraw from a course by visiting the Virtual Admissions & Records Office 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 corequisite 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

Program	Who is eligible?	Services
Accessible Education Center 408-848-4865 TTY - 408-846-4924 LI 117 gavilan.edu/student/aec	<ul style="list-style-type: none"> Students with verified disabilities 	<ul style="list-style-type: none"> Academic, career and personal counseling Learning skills evaluation Specialized instruction Employment preparation and job placement Accommodations Book Lending Library
Admissions & Records 408-848-4736 508-763-0964 admissions@gavilan.edu	<ul style="list-style-type: none"> All students 	<ul style="list-style-type: none"> Applications / Registration Grades Graduation Student Accounts Transcripts
Associated Students of Gavilan College (ASGC) 408-848-4777 gavilan.edu/student/asgc	<ul style="list-style-type: none"> All students 	<ul style="list-style-type: none"> Participation in shared governance Events, activities, and clubs Free scantrons & green books 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 Life Skills Development 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 gavilan.edu/calworks	<ul style="list-style-type: none"> Students receiving Cash Aid or 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 18 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 Financial assistance for transportation Books and supplies Grants Other support services
Undocumented Students / 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

<p>Extended Opportunity Programs and Services (EOPS) 408-848-4740 LI 101</p>	<ul style="list-style-type: none"> • Students enrolled full-time (12+ units) who are eligible for the enrollment fee waiver (CCPG grant) • Foster Youth 	<ul style="list-style-type: none"> • Counseling • Book vouchers • Specialized workshops for student success • Student computer center • Book lending library
<p>Financial Aid 408-848-4727 Admin. Building</p>	<ul style="list-style-type: none"> • Consideration for many Financial Aid programs 	<ul style="list-style-type: none"> • Pell Grants • CA State Grants • Gavilan Promise • CA Promise • Textbook Grants • Federal Work Study • Scholarships • Loans
<p>Food Pantry 408-825-2855 LI 134</p>	<ul style="list-style-type: none"> • All who need food assistance 	<ul style="list-style-type: none"> • Nonperishable grocery items at no charge • gavilan.edu/foodpantry
<p>Foster Youth 408-848-4740 LI 101</p>	<ul style="list-style-type: none"> • Students who have spent any time in the Foster Care system 	<ul style="list-style-type: none"> • Financial Aid • Counseling • Support Services • Priority Registration
<p>Fresh Success 408-852-2838 LI 135 gavilan.edu/freshsuccess</p>	<ul style="list-style-type: none"> • Students receiving or eligible to receive food stamps (CalFresh / SNAP) 	<ul style="list-style-type: none"> • Book vouchers, transportation, rental, PG&E, and vehicle repair assistance
<p>General Counseling 408-848-4723, 408-852-2895 Student Center www.gavilan.edu/counseling</p>	<ul style="list-style-type: none"> • Current students • Prospective students 	<ul style="list-style-type: none"> • Academic, career and personal counseling • Registration assistance • Course placement
<p>Health Services www.gavilan.edu/health Student Center</p>	<ul style="list-style-type: none"> • Adult students enrolled in credit classes 	<ul style="list-style-type: none"> • Covered California Health Insurance Information • Information on mental health resources in the community • Access and reserve a private, safe, and clean Lactation Room • Health information on a wide range of subjects including AIDS, birth control, domestic violence, smoking cessation, and more
<p>Outreach and Recruitment 408-846-4992 MP 101</p>	<ul style="list-style-type: none"> • Prospective students and their families 	<ul style="list-style-type: none"> • Campus tours and visits • Presentations and information
<p>Puente Project 408-852-2876</p>	<ul style="list-style-type: none"> • Students in English 1A take English 210 as support • First Generation students who plan to transfer to 4 year colleges / universities 	<ul style="list-style-type: none"> • English and Guidance courses • Counseling until you graduate • College visits • Community mentors • Motivational Conference and Cultural activities
<p>TRiO 408-846-4981 MA 115</p>	<ul style="list-style-type: none"> • First-generation students and • Low-income or • Disabled • Space in the program is limited to 150 	<ul style="list-style-type: none"> • Academic counseling • Laptop and calculator lending • Cultural and social activities • University visits

Veterans Resource Center 408-848-4893 LI 109	<ul style="list-style-type: none"> • U.S. Military Veterans • Book Lending Library • Computer and laptop lending • Benefits counseling and resources
Welcome Center 408-848-4800 Ext. 5108 Student Center	<ul style="list-style-type: none"> • New students • Current students • General public • Assist with applications and registration • Help with financial aid FAFSA and Dream Act applications • Information on campus resources • One-on-one support

Labs and Instructional Support

AEC: High Tech Center 408-848-4823 LI 105	<ul style="list-style-type: none"> • Assistive computer technology and training • Educational assistance courses (open lab) and services
AEC: Learning Skills Lab 408-848-4829 LI 116	<ul style="list-style-type: none"> • Specialized instruction • Learning Skills Evaluation; Open Lab • Educational assistance courses (Math, Reading, Writing)
English as a Second Language Computer Lab 408-848-4856 BU 119	<ul style="list-style-type: none"> • Software programs for all levels and ESL classes

Learning Commons 408-848-4811 LI 168 www.gavilan.edu/student/learningcommons	<ul style="list-style-type: none"> • Computers and B & W Printing • Study Rooms and Office Supplies • Academic Skills Workshops • Mon. & Wed. 8:30 AM - 6:00 PM; Tues. & Thurs. 8:30 AM - 7:00 PM; Fri. 8:30 AM - 2:00 PM
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Library Circulation: 408-848-4810 Reference: 408-848-4806 Mon. - Thurs. 8 AM - 8 PM Friday 8 AM - 3 PM www.gavilan.edu/library	<ul style="list-style-type: none"> • 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
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Library access is available to registered Gavilan students, staff and faculty with a Gavilan ID number. Community residents are always welcome and can get borrowing privileges with a library card. Bring in a valid photo ID and fill out an application. 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	<ul style="list-style-type: none"> • Drop-in Math Tutoring (all levels) • Textbooks, Calculators, & Exam Proctoring • Lab computers / setting • Math software for Statistics, Calculus, and Linear Algebra projects
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MESA (Mathematics, Engineering and Science Achievement) 408-846-4968 MA 115 www.gavilan.edu/mesa	<ul style="list-style-type: none"> • Study Center • Academic Excellence Workshops • Tutoring • University Trips • Academic Advising • Transfer Assistance Workshops and More
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Eligibility:

- 1) For students interested in a Calculus-based STEM major (ie. Biology, Chemistry, Engineering, Math etc.)
- 2) Planning to transfer to 4-year universities
- 3) Have financial need and
- 4) Are first generation college students

STEM Center
MA 102
www.gavilan.edu/stem

- Study space with math textbooks and supplies
- Tutors and instructors available in Math, Physics, Chemistry, Biology, Computer Science, & Astronomy
- Laptops, chalkboards and charging outlets

Tutoring Center
408-848-4811
LI 168
www.gavilan.edu/student/learningcommons

- Tutoring in various subjects
- Appointment only
- Peer to peer tutoring
- Group tutoring

Writing Center
408-848-4811
LI 168
www.gavilan.edu/student/learningcommons

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

Just In Time Mobile Food Pantry



**Free Service Sponsored by
Second Harvest Food Bank**
Fresh and Non Perishable Items
3rd Thursday of the Month
12:30 PM - 2:30 PM

www.gavilan.edu/foodpantry

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 email on a frequent and consistent basis in order to stay current with college related communications. Some communications may be time critical. All use of email will be consistent with other Gavilan College policies and local, state, and federal laws.

How do I access my email 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 email address?

After you login, you will see your email address in the email box (in the upper right corner). The email 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 Email Address?

YES. If you choose, you may forward your Gavilan College email 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 email forwarding. (See #3 - Redirecting of student email from Gavilan College Student Email Guidelines).

For more information, go to: www.gavilan.edu/email. If your email is not working, contact student-email@gavilan.edu.

Tools for Success

Cranium Cafe

Please visit 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.

GavAlert

Emergency Alert System that 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 LIB 732 Intro to Online Gavilan. This is a FREE, self-enrollable course that does not show up on your transcripts. It is self-paced and you can take the whole course or just what you need.

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

Kognito

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

MyGav

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

Student Health 101

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>

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)

Literacy	ESL 775 (5 hrs) & ESL 776 (5 hrs)
Lifeskills 1A & 1B	ESL 784 (6 hrs) and 785 (6 hrs) or ESL 788: Lifeskills 1 (10 hrs)
Lifeskills 2A & 2B	ESL 786 (6 hrs) and 787 (6 hrs) or ESL 789: Lifeskills 2 (10 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)

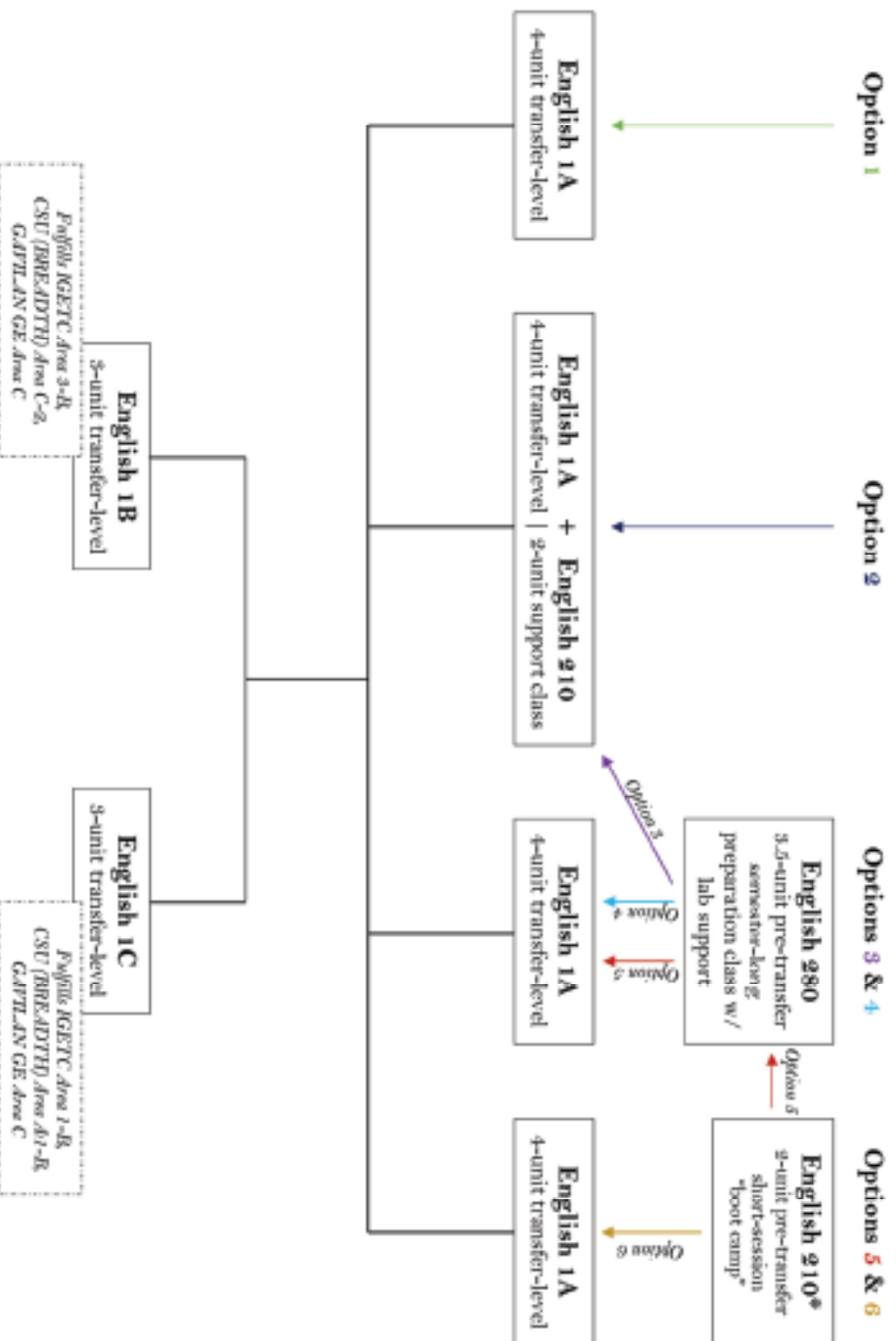


Community College / University

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

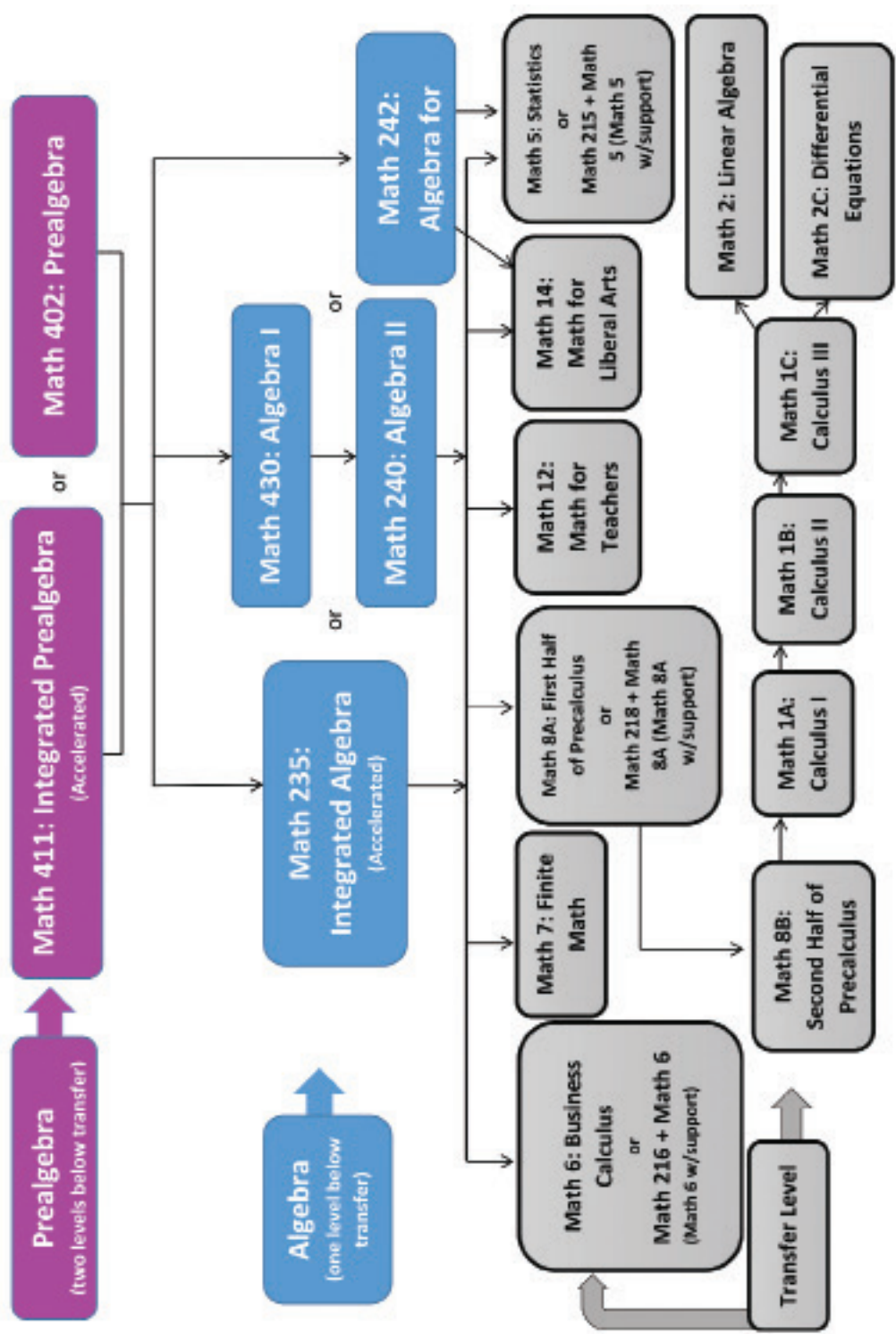
Optional Vocational Computer and Business Classes

- 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



*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.



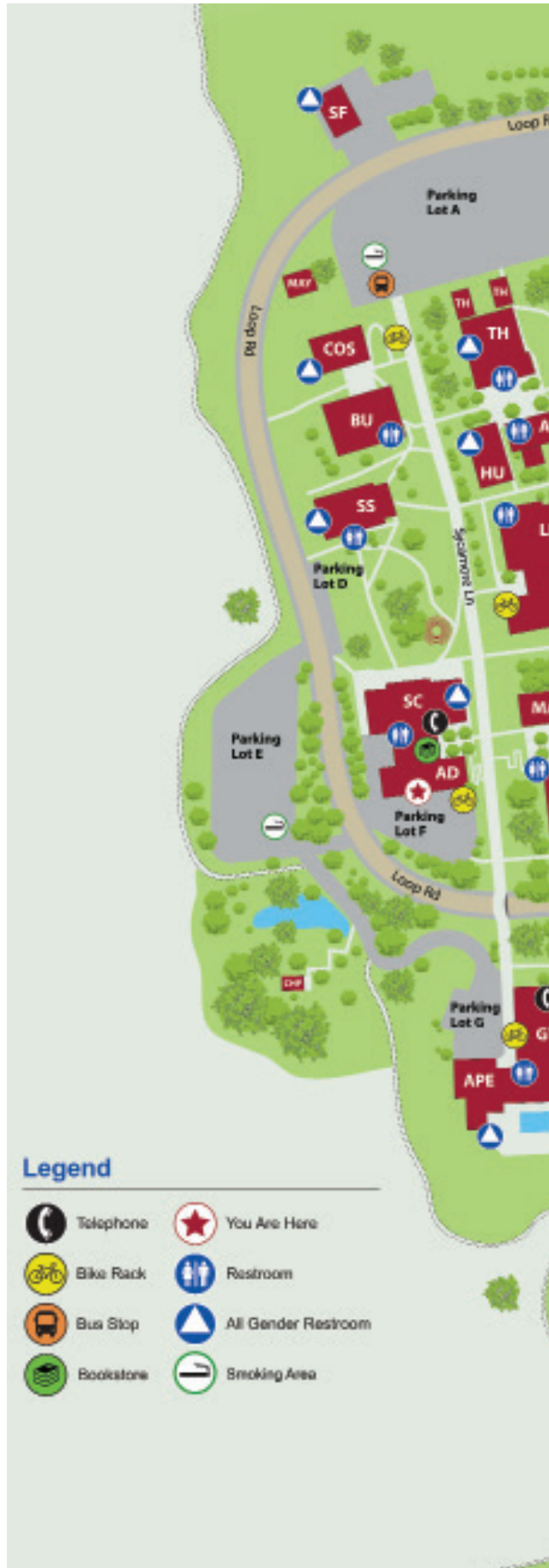
Gilroy Campus Map 5055 Santa Teresa

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 Child Development & Communication
- 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





Offices

Accessible Education Center	LI 117
Administration	SC
Admissions & Records	SC
Art Gallery	LI
Arts, Humanities and Social Sciences	SS
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
Continuing Education	CDC
Cosmetology	COS
Counseling Secretary	SC
EOPS / Special Services	LI
Financial Aid Office	SC
Human Resources	MP
Learning Commons	LI
Math Lab	MA
MESA	MA
Nursing	HOB
Payroll	MP
Public Information Office	CDC
Receiving	SF
Security	SF
STEM	MA
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

Gavilan College Locations

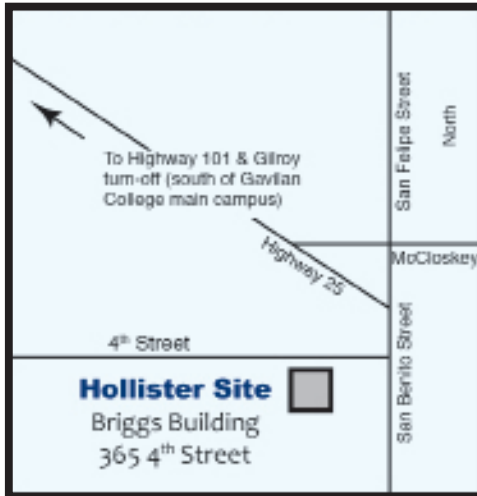
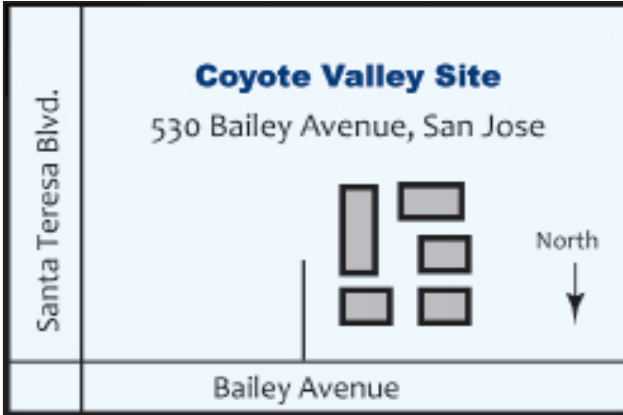
FREE PARKING at these locations.

COYOTE VALLEY

South Bay Public Safety Training Consortium 408.229.4299

HOLLISTER 831.636.3783

SAN MARTIN 408.695.0017



Summer & Fall Final Exam Schedule

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

FALL FINALS WEEK: December 7 - December 12

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 - 09:40 AM 09:45 - 11:05 AM 11:10 - 12:30 PM 12:35 - 01:55 PM 02:00 - 03:20 PM 03:25 - 04:55 PM	Monday Dec. 7 08:00 - 10:00 AM Wednesday Dec. 9 08:00 - 10:00 AM Monday Dec. 7 10:30 - 12:30 PM Wednesday Dec. 9 10:30 - 12:30 PM Monday Dec. 7 01:00 - 03:00 PM Wednesday Dec. 9 03:30 - 05:30 PM
MTu, MTuWTh, MTuTh, MTuThF, MTuF, Tu, TuW, TWTh, TuWThF, TuWF, TuTh, TuThF, TuF, Th, ThF	08:00 - 09:40 AM 09:45 - 11:05 AM 11:10 - 12:30 PM 12:35 - 01:55 PM 02:00 - 03:20 AM 03:25 - 04:55 PM	Tuesday Dec. 8 08:00 - 10:00 AM Thursday Dec. 10 08:00 - 10:00 AM Tuesday Dec. 8 10:30 - 12:30 PM Thursday Dec. 10 10:30 - 12:30 PM Tuesday Dec. 8 01:00 - 03:00 PM Thursday Dec. 10 03:30 - 05:30 PM
Fri, Fri / Sat	08:00 - 10:55 AM 11:00 - 01:55 PM 02:00 - 07:00 PM	Friday Dec. 11 08:00 - 10:00 AM Friday Dec. 11 10:30 - 12:30 PM Friday Dec. 11 01:00 - 03:00 PM
If your class meets: Saturdays, Sundays, or during the evening, your exam begins at your regular class time on	Monday Tuesday Wednesday Thursday Friday Mon / Wed Tues / Thurs Saturday Sunday	Monday Dec. 7 Tuesday Dec. 8 Wednesday Dec. 9 Thursday Dec. 10 Friday Dec. 11 Monday Dec. 7 Tuesday Dec. 8 Saturday Dec. 12 Sunday Dec. 6 Exam begins at the regular class time
Make-ups and Conflicts	Monday Tuesday Wednesday Thursday	Dec. 7 03:30 - 05:30 PM Dec. 8 03:30 - 05:30 PM Dec. 9 01:00 - 03:00 PM Dec. 10 01:00 - 03:00 PM

- **Summer grades: email Imdiaz@gavilan.edu starting Wednesday, August 5, 2020**
- **Fall grades available online: Tuesday, January 5, 2021**
- **Fall official transcripts available: Tuesday, January 12, 2021**

Fall 2020 Calendar

AVIATION FIRST DAY OF INSTRUCTION	Wednesday, August 5
Last day to register / add an Aviation class is Aug. 7. Last day to drop an Aviation class for a refund and “No Record Shown” is Aug. 18. The “W” deadline for an Aviation class is November 5.	
FALL SEMESTER BEGINS	Monday, August 24
LAST DAY TO SUBMIT CA RESIDENCY DOCUMENTATION	Friday, August 21
LAST DAY TO ADD A SEMESTER-LONG COURSE	Friday, September 4
Unless class is open entry or late-start. All add codes must be used by Sep 4. Instructors may choose not to allow students to add their class after the first day even if a spot is available. Email instructor before adding class. Deadline 11:59 pm.	
DEADLINE FOR REGISTERING IN INDEPENDENT STUDY	Friday, September 4
LAST DAY TO DROP WITH A REFUND	Sunday, September 6
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 <u>before</u> the start of the course.	
“NRS” DEADLINE	Sunday, September 6
“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.	
LABOR DAY HOLIDAY	Monday, September 7
No Monday day, evening classes. Saturday/Sunday classes WILL meet. NOTE: Most classes for Fall 2020 are offered online only.	
DEADLINE FOR SELECTING GRADING OPTION	Friday, September 25
Last day to select the Pass/No Pass Grade option for designated, semester-long courses.	
FALL GRADUATION PETITIONS DUE	Friday, October 16
See a counselor to complete a petition to graduate.	
VETERANS’ DAY HOLIDAY	Wednesday, November 11
No day, evening or weekend classes. NOTE: Most classes for Fall 2020 are offered online only.	
“W” DEADLINE	Friday, November 13
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.	
THANKSGIVING HOLIDAY	Thursday - Sunday, November 26 - 29
No day, evening or weekend classes. NOTE: Most classes for Fall 2020 are offered online only.	
FIRST DAY TO FILE OFFICIAL TRANSCRIPT REQUEST	Friday, December 4
To include final grades from Fall semester. Please see Transcript webpage for online ordering information.	
FIRST DAY TO REQUEST GE/IGETC CERTIFICATION	Friday, December 4
Please see Transcript webpage for online ordering information.	
FINAL EXAMS	Monday - Saturday, December 7 - 12
LAST DAY OF SEMESTER	Wednesday, December 12
FINAL GRADES AVAILABLE ONLINE	Wednesday, December 23
Grades and Unofficial Transcripts available online at my.gavilan.edu.	
OFFICIAL TRANSCRIPTS AVAILABLE	Monday, January 11, 2021
Official transcripts will include Fall grades. Please see Transcript webpage for online ordering information.	