Find your niche!

What if you could design a personal college, with the combination of classes and services you need to meet your goals? At Gavilan College, you can. No two students are exactly alike, and at Gavilan College you will find the flexibility and individual support you deserve.

If you are a new student, or want additional opportunities for friendship and camaraderie, you can participate in First Year Experience, TRIO, or Learning Communities. If you just need a course or two for better career options take a class online, or an evening class.

If you’re planning to transfer, are prepared for college-level work, and are not afraid of a challenge, join the Transfer Institute, and take the guesswork out of transferring.

No matter what your interests, you can broaden your education and unwind by attending sporting events, theater performances, guest lectures, and exhibits at the college gallery. See what your personal college has to offer.

Sincerely,

Steven M. Kinsella, D.B.A., C.P.A.
Superintendent/President
Contents

Ability to Benefit test .................................................. 8
Academic Freedom .................................................. 20
ADA/Section 504/508 ............................................... 20
Adding Courses .................................................... 5
Administrators ....................................................... 1
Advanced Placement (AP) ........................................ 13
Advisories ............................................................ 22
Americans With Disabilities Act (ADA) Compliance ...... 20
Articulation Agreements ........................................... 13, 18
Assessment ............................................................ 9
Assist ................................................................. 11
ASB - Associated Student Body .................................. 93
Attendance ........................................................... 22
Board of Trustees .................................................... 1
California Articulation Numbers (CAN) ..................... 13
CalWORKS ......................................................... 27 (en español), 43
Campus Safety ....................................................... 22
CARE ................................................................. 24
Career/Transfer Resource Center .............................. 13
Child Development Center/Preschool ......................... 24, 73
CMAP (Community Media Access Partnership) .......... 107
Codes; Major & Occupational .................................. center pages
Community Education .............................................. 107
Computer Place ....................................................... 25
Counseling Services ................................................. 10
Course Repetition ................................................... 22
Credit/No Credit, Letter Grade Option ....................... 22
Disabilities, Resources for Students ......................... 20
Disability Resource Center ........................................ 24, center pages
Dropout Courses .................................................... 5
Drug Free Schools and Campuses Act ......................... 20
English Skills, Vocational ......................................... 20
ESL (Inglés como Segunda Lengua) ......................... 26
Evening Courses ..................................................... 102
Extended Opportunity Programs and Services (EOPS) ... 24
Family Educational Rights and Privacy ....................... 21
Fees ................................................................. 6, 7
Final Exam Schedule ................................................. 110
Financial Aid ........................................................ 7
First-Year Experience ............................................... 24, 68, 74
Footnotes, Spring ................................................... 96
Forms .................................................................. center pages
Application for Admission, BOGGE Fee Waiver Application, Educational Support Services for Students with Disabilities, High School Contract, Transfer Institute Application, Verification of Prerequisite
GavTV ................................................................. 95, 107
General Education Requirements ............................ 12
Grade Policy .......................................................... 22
Graduation Requirements ....................................... 12
Harassment/Hate Crimes ......................................... 20
Health Services ....................................................... 25
High School Students .............................................. 17
High Step Program (High School Transfer Enrichment Program) ........................................ 17
Hollister Classes ..................................................... Spring 98-99, Summer 107

Schedule Development Team

Mimi Avizu, Jan Bernstein Chargin, Sherrane Carr, Katie Day, Bonnie Donovan, Natalie Juarez, Lynda Kerr, Fran Lopez, Fran Lozano, Jesus Olivas, Joy Parker, Rachel Perez, Dave Phillips, Celia Ramirez, Rosa Rivera-Sharbones, Cindy Starr, Dennie VanTassel
Cover by: Jan Bernstein Chargin
Photos by: Jan Bernstein Chargin
Printed by: Casey Printing

ACCURACY STATEMENT: The Gavilan Joint Community College District and Gavilan College have made every reasonable effort to ensure that the 2006 Spring/Summer Class Schedule is accurate. Courses and programs that are offered, along with other information in the schedule, are subject to change without notice by the Gavilan College administration for reasons related to student enrollment, level of financial support, or for any other reason, at the discretion of the district and the college. The district and college further reserve the right to add to, amend, or repeal any of its rules, regulations, policies, and procedures, consistent with applicable laws.
## GAVILAN COLLEGE SATELLITE LOCATIONS:

### Morgan Hill Community and Cultural Center
17060 Monterey Road  
Morgan Hill, CA 95037  
408-782-2873

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

### Hollister Airport
490 Skylane Drive  
Hollister, 95023  
(831) 637-1151

### Telephone Numbers

<table>
<thead>
<tr>
<th>Main Campus</th>
<th>408-848-4800</th>
</tr>
</thead>
<tbody>
<tr>
<td>from Hollister, call toll free</td>
<td>637-1158</td>
</tr>
<tr>
<td>Morgan Hill Site</td>
<td>408-782-2873</td>
</tr>
<tr>
<td>Hollister, Briggs Building Site</td>
<td>831-636-3783</td>
</tr>
<tr>
<td>Campus Security (non-emergency)</td>
<td>408-848-4703</td>
</tr>
<tr>
<td>Emergency: First: Dial ’911’ (On campus, dial ’8’ first.)</td>
<td></td>
</tr>
<tr>
<td>Second: Dial ’10’ for campus emergency support.</td>
<td></td>
</tr>
<tr>
<td>From campus pay phone: Dial 408-710-7490</td>
<td></td>
</tr>
<tr>
<td>Cell phone: 408-710-7490</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Admissions &amp; Records</th>
<th>408-848-4735 or 484-4954</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASB Advisor</td>
<td>408-848-4951</td>
</tr>
<tr>
<td>ASB Office</td>
<td>408-848-4777</td>
</tr>
<tr>
<td>Assessment Office</td>
<td>408-848-4992</td>
</tr>
<tr>
<td>Athletics/Physical Education</td>
<td>408-848-4876</td>
</tr>
<tr>
<td>Aviation</td>
<td>831-637-1151</td>
</tr>
<tr>
<td>Bookstore</td>
<td>408-848-4742</td>
</tr>
<tr>
<td>Business Skills Center</td>
<td>408-848-4786</td>
</tr>
<tr>
<td>CalWORKs</td>
<td>408-848-4813</td>
</tr>
<tr>
<td>CARE - Cooperative Agencies Resources for Education</td>
<td>408-848-4790</td>
</tr>
<tr>
<td>Career/Transfer Resource Center</td>
<td>408-848-4818</td>
</tr>
<tr>
<td>Cashier</td>
<td>408-848-4714</td>
</tr>
<tr>
<td>Child Development Center</td>
<td>408-848-4815</td>
</tr>
<tr>
<td>CMAP - Community Media Access Partnership</td>
<td>408-846-4983</td>
</tr>
<tr>
<td>Community Education</td>
<td>408-847-2514</td>
</tr>
<tr>
<td>Computer Place</td>
<td>408-848-4729</td>
</tr>
<tr>
<td>Cooperative Work Experience</td>
<td>408-846-4993</td>
</tr>
<tr>
<td>Cosmetology Appointment line</td>
<td>408-842-5055</td>
</tr>
<tr>
<td>Counseling Office</td>
<td>408-848-4723</td>
</tr>
<tr>
<td>DRC - Disability Resource Center</td>
<td>408-848-4865</td>
</tr>
<tr>
<td>Discrimination-Harassment Complaints</td>
<td>408-848-4715</td>
</tr>
<tr>
<td>Distance Education Coordinator</td>
<td>408-848-4885</td>
</tr>
<tr>
<td>EOPS - Extended Opportunity Programs &amp; Services</td>
<td>408-848-4740</td>
</tr>
<tr>
<td>ESL Computer Lab</td>
<td>408-848-4856</td>
</tr>
<tr>
<td>Evening Office</td>
<td>408-848-4750</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>408-848-4727</td>
</tr>
<tr>
<td>First Year Experience</td>
<td>408-848-4723</td>
</tr>
<tr>
<td>Foundation/Fundraising</td>
<td>408-846-4936</td>
</tr>
<tr>
<td>GavTV, Channel 18</td>
<td>408-848-4764</td>
</tr>
<tr>
<td>Health Services</td>
<td>408-848-4791</td>
</tr>
<tr>
<td>Human Resources</td>
<td>408-848-4755</td>
</tr>
<tr>
<td>Instructional Services, Vice President’s Office</td>
<td>408-848-4761</td>
</tr>
<tr>
<td>International Students</td>
<td>408-848-4754</td>
</tr>
<tr>
<td>Liberal Arts &amp; Sciences</td>
<td>408-848-4701</td>
</tr>
<tr>
<td>Library</td>
<td>408-848-4810</td>
</tr>
<tr>
<td>Reference desk</td>
<td>408-848-4806</td>
</tr>
<tr>
<td>Math Lab</td>
<td>408-846-4959</td>
</tr>
<tr>
<td>Matriculation Coordinator</td>
<td>408-848-4758</td>
</tr>
<tr>
<td>MESA - Math, Engineering, Science Achievement</td>
<td>408-848-4887</td>
</tr>
<tr>
<td>Noncredit Program (Community Development)</td>
<td>408-848-4859</td>
</tr>
<tr>
<td>Placement/Assessment Testing</td>
<td>408-846-4992</td>
</tr>
<tr>
<td>Sign up</td>
<td>408-846-4954</td>
</tr>
<tr>
<td>Online/Telecourses</td>
<td>408 848-4885</td>
</tr>
<tr>
<td>Outreach &amp; Recruitment/Tours</td>
<td>408-846-4993</td>
</tr>
<tr>
<td>President’s Office</td>
<td>408-848-4711</td>
</tr>
<tr>
<td>Puente Program</td>
<td>408-848-4807</td>
</tr>
<tr>
<td>Rambler</td>
<td>408-848-4827</td>
</tr>
<tr>
<td>Reading Lab</td>
<td>408-846-4980</td>
</tr>
<tr>
<td>Registration by Phone (GavNOW)</td>
<td>408-846-3729</td>
</tr>
<tr>
<td>R.O.P. - Regional Occupational Programs</td>
<td>408-848-4816</td>
</tr>
<tr>
<td>Small Business Development Center</td>
<td>408-847-0373</td>
</tr>
<tr>
<td>Student Services, Dean’s Office</td>
<td>408-848-4732</td>
</tr>
<tr>
<td>Student Services, Vice President’s Office</td>
<td>408-848-4738</td>
</tr>
<tr>
<td>Teach for Tomorrow</td>
<td>408-848-4805</td>
</tr>
<tr>
<td>Technical and Public Services</td>
<td>408-848-4719</td>
</tr>
<tr>
<td>Telephone Registration (GavNOW)</td>
<td>408-846-3729</td>
</tr>
<tr>
<td>Theatre Arts Box Office</td>
<td>408-846-4973</td>
</tr>
<tr>
<td>Transfer (Career/Transfer Resource Center)</td>
<td>408-848-4818</td>
</tr>
<tr>
<td>TRIO</td>
<td>408-846-4981</td>
</tr>
<tr>
<td>TTY (for Deaf or Hard of Hearing)</td>
<td>408-846-4924</td>
</tr>
<tr>
<td>Tutoring Center</td>
<td>408-848-4838</td>
</tr>
<tr>
<td>Veterans’ Counselor</td>
<td>408-848-4723</td>
</tr>
<tr>
<td>Veterans’ Services</td>
<td>408-848-4734</td>
</tr>
<tr>
<td>Writing Center</td>
<td>408-848-4811</td>
</tr>
</tbody>
</table>

### 4 x 4 GE Classes
- Mornings a Week
- A Full-time Schedule
- Spring

Take 12 units of transferable General Education classes at the Morgan Hill and Hollister sites in the spring.

For a list of courses offered, see pages 98 and 101.

### El Proceso de Registro para el Programa de ESL
Consulte la página 26.

### Block Scheduling Options
See pages 32-35
WHO MAY ATTEND GAVILAN COLLEGE?

Anyone who is a high school graduate or has passed the California High School Proficiency Exam or GED or is 18 years of age or older may attend Gavilan College. Students younger than 18 who are currently enrolled in high school may co-enroll at Gavilan College using a Special Student Status Contract form available in the local high school counseling offices or the Gavilan College Admissions & Records Office. A contract is included in this Class Schedule (see center pages).

Things to consider BEFORE registering

- Are you a first time student planning to transfer?
- Are you a first time student planning to obtain an AA/AS degree?
- Are you an undecided major?
- Are you a high school contract student?
- Are you an academic probation student or in a “disqualified” status?
- Are you an international student?
- Are you taking over 17 units (spring/fall) or over 5 units (summer)?
- Have you completed prerequisite courses at another college?
- Does your class have a prerequisite that was not successfully completed at Gavilan?

If you answered yes to any of the above questions...

THEN YOU NEED TO SEE A COUNSELOR
Counseling Office: 408-848-4723

NEW STUDENTS
Registration Checklist

☐ Application - File with the Admissions and Records Office or Morgan Hill or Hollister sites at least 48 hours prior to registering.

☐ Placement Assessment and Orientation - Sign up on the main campus or at the sites for an assessment in math and English. Complete an online orientation. (Go to www.gavilan.edu and click on the Assessment and Orientation link.) If you have attended another college and completed math and English courses within the past two years, you do not need Gavilan’s placement assessment (unless you wish to take it or it is required by your major.) Gavilan’s placement assessment results become part of a student’s record approximately 24 hours after completion of the assessment. Those students who agree with and understand the English and math course placement do not need to see a counselor to enroll in those courses.

☐ Transcripts - Request a transcript from your high school if you graduated within the past five years and have not attended any college. Also request a college transcript from any previous colleges you have attended. Bring or send official copies to the Admissions and Records Office or the sites.

☐ Request for Verification of Prerequisite Form - Complete this form (see center insert) if you are enrolling in a course with a prerequisite that you’ve completed at another college and your official transcript is NOT on file in the Admissions and Records office.

☐ Counseling - See a counselor if you are:
  - enrolling for more than 17 units or
  - an international student or
  - a high school contract student or
  - need some help to interpret your placement assessment results in order to enroll for a course with a prerequisite. Assessment results are part of our prerequisite database and you do not need to see a counselor if you agree with your placement.

☐ Register - Fill out a registration card and register in the Admissions and Records Office or at the Morgan Hill or Hollister sites or enroll by telephone at 408-846-3729 (GavNOW).

☐ Pay fees - Make check payable to Gavilan College. Visa, MasterCard and cash are accepted. Parking permits and student ID cards may be purchased at this time. If you are eligible for a BOG waiver (see financial aid information on page 7), your enrollment fees will be covered. All students (except concurrently enrolled high school students) are required to pay the $1 Student Representation Fee and the Campus Center Use Fee ($1 - $5). Check the fee schedule before registering. Registration cannot be processed without payment. Registrations will not be processed for students who have “holds” on their records. If registering by phone, fees must be paid within five (5) days.
## SPRING 2006 REGISTRATION

### REGISTRATION SCHEDULE

**CONTINUING STUDENTS**  
Nov. 28 - Dec. 9

**TRANSFER INSTITUTE**  
Dec. 8 & 9

**NEW, RETURNING & HIGH SCHOOL CONTRACT STUDENTS**  
High School students register in person.  
Dec. 12 - Jan. 19

**LATE REGISTRATION**  
New, Continuing, Returning or High School Students. High School students register in person.  
Jan. 23 - 27: in person or by phone (GavNOW)  
Jan. 28 - 29: by phone (GavNOW)  
Add codes required for all semester-long classes as of the first day of the semester.

**REGISTRATION FOR OPEN ENTRY AND LATE-START CLASSES**  
Consult the “Short-Term Courses & Late Start Course List” on page 103. Students must be registered before the first day of a late-start course.

### MAIN CAMPUS

**REGISTER IN PERSON**

**MORGAN HILL AND HOLLISTER SITES**

**REGISTER BY PHONE**

**NEW: Fall semester 2006 will begin in early September...**

...as we transition to our new 16-week calendar. The first day of instruction for fall semester will be Tuesday, September 5, 2006.

### ADD CODES

Students may add courses on a space available basis during the first week of the semester provided they have obtained an add code from the instructor of the course. To add the course, use the telephone registration system, (GavNOW) or add in person. Add codes obtained during late registration will be accepted for in-person or phone registration until Friday, February 3.

A **“new” student** is any student who has not previously attended Gavilan College. New students must have an application on file 48 hours prior to registering.

A **“continuing” student** is any student who was enrolled in the previous semester. A continuing student who misses priority registration may register with new & returning students or during late registration.

A **“returning” student** is a student who has been absent from Gavilan College for a semester or more.

A **“high school contract” student** is a student currently enrolled in grades 9-12.

### Adding and Dropping Courses

Students may add and/or drop courses by calling GavNOW at (408) 846-3729 or in-person by completing a Change-of-Program (pink card).

Add codes obtained from an instructor during late registration will be accepted for in-person or phone registration through Friday, February 3.

A student who stops attending and does not officially drop is not automatically dropped from a course and may receive a final grade of “F.” If a refund is desired, a Refund Form must be submitted to Admissions and Records before the deadline. No refunds are issued for courses dropped after the deadline.
### FEES

#### Spring 2006 Fee Schedule

<table>
<thead>
<tr>
<th>Number of Units</th>
<th>California Resident</th>
<th>Non Resident Out-of-State</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.5</td>
<td>34.50</td>
<td>118.00</td>
</tr>
<tr>
<td>1.0</td>
<td>48.00</td>
<td>215.00</td>
</tr>
<tr>
<td>1.5</td>
<td>61.50</td>
<td>312.00</td>
</tr>
<tr>
<td>2.0</td>
<td>75.00</td>
<td>409.00</td>
</tr>
<tr>
<td>2.5</td>
<td>88.50</td>
<td>506.00</td>
</tr>
<tr>
<td>3.0</td>
<td>102.00</td>
<td>603.00</td>
</tr>
<tr>
<td>3.5</td>
<td>115.50</td>
<td>700.00</td>
</tr>
<tr>
<td>4.0</td>
<td>129.00</td>
<td>797.00</td>
</tr>
<tr>
<td>4.5</td>
<td>142.50</td>
<td>894.00</td>
</tr>
<tr>
<td>5.0</td>
<td>156.00</td>
<td>991.00</td>
</tr>
<tr>
<td>5.5</td>
<td>169.00</td>
<td>1087.50</td>
</tr>
<tr>
<td>6.0</td>
<td>182.00</td>
<td>1184.00</td>
</tr>
<tr>
<td>6.5</td>
<td>195.00</td>
<td>1280.50</td>
</tr>
<tr>
<td>7.0</td>
<td>208.00</td>
<td>1377.00</td>
</tr>
<tr>
<td>7.5</td>
<td>221.00</td>
<td>1473.50</td>
</tr>
<tr>
<td>8.0</td>
<td>234.00</td>
<td>1570.00</td>
</tr>
<tr>
<td>8.5</td>
<td>247.00</td>
<td>1666.50</td>
</tr>
<tr>
<td>9.0</td>
<td>260.00</td>
<td>1763.00</td>
</tr>
<tr>
<td>9.5</td>
<td>273.00</td>
<td>1859.50</td>
</tr>
<tr>
<td>10.0</td>
<td>286.00</td>
<td>1956.00</td>
</tr>
<tr>
<td>10.5</td>
<td>299.00</td>
<td>2052.50</td>
</tr>
<tr>
<td>11.0</td>
<td>312.00</td>
<td>2149.00</td>
</tr>
<tr>
<td>11.5</td>
<td>325.00</td>
<td>2245.50</td>
</tr>
<tr>
<td>12.0</td>
<td>338.00</td>
<td>2342.00</td>
</tr>
<tr>
<td>12.5</td>
<td>351.00</td>
<td>2438.50</td>
</tr>
<tr>
<td>13.0</td>
<td>364.00</td>
<td>2535.00</td>
</tr>
<tr>
<td>13.5</td>
<td>377.00</td>
<td>2631.50</td>
</tr>
<tr>
<td>14.0</td>
<td>390.00</td>
<td>2728.00</td>
</tr>
<tr>
<td>14.5</td>
<td>403.00</td>
<td>2824.50</td>
</tr>
<tr>
<td>15.0</td>
<td>416.00</td>
<td>2921.00</td>
</tr>
<tr>
<td>15.5</td>
<td>429.00</td>
<td>3017.50</td>
</tr>
<tr>
<td>16.0</td>
<td>442.00</td>
<td>3114.00</td>
</tr>
<tr>
<td>16.5</td>
<td>455.00</td>
<td>3210.50</td>
</tr>
<tr>
<td>17.0</td>
<td>468.00</td>
<td>3307.00</td>
</tr>
<tr>
<td>17.5</td>
<td>481.00</td>
<td>3403.50</td>
</tr>
<tr>
<td>18.0</td>
<td>494.00</td>
<td>3500.00</td>
</tr>
</tbody>
</table>

TOTAL INCLUDES: $26 per unit Enrollment Fee, $14 Health Fee ($5 Summer Health Fee), $1 per unit Campus Center Use Fee (maximum of $5), $6 Student Identification/Discount Card and $1 Student Representation Fee.

#### Parking Permits

(Required only on the Gilroy campus Monday - Friday)

- Day Permit (7 a.m. - 10 p.m.) ............................................ $40
- Day Permit with TANF/AFDC/SSI or Financial Aid ..................... $20
- Evening Permit (3 p.m. - 10 p.m.) .................................... $20
- Parking Permits (Required only on the Gilroy campus Monday - Friday)

One-day permits may be purchased from the coin-operated machines located in parking lots A, E and at the south entrance to campus for 75 cents. (Exact change required)

#### Refunds

Fees, minus a $10 processing fee will be refunded when semester-long courses are officially dropped by this date. Refunds are not automatic, even when a class is cancelled. Students must drop no later than 5 p.m. on February 3 and file a Request for Refund form no later than February 17. Short-term courses must be dropped before 10% of the course meetings have passed. For one- or two-day courses, this date will occur before the start of the course.

#### Student Health Fees

Gavilan College is required to maintain health services and accident insurance for all registered students. The $14 health fee covers students for any injuries or accidents that may occur on campus.

#### Student Representation Fee

The Student Representation Fee is a $1 per semester fee that students approved through a student body election. The student government (ASB) oversees and uses the fees to lobby and advocate for student issues and concerns at the state level. It also supports opportunities for students to attend leadership conferences on issues related to advocacy. Those students who do not wish to support these activities may request a refund directly from the ASB.

#### Fee Status for Alien Residents

Undocumented aliens will be charged out-of-state tuition and fees unless eligible for resident tuition under AB540. See page 7 for details. Foreign students holding “F” visas are prohibited by federal law from establishing residency and will be assessed non-resident fees.

#### Courses with additional Materials Fees

Fees payable at Registration

<table>
<thead>
<tr>
<th>COURSE</th>
<th>DESCRIPTION</th>
<th>FEE</th>
</tr>
</thead>
<tbody>
<tr>
<td>AH 16</td>
<td>IV THERAPY</td>
<td>$100.00</td>
</tr>
<tr>
<td>AH 32</td>
<td>BASIC CARD/LIFE SUP</td>
<td>$12.00</td>
</tr>
<tr>
<td>AH 44</td>
<td>COMPENSATORY NSG</td>
<td>$100.00</td>
</tr>
<tr>
<td>AH 62</td>
<td>MED-SURG NURSING</td>
<td>$100.00</td>
</tr>
<tr>
<td>AH 64</td>
<td>MED-SUR/PEDI.NURSE</td>
<td>$100.00</td>
</tr>
<tr>
<td>ART/CSIS/DM 80</td>
<td>DIGITAL PHOTOGRAPHY</td>
<td>$20.00</td>
</tr>
<tr>
<td>GUID 1</td>
<td>SELF ASSESSMENT</td>
<td>$12.00</td>
</tr>
<tr>
<td>HUM 4</td>
<td>INTRO AMER CINEMA</td>
<td>$22.00</td>
</tr>
<tr>
<td>PSYC 5</td>
<td>SELF ASSESSMENT</td>
<td>$12.00</td>
</tr>
</tbody>
</table>

#### Courses payable to instructor or additional materials required

<table>
<thead>
<tr>
<th>COURSE</th>
<th>DESCRIPTION</th>
<th>FEE</th>
</tr>
</thead>
<tbody>
<tr>
<td>COS 200</td>
<td>BEGINNING COSMETOLOGY</td>
<td>$500 (approx.)</td>
</tr>
<tr>
<td>COS 201</td>
<td>INTERMEDIATE COSMETOLOGY</td>
<td>$250 (approx.)</td>
</tr>
<tr>
<td>COS 202-203</td>
<td>ADV COS - PRACTICUM</td>
<td>$300 (approx.)</td>
</tr>
<tr>
<td>MATH 404A-G</td>
<td>SELF-PACED BASIC MATH</td>
<td>$60</td>
</tr>
<tr>
<td>PE 17</td>
<td>GOLF</td>
<td>$75</td>
</tr>
<tr>
<td>PE 20</td>
<td>BOWLING</td>
<td>$1.25 per session</td>
</tr>
<tr>
<td>PE 39</td>
<td>FENCING</td>
<td>$1.00 (payable to instructor)</td>
</tr>
</tbody>
</table>
Paying for College

Applying for Financial Aid 2005-2006

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

Financial Aid Office

Room SC 124  (408) 848-4727
Open: Mon. - Thurs.: 8 a.m. - 5 p.m., Fri.: 8a.m. - 3p.m.
Evening hours: Hours are extended during peak registration periods.

Gavilan College School Code: 001202

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

If you are interested in applying for financial aid, pick up a free Application for Financial Student Aid (FASFA) in the Financial Aid Office, Room SC 124 OR apply online at www.fafsa.ed.gov. If you apply online, print and return the signature sheet or use your pin number to sign your application. Applications may also be obtained from high school counselors, most high school career centers and public libraries.

Financial Aid Eligibility

Financial aid applicants:

- Must demonstrate need according to the guidelines of each program
- Must be a U.S. citizen or eligible non-citizen
- Must be in good standing on a federal student loan or not owe a refund of student financial aid
- Must demonstrate eligibility to benefit from higher education
- Males must be registered with Selective Service

Note: If you have been convicted of illegal drug use or sales you may be ineligible for some aid programs.

Staff Profile

Angeles Fuentes:

My goal in the Financial Aid Office is to give students a strong foundation of knowledge in order to fully understand the process of financial aid and different programs that are available for them. We want to be one of the stepping stones for the student’s educational goals. I am a community college graduate, with an Associates in Liberal Studies from Cabrillo College. I have a BA in Liberal Studies from California State University, Monterey Bay and am now working on my thesis for my Masters in Education/Counseling.

I have worked for the Pajaro Valley Unified School District, and for Cabrillo College prior to coming to Gavilan.

Satisfactory Academic Policy (SAP)

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 twice per year after the Fall/Spring semester.

If you are disqualified you must attend a SAP Workshop. Stop by the Financial Aid Office to sign up for the SAP Workshop.

Resident Enrollment Fees for Non-Immigrant Students (AB540)

AB540, as required by California law, provides an exemption from payment of non-resident tuition for non-immigrant students. To be eligible, a student must have attended a California high school for three full years and have graduated from a California high school or have received the equivalent of a California diploma (GED, CHESPE). The exemption does not grant residency status and the qualifying student may not be eligible for state aid programs such as BOG or EOPS or federal financial aid. The student must sign an affidavit affirming that he or she has filed or will file an application with INS to legalize his or her immigration status as soon as he or she is eligible to do so. Contact the Admissions & Records Office for more information.
Financial Aid Programs

FEE WAIVER:
Board of Governor’s Fee Waiver/BOG Program – waives mandatory enrollment fees for eligible students. This fee waiver is for California residents only. The BOG form is included in the center pages of this schedule.

FEDERAL AND STATE GRANTS:
- Federal Pell Grant
- Federal SEOG Grant
- Cal Grant – for California residents only
- Chafee Grant

FEDERAL WORK-STUDY:
Provides the student with an opportunity to earn money while gaining valuable work experience and is awarded based on financial need.

SCHOLARSHIPS:
Scholarships are awarded on the basis of academic achievement and/or financial need. Eligibility varies and is set by the scholarship donor. Gavilan College General Scholarship application is due December 20. Applications are available in the Financial Aid Office. Additional scholarship applications are available in the Financial Aid Office with various deadlines throughout the school year. We recommend you inquire about scholarships several times per semester as new scholarships are announced throughout the academic year as they become available.

VETERAN SERVICES:
Gavilan College offers special assistance to student veterans and children of disabled veterans enrolled in the day and evening programs. Students having questions pertaining eligibility, benefits, application procedures and other veteran matters should contact the Financial Aid Office at (408) 848-4734.

SUBSIDIZED STAFFORD LOAN:
Gavilan College participates in the Federal Family Educational Loan Program. If you are interested in applying for a Subsidized Stafford Loan, complete the FAFSA & attend an Entrance Loan Counseling Session. Applications for the Subsidized Stafford Loan are distributed at loan counseling sessions.

Ability to Benefit

NEED FINANCIAL AID BUT HAVE NO HIGH SCHOOL DIPLOMA?
Federal regulations require students who do not have a high school diploma, General Educational Development (GED) certificate, or California High School Proficiency Exam (CHSPE) and who are applying for financial aid, to take an Ability to Benefit assessment. If you have a high school diploma (or equivalent) from another country you are exempt.

The Ability to Benefit ACT Asset schedule is listed below. To sign up for a session, call or come by the Financial Aid Office: 408-848-4727 (SC124).

ACT ASSET Schedule for Native English Speakers:

<table>
<thead>
<tr>
<th>DAY</th>
<th>DATE</th>
<th>TIME</th>
<th>LOC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday</td>
<td>Dec. 2</td>
<td>1-3</td>
<td>Gilroy</td>
</tr>
<tr>
<td>Friday</td>
<td>Dec. 16</td>
<td>8-10</td>
<td>Gilroy</td>
</tr>
<tr>
<td>Friday</td>
<td>Jan. 13</td>
<td>8-10</td>
<td>Gilroy</td>
</tr>
<tr>
<td>Wednesday</td>
<td>Feb. 3</td>
<td>8-10</td>
<td>Gilroy</td>
</tr>
<tr>
<td>Friday</td>
<td>Mar. 10</td>
<td>8-10</td>
<td>Gilroy</td>
</tr>
<tr>
<td>Friday</td>
<td>Apr. 7</td>
<td>9-11</td>
<td>Gilroy</td>
</tr>
</tbody>
</table>

Times and locations subject to change and additional times may be added. Confirm time and location with the Assessment Office in LS 114 - (408) 846-4992 prior to testing date.

CELSA (Combined English Language Skills Assessment)
Students with limited English language skills that are enrolled in English as a Second Language (ESL) classes and do not have a high school diploma or GED and are applying for Financial Aid must take the CELSA assessment. Contact the Financial Aid Office (SC124) or call (408) 848-4727.

<table>
<thead>
<tr>
<th>DAY</th>
<th>DATE</th>
<th>TIME</th>
<th>LOC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday</td>
<td>Dec. 2</td>
<td>10-11</td>
<td>Gilroy</td>
</tr>
<tr>
<td>Friday</td>
<td>Jan. 13</td>
<td>11-12</td>
<td>Gilroy</td>
</tr>
<tr>
<td>Friday</td>
<td>Feb. 3</td>
<td>8-9</td>
<td>Gilroy</td>
</tr>
<tr>
<td>Friday</td>
<td>Mar. 10</td>
<td>10-12</td>
<td>Gilroy</td>
</tr>
<tr>
<td>Friday</td>
<td>Apr. 7</td>
<td>2-3</td>
<td>Gilroy</td>
</tr>
</tbody>
</table>

Dates, times and locations are subject to change. Contact the Assessment Office (LS114) or call (408) 846-4992 to confirm your appointment.

Visit the Gavilan Bookstore on the Gilroy main campus early. Used books may be available at reduced cost.

Drop a class? $ $ Want a refund? $ $ Gotta ask or it won’t happen. (see page 6)
Matriculation - What is that?

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

These matriculation services include:

- a clear and accessible ADMISSIONS process
- ASSESSMENT of your academic skill level through placement testing and consideration of other related factors
- an online ORIENTATION to the College and the services we offer
- COUNSELING so you can complete your program in the quickest possible time with all the correct requirements
- FOLLOW-UP on your progress so you can both feel and be successful

The above is our commitment to you. Your part of the partnership is to:

- identify and declare an educational goal and major
- meet with a counselor to develop and update your educational plan so you can stay on track
- seek out services on campus that will support you and help you stay in school
- make progress towards your goal

Exemptions

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

- must have an AA degree or higher
- must have accumulated fewer than 12 units in transfer courses
- must be presently enrolled in fewer than six units
- must not plan to earn a certificate or degree
- must complete a waiver form at the Admissions & Records Office. (Doing this will prevent you from participating in priority/early registration.)

You still have the right to use the other matriculation services. We encourage you to do so.

Orientation

Orientation is one of the components of matriculation. It provides new students with an overview of instructional programs, support services, facilities and general graduation requirements. Completion will help students avoid making course choices that might complicate and lengthen the time required to reach their educational goals.

Gavilan College offers an online orientation. Click on the Orientation link on the Gavilan homepage (www.gavilan.edu) to complete the orientation or contact the Counseling Office at 408-848-4723.

You may choose not to participate in orientation by completing a waiver form at the Admissions & Records Office. Doing this will prevent you from participating in priority (early) registration.

ORIENTATIONS are completed online.

Click on the Orientation link on the Gavilan homepage - www.gavilan.edu

¿Es el inglés su Segundo Idioma?

Consulte la página 34 para mas información sobre el examen de evaluacion de ESL.

Assessment

Placement/assessment testing will help ensure that students are enrolled in courses that match their abilities in language and computational skills. Placement scores, together with other indicators of a student's abilities, are used by counselors to recommend appropriate course placements. Register for the assessment at the Admissions & Records Office in the Center.

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

This CTEP/MDTP placement/assessment is administered in English and is not intended for applicants to the English as a Second Language (ESL) program.

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

Assessment requires:

- Valid picture ID *
- Social security number required for scoring of exam
- 2 - #2 pencils (no mechanical pencils)
- No pagers or cell phones allowed in the testing room
- No watches allowed in the testing room.

* A valid picture ID includes a California Driver's License, California ID, Passport, Student Body Card, Military ID or Alien Registration Card. Contact the Assessment Office (LS114) or call 408-846-4992 if you do not have a valid ID.

Re-Assessment Sessions:

Students who have previously taken the assessment test may re-test after 30 days. You may re-assess once per semester. Call the Assessment Office (LS114) or call 408-846-4992 to confirm dates, times and locations.

Re-Assessment requires a copy of student’s previous test scores (test scores can be obtained from the Counseling Secretary - SC108).

Times and locations are subject to change. Additional times may be added. (Confirm dates and locations with the Admissions and Records Office or check online posting at www.gavilan.edu/assessment.

Spring Sports

Spring Teams:
- Men’s Baseball
- Women’s Softball
- Co-ed Golf
- Women’s Basketball
- Men’s Basketball

Also check out:
- Soccer
- Volleyball
- Swimming
- Bowling
- Aerobics
- Pilates
- Yoga
- Cardio Fitness

For more information, contact the Athletic Department at 848-4876
COUNSELING

Gavilan College provides a staff of full and part-time professional counselors to assist students in meeting educational, career and life goals. Counseling is available to students who are uncertain about their plans for the future, who are experiencing difficulty in making important decisions, or who have any other personal or social concerns. In addition, counselors make referrals to many community agencies. Students may seek the assistance of any counselor at Gavilan.

Photo ID required to obtain counseling services.

Winter Intersession Counseling Hours
Gavilan Main Campus (walk-in):
Jan. 3-13 Mon-Fri 8:30 am - 3:30 pm

Walk-in: Mon-Fri 8:30 am-12:30 pm

Dec. 1 Th 8:30 am –1:00 pm
Dec. 15 Th 5:00 pm – 8:00 pm
Jan 17 Th 9:00 am - 5:00 pm
Jan 19 Th 9:00 am - 5:00 pm

Call 408-782-2873 for an appointment.

Hollister Briggs Building site (by appointment or drop-in):
Jan 18-19 Wed-Th 11:00 am-6:30 pm
Call 831-636-3783 for an appointment.

Spring Counseling Hours
Gavilan Main Campus (walk in and appointments):
Walk in: Mon-Fri 8:30 am-12:30 pm
Appointments: Mon-Fri 8:00 am - 8:00 pm
For more information call the Counseling Secretary: 408-848-4723.

Counseling Office - SC 108 (in the Admissions building)
Morgan Hill site (by appointment): Phone 831-634-0917
Hollister Briggs Building site (by appointment): Phone 408-782-0253

Counselors by Department and Program

Dr. Rosa Sharboneau, General Counseling/Transfer SC119
Dr. Tim Lister, General Counseling SC106
Celita Marquez, General Counseling/Puente Program SC105
Dr. Jesus Olivas, General Counseling/Articulation SC104
Johanna Stewart, General Counseling SC107b
Leslie Tenney, General Counseling SC103
Candice Whitney, General Counseling SC113

MESA: Darlene Martin 848-4968 PH114

EOPS/CalWORKS (Extended Opportunity Programs and Services)
Gary Cribb 848-4740 LI101a
Christina Garcia 848-4740 LI101a

DRC (Disability Resource Center)
Bruce Eastman 848-4865 LI117

Athletics: Darlene Martin 848-4968 GY118

TRANSFER

Complete your first two years of university coursework at Gavilan College.

Students planning to transfer to a four-year institution can generally complete the first two years of their college work at Gavilan College and enter the four-year institution with junior standing.

The requirements of universities vary. It is therefore advisable that students consult a counselor early in the semester for more detailed information about each university’s specific requirements. Due to recent changes in admissions policies at UCs and CSUs, working with a counselor is critical.

Transfer Credit

Official transcripts from institutions fully accredited by appropriate accrediting associations will be evaluated for transferable lower division coursework. Appropriate units and subject content will be applied to major and general education requirements to meet prerequisites or graduation requirements. Courses taken at other California Community Colleges, California State Universities or any University of California will be transferred to Gavilan with the same general education designation as that of the issuing institution. Courses with letter grades of less than “C” will not be transferred.

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

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

CLEP EXAMS

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

GENERAL EDUCATION RECIPROCITY AGREEMENT

The Gavilan Community College District has entered into a mutual agreement with seven other community Colleges to accept the general education of these colleges. The participating colleges are De Anza College (Cupertino), Evergreen Valley College (San Jose), Foothill College (Los Altos Hills), Gavilan College (Gilroy), Mission College (San Jose), Ohlone College (Freemont), San Jose City College (San Jose) and West Valley College (Saratoga).

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

Courses Numbered 22, 23, 122, 123, 98, 198

These courses are also called “Independent Studies”, “Special Studies”, “Special Topics”, “Internships”, etc. Credit for variable topics courses is given only after a review of the scope and content of the course by the receiving institution. This usually occurs after transfer and may require recommendations from faculty. Check with a counselor to prevent surprises.
Transfer Services

ASSIST
ASSIST is a computerized student-transfer information system that can be accessed over the World Wide Web. It displays reports of how course credits earned at one California college or university can be applied when transferred to another. ASSIST provides the most accurate and up-to-date information available about student transfer in California. Visit the website at www.assist.org.

CSU MENTOR
CSU Mentor is an online resource designed to help students and their families learn about the CSU system, select a CSU campus to attend, plan to finance higher education, and apply for admission. Personal data entered by the user is not released without the user’s express consent and direction. CSU Mentor is free to use. The student will only pay the application fee charged directly by the CSU campus when an application for admission is submitted. Visit the website at www.csumentor.org.

PATHWAYS
PATHWAYS, the University of California’s online undergraduate admission information and application network.
• Information about financial aid and how to finance a UC education.
• Answers for Transfers
• UC campus Web sites, a list of links to the campuses for prospective students
• Transfer/Application Center
• Message Center - ask a question about undergraduate education or admission at UC
Visit the website at http://www.ucop.edu/pathways

Transfer Agreements (TAA)
A Transfer Admissions Agreement is a formal agreement between a student in attendance at Gavilan College and a receiving baccalaureate granting institution to which the student intends to transfer. The agreement guarantees admission to a transfer university a year in advance for the fall semester. It may also guarantee admission into a major.

Note: Educational plans for students preparing to transfer to any public or private institution can be developed. Because the requirements of universities vary, it is advisable that students consult a counselor for more detailed information.

Gavilan College has Transfer Admission Agreements with the following universities:
• UC Davis
• UC Riverside
• UC Santa Cruz
• San Francisco State University
• San Jose State University
• University of Santa Clara
• CSU Monterey Bay

You do your part and they’ll do theirs (admit you early!). Articulation agreements are also available online at www.assist.org. For eligibility requirements schedule a counseling appointment by calling 408-848-4723.

Career/Transfer Resource Center
The center is located in SC102. Call 408-848-4818 for more information.

Transfer Institute See page 25.

Transfer Checklist
Are you preparing to transfer to a four year university? If so, planning for your transition now will guarantee a smooth and easy transition from Gavilan to the institution of your choice. Follow the recommended PLAN FOR SUCCESS:

PLAN FOR SUCCESS

First Year at Gavilan:

FALL SEMESTER
• Meet with a counselor and inform him/her of your intent to transfer.
• Request a current copy of the general education pattern you wish to follow (IGETC or CSU)
• Refer to the Gavilan catalog for course descriptions.
• Begin to investigate possible major choices.
• Develop an educational plan with a counselor.
• Request that all high school and college transcripts be sent to Gavilan.

SPRING SEMESTER
• Meet with counselor to discuss academic progress and major choice.
• Update educational plan to include major preparation courses.
• Consider participating in student clubs, student government, etc.
• Identify at least 3 universities and check the required major preparation.
• Determine eligibility for an Associates Degree from Gavilan.

Second Year at Gavilan:

FALL SEMESTER
• Meet with counselor to discuss course selections and to review educational plan.
• Verify completion of units, general education, and major preparation.
• Update educational plan, if necessary.
• Apply for scholarships and financial aid.
• Apply for college admissions.

SPRING SEMESTER
• Submit a Gavilan graduation petition.
• Read all of your correspondence from universities.
• Follow university instructions and meet deadlines.
• Keep copies of all correspondence
• Send official transcript showing work completed and courses in progress for spring.
• At the end of the semester, request two copies of your final transcripts (spring grades included) and a G.E. certification. One copy is sent to the university that you plan to attend and the second copy is for you to keep for your personal record.
## Gavilan College Associate Degree Graduation Requirements

A Gavilan College Associate degree (AA or AS) is a combination of general education courses and a specific major selected from the Gavilan College catalog.

1. File a **Petition to Graduate** with the Admissions & Records Office by April 1 for a Spring or Summer graduation and October 1 to graduate at the end of Fall Semester. One petition must be filed for each Associate degree, Certificate of Completion, Certificate of Achievement or Award of Achievement the student expects to receive.

2. Students must earn an overall grade point average of 2.0 ("C") or higher for all work attempted and a grade point average of 2.0 "C" or higher in all major or certificate courses.

3. Complete a minimum of 18 units of coursework in a major. Specific major course requirements are listed in the college catalog.

4. Complete a minimum number of 60 semester units. Complete the last 12 units, or a total of 48 units, at Gavilan College.

### Gavilan College AA/AS General Education Requirements (2005-2006)

<table>
<thead>
<tr>
<th>Area</th>
<th>Semester Units</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A. COMMUNICATION IN THE ENGLISH LANGUAGE</strong></td>
<td>6-9</td>
</tr>
<tr>
<td>One course from each of these two areas:</td>
<td></td>
</tr>
<tr>
<td><strong>A-1 Oral Communication</strong> – CMUN 1A, 8 or 10</td>
<td></td>
</tr>
<tr>
<td><strong>A-2 Written Communication</strong> – ENGL 1A or ENGL 250</td>
<td></td>
</tr>
<tr>
<td><strong>A-3 Reading</strong> – ENGL 260 with a grade of &quot;C&quot; or better, or demonstrate reading proficiency at the college level. (Competency may be verified by an approved test.)</td>
<td></td>
</tr>
<tr>
<td><strong>B. PHYSICAL UNIVERSE AND ITS LIFE FORMS</strong></td>
<td>6-14</td>
</tr>
<tr>
<td>The Physical or Life Science requirement will include at least one course that has a laboratory section</td>
<td></td>
</tr>
<tr>
<td>One course from each of these three areas:</td>
<td></td>
</tr>
<tr>
<td><strong>B-1 Physical Science</strong> – ASTR 1; CHEM 1A, 1B, 12A, 12B, 30A, 30B; GEOG 1; GEOL 1, 13; PHYS 1, 2A, 2B, 4A, 4B, 4C, PSCI 1, 2</td>
<td></td>
</tr>
<tr>
<td><strong>B-2 Life Science</strong> – ANTH 1; ECOL 1; BIO 1, 4, 5, 7, 8, 9, 10, 13, 15, 20</td>
<td></td>
</tr>
<tr>
<td><strong>B-3 Laboratory Activity</strong> – Lab courses are underlined and are included in B-1 and B-2</td>
<td></td>
</tr>
<tr>
<td><strong>B-4 Mathematics</strong> – Minimum of Math 205 or equivalent. (Competency may be verified by an approved test.)</td>
<td></td>
</tr>
<tr>
<td><strong>C. ARTS, FOREIGN LANGUAGE, LITERATURE AND PHILOSOPHY</strong></td>
<td>5</td>
</tr>
<tr>
<td>One course from each area:</td>
<td></td>
</tr>
<tr>
<td><strong>C-1 Fine and Performing Arts</strong> – Art, Theatre, Music (other than area 2); CMUN 2; HUM 10; Journalism (other than Journalism 10)</td>
<td></td>
</tr>
<tr>
<td><strong>C-2 Cultural History, Foreign Language, Philosophy</strong> – ART 1A, 1B, 11, 20, 21; ENGL 1B, 1C, 2A-E, 2H, 2I, 2J, 4A, 4B, 5A, 5B, 9A, 9B, 9C; HIST 1, 2, 3, 4A, 4B, 5, 6, 7A, 7B, 10, 12, 14, 18, 19, 21; HUM 3, 4, 5, 10; JOUR 10; JPN 1A; MUS 1A, 1B; PHIL 1, 2, 3, 3B, 4, 5, 6, 6B, 7A, 7B, 8, 15; SOC 10; THEA 1; any foreign language</td>
<td></td>
</tr>
<tr>
<td><strong>D. SOCIAL, POLITICAL, AND ECONOMIC INSTITUTIONS</strong></td>
<td>9</td>
</tr>
<tr>
<td>One course from area D-1, and two courses from area D-2:</td>
<td></td>
</tr>
<tr>
<td><strong>D-1 U.S. History and Political Institutions</strong> (3 units)</td>
<td></td>
</tr>
<tr>
<td>One course from HIST 1, 2, 5, 18, 19 or POLS 1</td>
<td></td>
</tr>
<tr>
<td><strong>D-2 Behavioral, Economic and Social Science</strong> (6 units)</td>
<td></td>
</tr>
<tr>
<td>Two courses from AJ 6, 10; ANTH 2, 3, 5, 8, 9, 10; General Business 1; CD 2, 3, 7; CMUN 4; ECON 1, 2, 10; GEOG 2; HIST 1, 2, 3, 4A, 4B, 5, 6, 10, 12, 14, 18, 19; JOUR 10; SOC 1A, 1B, 3, 4, 10; POLS 1, 3, 4, 6, 12; PSYC 1A, 1B, 2, 3, 6, 7; SSCI 1</td>
<td></td>
</tr>
<tr>
<td><strong>E. LIFELONG UNDERSTANDING AND SELF-DEVELOPMENT</strong></td>
<td>3</td>
</tr>
<tr>
<td><strong>E-1</strong> One unit from any Physical Education activity class or Intercollegiate Sport *</td>
<td></td>
</tr>
<tr>
<td><strong>E-2</strong> Minimum of two units from: AH 3, 11, 30; BIO 11; CD2; CSIS 1, 2, 6, 8, 45, 51; GUID 1, 200; HE 1, 2; PHIL 3B, 6B, 8, 15; POLS 27; PSYC 2, 3, 5, 27, 41; SOC 21</td>
<td></td>
</tr>
<tr>
<td>* Note: Some CSUs require two units of Physical Education, an additional unit is recommended.</td>
<td></td>
</tr>
<tr>
<td><strong>F. CULTURAL DIVERSITY</strong></td>
<td>0-6</td>
</tr>
<tr>
<td>Two courses from the following list; courses may also count under appropriate areas for other General Education requirements.</td>
<td></td>
</tr>
<tr>
<td>AH 3, 11; ANTH 3, 5, 9, 10; ART 10A, 11, 20, 21; BIO 11; CD 7; CMUN 4; ENGL 2B, 2E, 2H, 2I; GEOG 2; HIST 3, 5, 6, 10, 12; PHIL 6, 15; POLS 3, 4; PSYC7; SOC 3; SPAN 9A, 12A, 12B; THEA 1</td>
<td></td>
</tr>
</tbody>
</table>
Advanced Placement (AP)

Gavilan College grants up to six semester units of transfer credit for each College Board Advanced Placement (AP) Test on which a student receives a score of 3 or better. The AP results must be submitted to the Office of Admissions & Records with a request for evaluation.

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

Advanced Placement credit will be awarded as follows:

<table>
<thead>
<tr>
<th>Test</th>
<th>Score*</th>
<th>Equiv. Gav. College</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>American History</td>
<td>3,4,5</td>
<td>HIST 1,2</td>
<td>6</td>
</tr>
<tr>
<td>Art History</td>
<td>3,4,5</td>
<td>ART 1A, 1B</td>
<td>6</td>
</tr>
<tr>
<td>Biology</td>
<td>3,4,5</td>
<td>BIO 10</td>
<td>4</td>
</tr>
<tr>
<td>Chemistry</td>
<td>3,4</td>
<td>CHEM 30A</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>5</td>
<td>CHEM 1A</td>
<td>5</td>
</tr>
<tr>
<td>Computer Science A</td>
<td>3,4,5</td>
<td>CSIS 45</td>
<td>3</td>
</tr>
<tr>
<td>Computer Science AB</td>
<td>3,4,5</td>
<td>CSIS 45,46</td>
<td>6</td>
</tr>
<tr>
<td>English Language &amp; Composition</td>
<td>3,4</td>
<td>ENGL 1A</td>
<td>3</td>
</tr>
<tr>
<td>English Composition &amp; Literature</td>
<td>3,4</td>
<td>ENGL 1A</td>
<td>3</td>
</tr>
<tr>
<td>English Composition &amp; Literature</td>
<td>3,4</td>
<td>ENGL 1A</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>5</td>
<td>ENGL 1A, 1B</td>
<td>6</td>
</tr>
<tr>
<td>(Max # Units in English= 6)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Economics, Macro</td>
<td>3,4,5</td>
<td>ECON 1</td>
<td>3</td>
</tr>
<tr>
<td>Economics, Micro</td>
<td>3,4,5</td>
<td>ECON 2</td>
<td>3</td>
</tr>
<tr>
<td>Government &amp; Politics</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>U.S.</td>
<td>3,4,5</td>
<td>POLS 1</td>
<td>3</td>
</tr>
<tr>
<td>Comparative</td>
<td>3,4,5</td>
<td>POLS 3</td>
<td>3</td>
</tr>
<tr>
<td>Math/Calc AB</td>
<td>3,4,5</td>
<td>MATH 1A</td>
<td>4</td>
</tr>
<tr>
<td>Math/Calc BC</td>
<td>3,4,5</td>
<td>MATH 1B</td>
<td>4</td>
</tr>
<tr>
<td>Math/Statistics</td>
<td>3,4,5</td>
<td>MATH 5</td>
<td>3</td>
</tr>
<tr>
<td>Music Theory</td>
<td>3,4,5</td>
<td>MUS 3A</td>
<td>3</td>
</tr>
<tr>
<td>Physics B</td>
<td>3,4,5</td>
<td>PHYS 2A</td>
<td>4</td>
</tr>
<tr>
<td>Physics C</td>
<td>3,4,5</td>
<td>PHYS 2B</td>
<td>4</td>
</tr>
<tr>
<td>Psychology</td>
<td>3,4,5</td>
<td>PSYC 1A</td>
<td>3</td>
</tr>
<tr>
<td>Spanish</td>
<td>3,4</td>
<td>SPAN 1B</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>5</td>
<td>SPAN 2A</td>
<td>5</td>
</tr>
</tbody>
</table>

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

Articulation Agreements

Gavilan College has completed lower division course-to-course, major-to-major and general education agreements with all California State University (CSU), University of California (UC) and a number of private university campuses. These agreements ensure that participating universities will accept certain courses taken at Gavilan College to satisfy general education, major or elective university requirements.

The articulation officer, counselors and the Career/Transfer Resource Center staff have lists of participating institutions. Articulation agreements are also available online. See information on www.assist.org.

Note: Educational plans for students preparing to transfer to any public or private institution can be developed.

Please see your counselor for additional information and to view copies of specific transfer agreements. The Counseling Office is located in SC108. For more information call 408-848-4723.

California Articulation Number System

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

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

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

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

Services available:

- Information on job outlook, training and educational opportunities
- Career Assessment using EUREKA and TRUE COLORS
- Current transfer information
- Application workshops
- Current articulation agreements using ASSIST
- Access to an updated college information resource library
- Future career trends
- Assistance with admission procedures and referral to academic counseling
- Research library of career reference materials
- Annual Transfer Day and College Faire
**AREA 1 – ENGLISH COMMUNICATION**

9 units

**CSU** – Three courses required, one each from A, B and C

**UC** – Two courses required, one each from A and B

- A: **English Composition** – ENGL 1A
- B: **Critical Thinking** – ENGL 1C or PHIL 4
- C: **Oral Communication** (CSU requirement only) – CMUN 1A, 8 or 10

---

**AREA 2 – MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING**

3 units

One course: CSIS 26; ECON 11**; GBUS 11**; MATH 1A, 1B, 1C, 2, 2C**, 5, 6, 7, 8, 8A, 8B, 9**, 10**, 14, 26

---

**AREA 3 – ARTS AND HUMANITIES**

9 units

Three courses, at least one in the Arts and one in Humanities

- **Arts** – ART 1A, 1B, 6, 21**; HIST 21**; MUS 1A, 1B; THEA 1, 7
- **Humanities** – ART 20; ENGL 1B, 2A, 2B, 2C, 2D, 2E, 2H, 2J, 4A, 4B, 5A, 5B; HIST 1, 2, 3, 4A**, 4B**, 5, 6, 7A, 7B, 10, 12, 14, 18, 19; HUM 3, 4, 5, 10; PHIL 1, 3, 3B, 6, 6B, 7A**, 7B**, 8, 15; SPAN 2A, 2B

---

**AREA 4 – SOCIAL AND BEHAVIORAL SCIENCES**

9 units

Three courses from at least two disciplines or an interdisciplinary sequence

- ANTH 2, 3, 5, 10; CD 2, 3; CMUN 4; ECON 1, 2, 10; GEOG 2; HIST 1, 2, 3, 4A**, 4B**, 5, 6, 10, 12, 14, 18, 19; JOUR 10; PHIL 12; POLS 1, 3, 4, 12; PSYC 1A, 1B, 2, 3; SOC 1A, 1B, 3, 4, 10; SSCI 1

---

**AREA 5 – PHYSICAL AND BIOLOGICAL SCIENCES**

7-9 units

Two courses, (minimum of 7 units), one Physical Science course and one Biological Science course, one of which must include a lab (Lab courses are underlined)

- **Physical Science** – ASTR 1; CHEM 1A, 1B, 12A, 12B, 30A, 30B; GEOG1; GEOG1; PHYS 1, 2A, 2B, 4A, 4B, 4C
- **Biological Sciences** – ANTH 1; BIO 1, 4, 5, 7, 8, 9, 10, 13, 15; ECOL 1

---

**Language other than English (UC requirement only)** – Complete two years of the same foreign language at high school level with a grade of “C” or better, OR earn a score of three or higher on the Foreign Language Advanced Placement exam OR complete up to the equivalent of two years of foreign language or higher at Gavilan OR the equivalent at another college.

---

**CSU Graduation Requirement in U.S. History, Constitution and American Ideals** – Not part of IGETC and you may NOT use the following courses to satisfy requirements for IGETC. (May be completed prior to transfer.)

For the baccalaureate degree, one of the following combinations is required: HIST 1 & 2, HIST 1 & 19, HIST 2 & 18; POLS 1 with either HIST 1, 2, 18 or 19.

---

**Note:** Transfer credit of certain courses (especially Science & Math) may be limited by either UC or CSU or both. Consult with a counselor.

**NOTE:** Courses listed under more than one discipline or area may be used only once to satisfy an area.
Intersegmental General Education Transfer Curriculum

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

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

PARTIAL IGETC - If you are approaching readiness for transfer and, for good cause, are unable to complete one or two IGETC courses, you may be eligible to complete IGETC after transferring. Typical situations which constitute good causes for not completing one or two IGETC courses are illness, unavailable or cancelled courses, military service and unexpected hardships, such as family or employment problems, experienced in the final term before transfer.

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

1) Take a certified IGETC course, in the area to be completed, at any California community college, when you are not enrolled at a California State University or a University of California, such as during summer session.

2) Complete the requirement at a California community college while concurrently enrolled at UC or CSU. You will be subject to the UC or CSU campus rules regarding concurrent enrollment, so this option may not be available at your university campus.

3) Take a comparable course at the UC or CSU campus to which you will be transferring. This option is at the discretion of each campus, so it may not be a choice available to you.

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

All UC and CSU campuses will accept IGETC with the exception of Fifth and Revelle Colleges at UC, San Diego. Since all majors are available at each of the five colleges at UC, San Diego, students will not be restricted in their choice of major if they use the IGETC.

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

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

Students who wish to be certified for both CSU and UC systems should take CMUN 1A or 10 in Area 1 for CSU and meet the foreign language requirement for UC.

Completing both provides flexibility and choices.

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

See a counselor when you are:

- a first time student planning to transfer
- a first time student planning to obtain a AA/AS degree
- an undecided major
- a high school contract student
- an academic probation student
- taking over 17 units (spring/fall) or over 5 units (summer)
- have completed prerequisite courses at another college(s)

San Joaquin Biotechnology Center (SJBC) at Gavilan College

- Education
- Training
- Economic & Workforce Development

The SJBC exists to advance economic development in the rapidly expanding biotech/bioscience industry by establishing collaborative partnerships and linkages among community colleges, industry, high schools and universities. Our office is your regional point of contact for 14 community colleges in a 17 county area.

San Joaquin Biotechnology Center

(SJBC) at Gavilan College

- Education
- Training
- Economic & Workforce Development

The SJBC office is located at 8351 Church Street, Bldg. E Gilroy, CA 95020
408-847-0373
www.gavilan-sjbc.org

San Joaquin Biotechnology Center

(SJBC) at Gavilan College

- Education
- Training
- Economic & Workforce Development

The SJBC exists to advance economic development in the rapidly expanding biotech/bioscience industry by establishing collaborative partnerships and linkages among community colleges, industry, high schools and universities. Our office is your regional point of contact for 14 community colleges in a 17 county area.

San Joaquin Biotechnology Center

(SJBC) at Gavilan College

- Education
- Training
- Economic & Workforce Development

The SJBC office is located at 8351 Church Street, Bldg. E Gilroy, CA 95020
408-847-0373
www.gavilan-sjbc.org

San Joaquin Biotechnology Center

(SJBC) at Gavilan College

- Education
- Training
- Economic & Workforce Development

The SJBC exists to advance economic development in the rapidly expanding biotech/bioscience industry by establishing collaborative partnerships and linkages among community colleges, industry, high schools and universities. Our office is your regional point of contact for 14 community colleges in a 17 county area.

San Joaquin Biotechnology Center

(SJBC) at Gavilan College

- Education
- Training
- Economic & Workforce Development

The SJBC office is located at 8351 Church Street, Bldg. E Gilroy, CA 95020
408-847-0373
www.gavilan-sjbc.org

San Joaquin Biotechnology Center

(SJBC) at Gavilan College

- Education
- Training
- Economic & Workforce Development

The SJBC exists to advance economic development in the rapidly expanding biotech/bioscience industry by establishing collaborative partnerships and linkages among community colleges, industry, high schools and universities. Our office is your regional point of contact for 14 community colleges in a 17 county area.

San Joaquin Biotechnology Center

(SJBC) at Gavilan College

- Education
- Training
- Economic & Workforce Development

The SJBC office is located at 8351 Church Street, Bldg. E Gilroy, CA 95020
408-847-0373
www.gavilan-sjbc.org

San Joaquin Biotechnology Center

(SJBC) at Gavilan College

- Education
- Training
- Economic & Workforce Development

The SJBC exists to advance economic development in the rapidly expanding biotech/bioscience industry by establishing collaborative partnerships and linkages among community colleges, industry, high schools and universities. Our office is your regional point of contact for 14 community colleges in a 17 county area.
CSU General Education (Breadth) Requirements 2005 - 2006

certified by Gavilan College

Students transferring to the California State University system will qualify for admission as upper division transfers if they have completed 60 transferable units with a GPA of 2.0 ("C") or better (non-residents 2.4 or better). Within the 60 unit requirement, the 9 units in Area A (Communication), Area B-4 (Mathematics), and 18 additional semester units of general education coursework must be completed with a grade of 2.0 ("C") or better in each course.

Students who complete the following pattern will have satisfied the lower division General Education requirements for the California State University BA/BS degree. A minimum of 9 semester units of General Ed coursework must be completed at the upper division level after transfer; some CSU campuses require more than 9 units. See a counselor for further information.

Students completing the General Education Pattern below will not have to take any more lower division general education courses at the university provided they request a general education certification from the Office of Admissions and Records before transferring.

| AREA A – Communication in the English Language and Critical Thinking | 9 units |
| Select one course from each category. All courses must be completed with a grade of "C" or better. |
| A-1 Oral Communication – CMUN 1A, 8 or 10 |
| A-2 Written Communication – ENGL 1A |
| A-3 Critical Thinking – PHIL 2, 4, 5 or ENGL 1C |

| AREA B – Physical Universe and its Life Forms | 9 units |
| One course from each category. The Physical or Life Science course must include a laboratory. |
| B-1 Physical Science – ASTR 1; CHEM 1A, 1B, 12A, 12B, 30A, 30B; GEOG 1; GEOL 1, 13; PHYS 1, 2A, 2B, 4A, 4B, 4C, PSCI 1 |
| B-2 Life Science – ANTH 1; ECOL 1; BIO 1, 4, 5, 7, 8, 9, 10, 13, 15, 20 |
| B-3 Laboratory Activity – Lab courses are underlined and are included in B-1 and B-2 |
| B-4 Mathematics/Quantitative Reasoning (Grade "C" or better) – CSIS 26; ECON 11**; GBUS 11**; MATH 1A, 1B, 1C, 2, 2C, 5, 6, 7, 8, 8A, 8B, 9**, 10**, 12, 14, 26 |

| AREA C – Arts, Literature, Philosophy and Foreign Language | 9 units |
| Required: English 1B and one course from C-1, and one course from C-2 |
| C-1 Arts – (Art, Dance, Music, Theatre) - Minimum of 2 units from one of these courses – ART 2A, 3A, 6, 8A, 10A, 13, 14**, 25A; CD25A; CMUN 2; HUM 10; MUS 3A, 4A; THEA 4, 7, 12A |
| C-2 Humanities (Literature, Philosophy, Foreign Languages) – ART 1A, 1B, 11, 20, 21**, ENGL 2A-E, 2H, 2I, 2J, 4A, 4B, 5A, 5B, 9A-C; Foreign Language: SPAN 1A, 1B, 2A, 2B, 9A, 12A, 12B; HIST 1, 2, 3, 4A**, 4B**, 5, 6, 7A, 7B, 10, 12, 14, 18, 19, 21**; HUM 3, 4, 5, 10; JOUR 10; MUS 1A, 1B; PHIL 1, 3, 3B, 6, 6B, 7A**, 7B**, 8, 15, SOC 10; THEA 1 |

| AREA D – Social, Political, and Economic Institutions | 9 units |
| Two requirements: select one course from Requirement 1, and 2 courses from Requirement 2. |
| Requirement 1: HIST 1, 2, 18, 19 or POLS 1 Note: For the baccalaureate degree, one of the following combinations is required: HIST 1 & 2, HIST 1 & 19, HIST 2 & 18, POLS 1 with either HIST 1, 2 18 or 19. |
| Requirement 2: |
| D-1 Anthropology and Archeology – ANTH 2, 3, 5, 8, 10 |
| D-2 Economics – ECON 1, 2, 10 |
| D-3 Ethnic Studies - CMUN 4; HIST 10, 12; SOC 3 |
| D-4 Gender Studies – SOC 4; HIST 5, 6 |
| D-5 Geography – GEOG 2 |
| D-6 History – HIST 1, 2, 3, 4A**, 4B**, 10, 12, 14, 18, 19 |
| D-7 Interdisciplinary Social and Behavioral Science – AJ 6; ANTH 9; CMUN 4; CD 7; POLS 6; PSYC 6, 7; SSCI 1 |
| D-8 Political Science, Government, and Legal Institutions – PHIL 12; POLS 1, 3, 4, 12 |
| D-9 Psychology – CD 2, 3, PSYC 1A, 1B, 2, 3 |
| D-0 Sociology and Criminology – JOUR 10; SOC 1A, 1B, 3, 4, 10 |

| AREA E – Lifelong Understanding and Self-Development | 3 units |
| 1. Unit from any Physical Education activity course |
| 2. Two units from – AH 3, 11; BIO 11; CD/PSYC 2** + 3** (acceptable for Area E only if taken in combination); GUID 1; HE 1, 2; PSYC 5, 41; SOC 21 |

Note: Transfer credit of certain courses (especially Science & Math) may be limited by either UC or CSU or both. Consult with a counselor.

** Approved for fall 2005  
° Approved retroactively for fall, 1999

Courses listed under more than one discipline or area may be used only once to satisfy an area.
HIGH SCHOOL STUDENTS

HIGH SCHOOL STUDENTS
Concurrent Enrollment
Registration Checklist

#1 Apply.
File a Gavilan College application at least 48 hours prior to registering for classes.

#2 Schedule an assessment placement test.
Sign up in person or call 408 848 4736.

#3 Take the assessment placement.

#4 See your high school counselor.
Take your assessment test results and discuss possible courses. The course your counselor writes on the contract is the course for which you will be enrolled (space permitting). Be sure the counselor signs your contract form.

#5 Get a copy of your current high school transcript from the Registrar at your high school and attach it to your contract form. The transcript must show that you are in good standing and that you have a grade point average of at least 2.0.

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

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

#8 Register for Gavilan classes.
- Enroll for a maximum of 6 semester units of transfer level courses during the Fall and Spring semesters or for 5 units of pre-collegiate courses during the Summer Term
- Pay per unit enrollment fees only
- Purchase a parking permit if you need one
- Buy your books at the bookstore

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

For more information, see the concurrent enrollment section on the following page of this schedule.

HIGH STEP Program (High School Transfer Enrichment Program)
Gavilan College, in conjunction with the Live Oak and Ann Sobrato High Schools in Morgan Hill and Gilroy High School will offer courses accepted at any university (such as Political Science/Government and US History 1 and 2) each semester at the high school campuses. All students are required to take the placement assessment prior to enrolling. All concurrent enrollment procedures apply. The placement assessment will be offered at the high school campuses.

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

The Benefits:
- Experience college level work.
- Reduce four-year university expense.
- Advance academically.
- Become competitive in the four-year admission process.

Who Can Participate?
- High School Juniors and Seniors may participate in High Step.
- Courses offered at high school locations are open to any college-age student.
- Minimum cumulative 2.0 GPA.
- Score at college level in reading, writing, and math.
- Ability to benefit from advanced scholastic work.

Spring 2006 High Step offerings:
See the spring class listings for class descriptions.

Gilroy High School:
sect. 4751 ENGL 1A Composition
Gilroy (rm. B-7) Monday 3:10 pm - 6:00 pm

Live Oak High School:
sect. 4752 HIST 1 United States History through Reconstruction
Live Oak (rm. 803) Monday 3:15 pm - 6:05 pm

Ann Sobrato High School:
sect. 4753 POLS 1 Introduction to American Government
Sobrato (Bldg. 106) Monday 3:30 pm - 6:20 pm

High school contract students pay the per-unit enrollment fee. All credit earned is college credit.

All records of high school students attending Gavilan are protected by the Federal Educational Rights and Privacy Act (FERPA) and may not be released to anyone without the written permission of the student.
Concurrent Enrollment Procedures for High School Students

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

A Special Student Status Contract Form is required prior to registering for classes. A new form must be completed each semester. The form is available in local high school counseling offices from the Gavilan College Admissions & Records Office and is included in the center pages of this schedule. Students enrolled in a public or private high school will be limited to a maximum of 6 units for fall or spring semesters and 5 during the summer term. Students in good standing, with a minimum 2.0 GPA, must submit a current transcript, complete the placement assessment, and have the written approval of a parent or legal guardian, a high school counselor or principal, and a Gavilan College counselor.

The Campus Center Use Fee, Health Fee, and Student Representation Fee are waived for concurrently enrolled high school students.

HIGH SCHOOL STUDENTS MAY CO-ENROLL IN THE FOLLOWING:

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

Course-to-Course Articulation Agreements*

Gavilan College and District High Schools:

<table>
<thead>
<tr>
<th>High School Course</th>
<th>Gavilan College</th>
<th>Grade Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anzar High School - Aromas / San Juan Bautista</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Algebra</td>
<td>Math 205</td>
<td>A or B</td>
</tr>
<tr>
<td>Advanced Algebra</td>
<td>Math 233</td>
<td>A or B</td>
</tr>
<tr>
<td>Gilroy High School</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Integrated Algebra 1 &amp; 2</td>
<td>Math 205</td>
<td>A or B</td>
</tr>
<tr>
<td>Integrated Algebra 2 &amp; 3</td>
<td>Math 233</td>
<td>A or B</td>
</tr>
<tr>
<td>Law Enforcement</td>
<td>AJ 10</td>
<td>A or B</td>
</tr>
<tr>
<td>Live Oak High School - Morgan Hill</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Computer Aided Drafting-ROP</td>
<td>CGD2 &amp; CGD2R</td>
<td>C or better</td>
</tr>
<tr>
<td>Child Care-ROP</td>
<td>Child Develop. 1,21</td>
<td>A or B</td>
</tr>
<tr>
<td>Algebra I</td>
<td>Math 205</td>
<td>A or B</td>
</tr>
<tr>
<td>Algebra II</td>
<td>Math 233</td>
<td>A or B</td>
</tr>
<tr>
<td>Mt. Madonna High School - Continuation High School Gilroy</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Algebra I</td>
<td>Math 205</td>
<td>A or B</td>
</tr>
<tr>
<td>San Benito High School - Hollister</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Computer Aided Drafting-ROP</td>
<td>CGD2 &amp; CGD2R</td>
<td>C or better</td>
</tr>
<tr>
<td>Careers with Children-ROP</td>
<td>Child Develop 21</td>
<td>A or B</td>
</tr>
<tr>
<td>Algebra 1A or Algebra II</td>
<td>Math 205</td>
<td>A or B</td>
</tr>
<tr>
<td>Algebra 2A</td>
<td>Math 233</td>
<td>A or B</td>
</tr>
</tbody>
</table>

*Articulation agreements currently being reviewed. Check Admissions for further information.

The form is available online at http://www.gavilan.cc.ca.us/admit/2003_hs_contract.pdf Counseling Services are available at the Gavilan main campus on a first-come, first-served basis (walk-ins only).

See page 10 for dates and times.

High School Students
must review completed contract with a Gavilan College counselor.
A new contract must be completed each semester.

After School is Out
TAKE a CLASS at GAVILAN!

Gavilan offers a selection of afternoon & evening classes at our three locations.

Receive college credit. Complete courses not available at high school.
# Recommended Math Course Placements

## For Area High School Students

### Gilroy High School

<table>
<thead>
<tr>
<th>Course</th>
<th>Grade</th>
<th>Gavilan Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Integrated Math 3 or Algebra 2</td>
<td>A, B or C</td>
<td>MATH 8A *</td>
</tr>
<tr>
<td>Trigonometry / Precalculus</td>
<td>A / B</td>
<td>MATH 1A *</td>
</tr>
<tr>
<td></td>
<td>Overall combined Grade of C</td>
<td>MATH 8B *</td>
</tr>
<tr>
<td>A.P. Calculus</td>
<td>A / B</td>
<td>MATH 1B *</td>
</tr>
<tr>
<td></td>
<td>C</td>
<td>MATH 1A *</td>
</tr>
</tbody>
</table>

### San Benito High School

<table>
<thead>
<tr>
<th>Course</th>
<th>Grade</th>
<th>Gavilan Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trigonometry / Analytic Geometry</td>
<td>A</td>
<td>MATH 1A *</td>
</tr>
<tr>
<td>Functions, Statistics and Trigonometry</td>
<td>A, B or C</td>
<td>MATH 8A *</td>
</tr>
</tbody>
</table>

### Anzar High School

<table>
<thead>
<tr>
<th>Course</th>
<th>Grade</th>
<th>Gavilan Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advanced Algebra</td>
<td>A, B or C</td>
<td>MATH 233</td>
</tr>
<tr>
<td>Pre calculus</td>
<td>A / B</td>
<td>MATH 8A *</td>
</tr>
<tr>
<td></td>
<td>C</td>
<td>MATH 233</td>
</tr>
<tr>
<td>A.P. Calculus</td>
<td>A / B</td>
<td>MATH 1A *</td>
</tr>
<tr>
<td></td>
<td>C</td>
<td>MATH 1A *</td>
</tr>
</tbody>
</table>

### Live Oak High School

<table>
<thead>
<tr>
<th>Course</th>
<th>Grade</th>
<th>Gavilan Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trigonometry/ Pre Calculus</td>
<td>A / B</td>
<td>MATH 1A *</td>
</tr>
<tr>
<td></td>
<td>C</td>
<td>MATH 8B *</td>
</tr>
<tr>
<td>Algebra II</td>
<td>A, B or C</td>
<td>MATH 233</td>
</tr>
<tr>
<td></td>
<td>A / B</td>
<td>MATH 1B *</td>
</tr>
<tr>
<td></td>
<td>C</td>
<td>MATH 1A *</td>
</tr>
</tbody>
</table>

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

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

---

## Need a College Catalog?

The college catalog contains a complete description of all Gavilan College courses, student policies, and services. It can be purchased at the bookstore or viewed online at www.gavilan.edu/catalog.
POLICIES AND PROCEDURES

Academic Freedom
It shall be the policy of the College to maintain and encourage full freedom for its faculty to teach, research and pursue knowledge subject to the applicable provisions of law.

In the exercise of this freedom the faculty member may, as provided in the U.S. and California Constitutions and other applicable laws, discuss his/her own subject or area of competence in the classroom, as well as any other relevant matters, including controversial matters, so long as he/she distinguishes between personal opinions and factual information.

Faculty shall be free from unlawful harassment or from unlawful interference or restrictions based on political views.

Faculty shall be free from any and all forms of electronic or other listening or recording devices, except with his/her express and non-continuing consent, except where allowed otherwise by law.

The Board shall not unlawfully inquire into, nor predicate any adverse action upon a faculty member’s personal, political or organizational activities or preferences.

The Board shall not interfere with a faculty member’s freedom of speech or use of materials in any teaching assignment, except as allowed by law.

The intent is to allow those activities protected by constitutional freedom of speech and other forms of academic freedom protected by the laws of the State of California and the laws of the United States.

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

American’s With Disabilities Act (ADA) Compliance
If you have a verified disability and need academic materials in an alternate format or other services, contact the Disability Resource Center or the Vice President of Instruction and Student Services for assistance.

Resources for Students with Disabilities
Students requiring academic or physical accommodations because of visual, physical, learning and/or other verified disabilities should contact the Disability Resource Center at (408) 848-4865.

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

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

Non-discrimination
The district is committed to equal opportunity in educational programs, employment, and all access to institutional programs and activities.

Title VI, Title IX, and ADA/Section 504/508
To file complaints in the following areas please contact the Equal Opportunity Officer, Joseph D. Keeler, Vice President of Administrative Services, HR101 (408-848-4715) or Shairon Williams, Director of Human Resources, HR103 (408-848-4753).

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

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

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

For Free Confidential Assistance:
On-Campus:
• Counseling Center, (408) 848-4723
• Student Health Services, (408) 848-4791
Off-Campus:
• Alcoholics Anonymous, (408) 374-8511; www.AASanJose.org
• Narcotics Anonymous, (408) 998-4200
• National Council on Alcoholism & Drug Dependence (408) 292-7292

Further detailed information on the risks associated with the use of alcohol and other drugs may be obtained from the Gavilan College website: www.gavilan.edu. Click on Drug Free Schools and Campus Act of 1989 and the Drug Free Workplace Act of 1988.

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

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

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

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

• For possession of marijuana (more than 1 oz.) you may receive up to 6 months in county jail, up to a $500 fine, or both.
• For possession of cocaine you can be imprisoned in a state prison.
• For sales of any illegal drug you can be imprisoned in a state prison.
• Any person under the age of 21 years who has any alcoholic beverage in his or her possession on any street or highway or in any public place can be convicted of a misdemeanor.
• It is a misdemeanor crime to sell, give or furnish alcohol to anyone under 21 years of age.
• Carriers of motor vehicle insurance can increase premiums, cancel or deny renewal as a result of driving-under-the-influence convictions.

Family Educational Rights and Privacy
In compliance with the Federal Family Education Rights and Privacy Act of 1974 (also known as the Buckley Amendment) and California Title V regulations (SB 182), Gavilan has adopted the following policy:
• Official academic, discipline and other necessary records are maintained on all students who have applied to attend Gavilan College.
• These records are maintained by and in the Admissions & Records Office and the Office of the Vice President of Student Services.
• These records will be released only upon the written authorization of the student upon payment of any or all fees and charges due the college, except as provided by law. Unless otherwise directed, the following directory of information may be released by Gavilan without written consent of the student:
  • name of the student
  • dates of attendance at Gavilan
  • date of graduation and degree or certificate awarded

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

DISCRIMINATION / HARASSMENT COMPLAINTS
Call Equal Opportunity Officer at 408-848-4715.
Gavilan’s Grade Policy

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade Points</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4</td>
<td>Excellent</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
<td>Excellent</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
<td>Good</td>
</tr>
<tr>
<td>B</td>
<td>3</td>
<td>Good</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
<td>Good</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>C</td>
<td>2</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>D</td>
<td>1</td>
<td>Passing, Less Than Satisfactory</td>
</tr>
<tr>
<td>F</td>
<td>0</td>
<td>Failing</td>
</tr>
<tr>
<td>CR*</td>
<td>0</td>
<td>Credit - at least satisfactory, units awarded not counted in grade point average or in consideration of honors.</td>
</tr>
<tr>
<td>NC*</td>
<td>0</td>
<td>No Credit - less than satisfactory or failing, units not counted in grade point average.</td>
</tr>
<tr>
<td>I</td>
<td>0</td>
<td>Incomplete - incomplete academic work for unforeseeable, emergency and justifiable reasons. Request for this grade must be initiated by the student. Work to be completed must not involve further class attendance or instruction. The Incomplete must be made up during the next term of attendance, summer excluded, within the next year. A Student Request for Incomplete Grade form must accompany the final grades.</td>
</tr>
<tr>
<td>W</td>
<td>0</td>
<td>Withdraw - withdrew from class after the NRS (No Record Shown) period and before the W deadline. Students withdrawing from courses after the W deadline must be awarded a letter grade or, if appropriate, request an incomplete (see above.)</td>
</tr>
<tr>
<td>MW</td>
<td>0</td>
<td>Military Withdrawal</td>
</tr>
</tbody>
</table>

* To be used ONLY if final grade for a course is designated Credit/No Credit

Smoke-Free Buildings (BP 6500)

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

Parking on Campus

Permits are available during all registration periods. All vehicles parked on the main campus are required to display a parking permit. Day permits are available from coin-operated machines located in parking lots A, E and at the south entrance to campus. Student parking is permitted in Lots A, C, E or H except where restricted to staff, guests, or the disabled. Parking Lot F is reserved for staff and disabled only. Guest parking permits are issued at the switchboard in Administration building. Disability parking is available in all lots to those displaying a placard from the Department of Motor Vehicles.

Student and staff parking is enforced by the campus security department and local law enforcement: Mon-Thu: 7 am-10 pm and Fri: 7 am-5 pm.

Students’ Problem Resolution Process

Procedures have been adopted to allow for student grievances against Gavilan staff members. The formal policy is available in the lobby of the Admissions Office and in the college catalog, student handbook and on the Gavilan College website, www.gavilan.edu. Students are encouraged to resolve issues informally by talking with college staff members.

GENERAL INFORMATION

Attendance

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

Advisories

Course advisory is recommended preparation for a course. It is not a prerequisite to taking a course but is strongly suggested that the advisory be met prior to enrollment as success in the course may depend upon having that skill or knowledge level. For example, a course advisory that reads “to be eligible for English 250 and English 260 in order to enroll in Psychology 1A” strongly recommends that you have successfully completed (with a “C” grade or better or a “credit”) the previous courses, English 440 and English 260. This becomes critical in being able to read and understand college textbooks.

Campus Safety and Crime Statistics

Contact the Gavilan College Security Dept. at 408-710-7490 (or dial “10” from any campus extension) to report criminal or potential criminal activity. For non-emergency calls, you may call the security office at 408-848-4703. Campus safety information and crime statistics are available online at www.gavilan.edu/safety. If you would like a hard copy of this information, copies are available at Admissions and Records (SC111) and the Campus Security office (S/M bldg.) or call (408) 848-4703 to have a copy mailed to you.

Course Repetition

There are limitations on the number of times a student may repeat a course. All courses listed in this publication with no repeat notation following the description may be repeated only once if a grade of D, F, or NC was earned. A student may petition to repeat a course beyond the limitations listed providing there are extenuating circumstances such as verified cases of accidents, illness, or other circumstances beyond the control of the student or because there has been a significant lapse of time (3 years or more) since the student previously took the course.

To repeat a course in which the student has received a final grade of “C” or better a student files a Request to Repeat a Course Under Special Circumstances prior to registering for the course again. Units and grade points for the repeated course are not computed in the grade point average in this version of course repetition.

Credit/No Credit, Letter Grade Option

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

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

- Once the option has been selected, the student’s decision is final and irreversible.
- To select one option over another, a student must complete the Grading Option form and file it with the Admissions & Records Office prior to the NRS (No
Record Shown) date for the course. This date is either the end of the fourth week (for a semester-long course) or 30% of the course meetings (for a short-term course.)

- If the student opts for a Cr/NC final grade, the units are not included in the semester GPA but are considered for the purposes of academic and progress probation and dismissal.
- A Cr/NC grade is not used in consideration of honors.
- A total of 20 units of Cr/NC graded units (not including those courses required by the major which are designated Cr/NC only) may be applied to an Associate’s Degree or Certificate.
- The student should carefully consider the transferability of Cr/NC units to other institutions. Some universities may not accept any credit/no credit courses and others limit the amount of credit/no credit units that will be accepted. Please consult your counselor before selecting the credit/no credit option.

**Prerequisites and Co-requisites**

A prerequisite is a course or skill level that is required before you can enroll in another particular course. Courses used to meet prerequisite requirements must have been completed with a “C” grade or better or “credit”. For example, English 250 is a prerequisite for English 1A.

A co-requisite is a set of courses that you must take at the same time. For example, Math 209 is a co-requisite for Math 9.

If you believe that you have the equivalency of the prerequisite through another means (courses at another college, AP tests, work experience, etc.) speak with your counselor about this or complete a Verification of Prerequisite form (available in this schedule).

**CHALLENGING A PREREQUISITE**

Students who believe that they have already fulfilled a prerequisite, or that a prerequisite has been improperly established or implemented, may challenge the prerequisite. The student is responsible for providing compelling evidence to substantiate the challenge based on one of the following:

- The prerequisite course has not been made reasonably available.
- The prerequisite was established in violation of regulation or in violation of the District-approved processes.
- The prerequisite is in violation of this Article.
- The prerequisite is discriminatory or is applied in a discriminatory manner.
- The student has the knowledge or ability to succeed in the course despite not meeting the prerequisite.

Challenge forms are available in the Admissions & Records Office or from a counselor and must be completed and returned to the Vice President of Instruction prior to the first day of classes.

**Transcripts**

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

---

**Rho Alpha Mu**

**Honor Society**

Gain eligibility for special scholarships and awards
Meet other honors students
Serve the community

Must have a GPA of at least 3.0 for twelve units
Incoming freshmen with GPA of at least 3.5 in HS.

(408) 846-4947

---

**Gavilan College MEDIATION SERVICES**

free to all students

you talk, you listen, things change

For general mediation services contact Leslie Tenney: 846-4951
For general mediation information contact the Counseling Department: 848-4723 or go to www.gavilan.edu/mediation
STUDENT SERVICES

CalWORKs See ad on page 43.

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

Services provided include:
Transfer and vocational education and counseling • Priority registration • Academic tutoring • Financial assistance with transportation, books, supplies, grants • Other support services

For additional information, call 408-848-4790 or visit the EOPS office located in L101 A & B.

Career/Transfer Resource Center See ad on page 13.

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

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

Computer Place See ad on page 25.

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

Services include:
Note taking • Academic, Career and Personal Counseling • Referral Services • Learning Skills Assessment • Vocational Classes • Academic and Educational Tutoring • Registration Assistance • Mobility Assistance • Vocational Aptitude Testing • Multi-media Educational Aids • Sign Language Interpreting • Job Training and Placement • Accommodations • Alternate Media Services

DRC CLASSES OFFERED:

Guidance Courses:
Guid 530 Job Readiness
Guid 557 Learning Skills Assessment
Guid 558 Learning Skills Laboratory
Guid 560 Individualized Basic Skills Development
Guid 561 Writing Skills
Guid 562 Directed Study Lab in Arithmetic
Guid 563A/B Directed Study Lab in Algebra
Guid 564 Directed Study Lab in Pre-Algebra

Adapted Physical Education:
PE 34/534 Adapted Aquatic Exercise
PE 35/535 Adapted Swimming for Total Fitness
PE 36/536 Adapted Physical Education
PE 38/538 Adapted Cardiovascular Conditioning and Training

Computer Science Classes:
CSIS 570 Computer Access Evaluation
CSIS 571 Computer Assisted Instruction
CSIS 572 Adaptive Computer Basics

Vocational Preparation: These programs are offered at three sites: Gavilan College, HOPE in Gilroy and HOPE in Hollister.

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

Extended Opportunity Programs and Services (EOPS)
Extended Opportunity Programs and Services provides access and support services for low-income students facing social, economic and educational challenges.

The EOPS Program services include:
Counseling: Academic, career and vocational counseling • Personal problem-solving and crisis intervention • Vocational interest testing • Four-year college transfer assistance • Field trips to major four-year colleges • Community agency and emergency referrals

Financial Assistance: Grants • Book vouchers
Specialized workshops for facilitating student success

Other Services: Student computer center • One-on-one tutoring • Book lending service • Priority registration

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

First-Year Experience
Gavilan College offers a program for "first-time", new students who want to strengthen their reading, writing and study skills while at the same time becoming familiar with the campus and its resources. Teachers and counselors work together to help students develop connections between the courses and their college experience. The goal is to help students build a strong foundation and place them on the road for college success. See class listings on page 68 or 74.

Health Services See ad on page 25.

Math Lab See ad on page 83.

Mediation See ad on page 23.

MESA
The MESA (Mathematics, Engineering, and Science Achievement) Undergraduate Program is a partnership between the University of California (UC) and California Community College Chancellor’s Office. The program provides services to qualified students who are 1) majoring in math-based fields (i.e. CHEM, CSIS, ENGR), and 2) planning to transfer to 4-year universities in order to graduate with baccalaureate degrees and have financial need and are first generation college students. Open to all eligible students, MESA emphasizes participation by educationally underserved students. MESA provides a study center, Academic Excellence Workshops, tutoring, university trips, academic advising, workshops and more. The MESA Study Center is located in PH 105 - www.gavilan.edu/mesa. For more information call 408-846-4986.

Puente See ad on page 105 and classe listings on page 66 or 74.
**Transfer Institute**

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

The Transfer Institute will guide the student through the transfer process in the most efficient and effective means possible.

As a part of the Transfer Institute students will save time and money by completing the freshman and sophomore years at Gavilan College. Students will also meet and get to know other students who share their goals and ambitions.

Transfer Institute students receive:
- early registration
- a dedicated counselor to guide and monitor you through the transfer process
- pre-transfer events and activities with four-year universities
- access to activities designed to ensure your success at Gavilan College
- assistance with the identification of and preparation for a college major
- a two-year agreement guaranteeing transfer goals.

A Transfer Institute application is included in the center pages of this schedule of classes. Contact the Counseling Department (408-848-4723) for more information.

**Transfer Services**

See Career/Transfer Resource Center ad on page 13.

**TRIO Program**

The TRIO Student Support Services Program is funded by the Department of Education to specifically identify and support students who fit one of several of the following criteria: “first generation” college students, low income or students with verified disabilities. TRIO provides additional services such as academic counseling, tutoring, technology access, learning communities, cultural and social activities, and university visits.

TRIO is committed to increasing students’ success in math and English courses and creating a “sense of place” for those who sometimes feel isolated and disconnected during their college experience. If you are interested in more information please visit the TRIO Program in the Student Center (SC 160 & 161), or call 408-848-4707.

**Tutoring Center**

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

Day and evening tutoring services are free to all Gavilan College students. The Tutoring Center is located in room LI 116 in the Library building. The phone number is 408-848-4838.

**Veterans’ Services**

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

Students having questions pertaining to eligibility for benefits, application procedures and other veteran matters should contact the Office of Veteran Services located in the Financial Aid Office (SC124).

**Writing Center**

See ad on page 79.
INFORMACIÓN EN ESPAÑOL

La Misión
En un ambiente que fomenta creatividad y curiosidad intelectual, Gavilan “College” sirve a la comunidad ofreciendo experiencias de enseñanza de alta calidad y preparación para educación más avanzada, carreras técnicas y para servicio público, educación para toda la vida, y participación en una sociedad diversa y global.

¿Quiere Tomar Clases de Inglés? ¿Quién necesita tomar el examen de evaluación de ...

ESL (Inglés como Segunda Lengua)?
• Los estudiantes que no saben nada de inglés.
• Los estudiantes que saben un poco de inglés pero que no han tomado clases formalmente o que tomaron clases hace más de tres años.
• Los estudiantes que asistieron a la secundaria (high school) en este país por menos de un año.
• Los estudiantes que asistieron a la secundaria (high school) en este país por algunos años pero que no están seguros de su nivel de proficiencia en el inglés.

Los nuevos estudiantes que deseen tomar clases de Inglés como Segunda Lengua (ESL) deben inscribirse en la Oficina de Admisiones y Archivos para hacer una cita y tomar la evaluación apropiada después de llenar una solicitud. Cuando los estudiantes se presenten en la oficina de Inglés como Segunda Lengua (ESL) de acuerdo con su cita, tomarán un examen escrito y sostendrán una entrevista oral. Los resultados del examen y la información de la entrevista serán usados para recomendar y colocar a los estudiantes en las clases de Inglés como Segunda Lengua (ESL) que mejor les convengan. Los estudiantes estarán listos para inscribirse en las clases adecuadas al final de esta evaluación de tres horas. Los nuevos estudiantes en el Programa de Inglés como Segunda Lengua (ESL) recibirán una orientación sobre los servicios y regulaciones del Colegio Gavilan en sesiones ofrecidas durante las primeras dos semanas del semestre. Las orientaciones serán dadas en inglés y en español y los maestros se comunicarán con los nuevos estudiantes para asistirlos en seleccionar la sesión más conveniente.

Para más información sobre los cursos ofrecidos en el Programa de Inglés como Segunda Lengua (ESL), por favor consulte la página .

Para información sobre clases de destrezas básicas, refiérase a la página 69-70 (ENGL 420/440) y página 82 (MATH 400/402).

Apoyo para la Instrucción

Laboratorio de Computadoras de ESL
El programa de ESL tiene su propio laboratorio de computadoras con una variedad de programas para todos los niveles y clases. Los programas de software permiten a los estudiantes practicar y mejorar el lenguaje aprendido en el aula. El ambiente amistoso les permite obtener práctica adicional cuando es conveniente. Trabajar con programas de software en las computadoras estimula la autoconfianza porque los estudiantes trabajan independientemente e interactúan con una computadora en vez de hacerlo con una persona, y además porque tienen múltiples oportunidades de ver un punto de lenguaje específico para mejorar habilidades de comprensión auditiva, comprensión de lectura, gramática, escritura, y pronunciación. Somos afortunados de poder ofrecer éste maravilloso recurso a nuestros estudiantes del programa de ESL.

Polizas y Procedimientos

Pendiente a la Mesa Directiva.

Formas Alternativas
El Catálogo y el Horario de Clases de Gavilan College está a su disposición en diferentes formas de publicación como en braille, para personas privadas de la vista, impresión grande o e-texto.

Comuníquese con el Departamento de Programas y Servicios para Estudiantes Incapacitados al teléfono (408) 848-4865 o con el Vice Presidente de Instrucción y Servicios para estudiantes, al teléfono (408) 848-4761 para solicitar su copia.

Servicios para los Incapacitados
Los estudiantes que requieren servicios o arreglos especiales debido a incapacidadesauditivas, visuales o alguna otra incapacidad verificado deberán ponerse en contacto con su instructor, consejero, asesor o la oficina de Servicios para Estudiantes Incapacitados.

No-Discriminación
El Distrito está comprometido a proveer igualdad de oportunidades en programas educativos, empleo, y acceso a programas y actividades de la institución.

Prohibición de Abuso y Ofensas por Discriminación

Referencia: Secciones 212.5; 66252; 66281.5 del Código Educativo

El Distrito está comprometido a proveer un ambiente de enseñanza y de trabajo que respete la dignidad de los individuos y grupos. El Distrito estará libre de ofensa y persecución sexual y todas las formas de intimidación sexual y abuso. También estará libre de otros abusos y ofensas por discriminación incluyendo aquellas ofensas basadas en cualquiera de los siguientes estados: raza, religión, ancestro, origen, impedimento, sexo (género), orientación sexual, o la percepción de que una persona tenga alguna de las características mencionadas.

Cumplimiento de ADA

Si usted tiene un impedimento verificado y necesita materiales o servicios de estudio en un formato altern, contacte a DRC o al Vicepresidente de Instrucción y Servicios Educativos para obtener ayuda. Hay servicios para estudiantes con impedimentos verificados a través de DRC o a través del Vicepresidente de Instrucción y Servicios Educativos.

Derechos Educativos y Privacidad

Gavilan College está en cumplimiento de los Derechos Educativos Federales y Acto de 1974 (también llamado el Buckley Amendment) y las regulaciones del Título V de California (SB 182). Las siguientes reglas están en efecto:

1. Toda la documentación académica, documentación relacionada con problemas disciplinarios, y cualquiera otra documentación oficial es mantenida para todos los estudiantes que han solicitado admisión a Gavilan College.
2. La documentación oficial es mantenida por y localizada en la Oficina de Admisiones y Registros.
3. La documentación oficial será proveida únicamente cuando la solicitud o permiso sea hecha por escrito por parte del estudiante previo pago de cualquier cargo o costo a la institución, excepto en los casos provistos en ley.
4. La siguiente información puede ser proveida por Gavilan College sin consentimiento escrito por parte del estudiante:
   a. el nombre del estudiante
   b. las fechas de matriculación/asistencia a Gavilan College
c. la fecha de graduación y título o certificado recibido
La entrega de cualquier otra información requirá consentimiento escrito del estudiante, excepto en los casos previstos en ley. Los estudiantes pueden notificar su deseo por escrito a la Oficina de Admisiones y Registros durante la primera semana de cada sesión de estudios que no deseen que los puntos enumerados en a), b) y c) pueden ser entregados.

5. Los estudiantes tienen derecho a revisar sus propios archivos y la documentación que esté en ellos. Cualquier objeción a éstos archivos debe ser presentada por escrito al Vicepresidente de Instrucción y Servicios al Estudiante. Las objeciones serán resueltas por dicho vicepresidente, y la resolución será inserta en el archivo del estudiante pero no entregada con el resto de la documentación. En caso de desacuerdo sobre éste punto, la Política de Quejas de la institución estará en efecto.

Copias de las regulaciones federales y estatales y del Proceso de Resolución de Problemas Estudiantiles son disponibles a través de la Oficina de Admisiones y Registros y pueden ser revisadas por los estudiantes haciendo una cita con el Vicepresidente de Instrucción y Servicios Estudiantiles o el Director de Admisiones y Registros. El Proceso de Resolución de Problemas Estudiantiles también está disponible en éste catálogo, online, y en el Manual Estudiantil.

**Habilidad en Inglés para Estudios Vocacionales**

Habilidad limitada en Inglés no será obstáculo para ser admitido y participante en programas educativos vocacionales.

**Título VI, Título IX, y Norteamericanos con Impedimento/Sección 504/508**

Para presentar una queja en cualquiera de las siguientes áreas, por favor contactar al Oficial de Igualdad de Oportunidades, Joseph D. Keeler, Vicepresidente de Servicios Administrativos, HR 101 (408) 848-4715.

Las áreas son las siguientes: quejas por violación de derechos civiles (Título VI), quejas por violación de igualdad de género, discriminación sexual, o abuso (Título IX) y quejas por violación contra personas con impedimentos (ADA/Sección 504/508)

---

**Servicios Estudiantiles Y Programas De Apoyo Para La Instrucción**

**Servicios de Asesoría**

Inscribirse y tener éxito en clases a nivel post-secundario requieren dedicación y tiempo. A veces ocurren problemas personales y familiares que distraen a los estudiantes de sus tareas y clases y en estos casos, la única solución parece ser abandonar los estudios. Antes de tomar esta decisión tan difícil, por favor consulte a un consejero. Una buena plática puede ayudar a poner la situación en perspectiva, identificar posibles soluciones, y dar el apoyo necesario para hacer modificaciones necesarias en el horario y las clases. Gavilán College provee consejeros que hablan español y las citas con ellos pueden ser hechas para el día o para la tarde. No hay que pagar por este servicio. Por favor llame al 408-848-4723 para hacer una cita.

**Centro de Desarrollo de Niños**

El Centro de Desarrollo de Niños provee cuidado para niños preescolares, en dos programas para familias con ingresos mensuales que satisfacen el criterio de elegibilidad. Estos programas sirven a niños con discapacidades y necesidades especiales y que no hablan inglés. Todos los programas requieren que los padres inviertan ciertas horas como voluntarios.

---

**CalWORKs**

Programa de California de Oportunidad de Trabajo y Responsabilidad Hacia sus Niños

¡Vuelvase independiente a travez de educación, empleo y servicios de sostenimiento!

El programa CalWORKs del Colegio de Gavilán, localizado en el cuarto LI101A, provee soporte a estudiantes que reciben asistencia publica.

Para más información, llame a 408-848-4813 o 408-848-4740.

---

Para información sobre clases de ESL, refiérase al la página 70.
Para información sobre clases de destrezas básicas, refiérase a la página 70 (ENGL 438, 439, 420, 440) y página 82 (MATH 400, 402).

---

¿Necesita ayuda para comprar libros?

Si usted ya compro su tarjeta de Cuerpo Asociado de Estudiantes (ASB) usted podrá aplicar para prestamos (máximo $100) para comprar libros, en la Oficina de Ayuda Financiera, cuarto SC124.

Usted puede comprar la tarjeta de ASB en la Oficina de Admisiones y Archivos, cuarto SC111.
Centro de Recurso Para Invalidez

Centro de Recurso para Invalidez ofrece asesoría individual para evaluar las destrezas de los estudiantes en las áreas de lectura, matemáticas, escritura, razonamiento, lenguaje oral, percepción y memoria. Los estudiantes que requieren servicios o arreglos especiales debido a incapacidades auditivas, visuales o alguna otra incapacidad deberán ponerse en contacto con su instructor, consejero, asesor o la oficina del Centro de Recurso Para Invalidez.

Ayuda Financiera

Asistencia de ayuda financiera para gastos de colegio esta disponible para personas de varios ingresos. Estos programas están financiados a través del gobierno federal, agencias estatales, prestadores, donadores de becas privados y por el Colegio Gavilan. Cada programa tiene requerimientos específicos, que deberán ser satisfechos antes de que la ayuda sea concedida.

Concesiones: Basadas en necesidad económica y no requieren pago si el estudiante completa los cursos por los cuales recibió la ayuda financiera.

Estudio y Trabajo (Empleo de Estudiantes): Basadas en necesidad económica, proveen estudiantes con la oportunidad de ganar dinero y recibir valiosa experiencia de trabajo.

Becas: Basado en necesidad, realización académica, cualidades como líder, servicio a la comunidad, y otros factores.

Programas Especiales: Disponible para estudiantes elegibles.

Requerimientos de elegibilidad varían dependiente en las calificaciones del programa.

Renunciación de Honorarios: Residentes de California elegibles pueden calificar para renunciación de honorarios. Elegibilidad es basada en residencia del estado de California y en el número de miembros familiares y ingreso anual.

Préstamos para estudiantes están disponibles a través de varios prestamistas participantes. Prestamos deberán ser pagados. Antes de aplicar para un préstamo, los estudiantes deberán completar consejos de entrada de préstamos.

SESIONES DE INFORMACIÓN PARA PRESTAMOS ESTUDIANTILES

Inscibase en la Oficina de Ayuda Financiera (SC 124) o llame al (408)848-4727 para hacer una cita. El lugar donde se llevara las sesiones de información se dara cuando se inscriba.

Enero 4 2:30-3:30 p.m.  Feb. 1 2:30-3:30 p.m.  Mar. 9 11:30-12:30 p.m.  Abril 12 2:30-3:30 p.m.
Enero 12 11:30-12:30 p.m.  Feb. 23 11:30-12:30 p.m.  Mar. 1 2:30-3:30 p.m.  Abril 6 11:30-12:30 p.m.
Enero 18 2:30-3:30 p.m.  Mar. 15 2:30-3:30 p.m.  Abril 26 2:30-3:30 p.m.
Feb. 1 2:30-3:30 p.m.  Mar. 15 2:30-3:30 p.m.  Abril 26 2:30-3:30 p.m.
Feb. 9 11:30-12:30 p.m.  Mar. 12 11:30-12:30 p.m.  Abril 23 2:30-3:30 p.m.

Para más información y para recibir ayuda con los formularios, haga contacto con el departamento de Ayuda Financiera.

PROCEDIMIENTO DE SOLICITUD

Se necesita llenar una solicitud gratis de Ayuda Estudiantil Federal (FAFSA) para toda clase de ayuda financiera. Se pueden obtener las solicitudes en la Oficina de Ayuda Financiera, de consejeros de escuelas secundarias o en las bibliotecas públicas.

La Oficina de Ayuda Financiera está ubicada en el edificio de Administración. Llame al (408) 848-4727 para más información.

Se debe enviar la solicitud completada de Ayuda Financiera en el sobre proveído con la solicitud. Las solicitudes recibidas para el segundo de marzo recibirán prioridad de consideración para el año próximo.

Gavilan “College” ha cumplido con el Acta de Educación post-secundaria de 1986, incluyendo la provisión de información acerca del abuso de drogas.

PRUEBA DE LA CAPACIDAD DE BENEFICIARSE DE LOS ESTUDIOS

Cualquier estudiante matriculado después de enero de 1991 que no tenga un diploma de secundaria o el GED o el equivalente, deberá tomar y aprobar un examen de “capacidad de beneficiarse” para ser elegible para la ayuda financiera. El examen de colocación de Gavilan (ASSET/B) no satisface este requisito. El estudiante tendrá que tomar un examen adicional para satisfacer el reglamento de “capacidad de beneficiarse”. El estudiante cuya lengua principal no sea el inglés tiene la opción de tomar un examen alternativo diseñado para los estudiantes que no tengan proficiencia en el inglés. Este examen se llama “Combined Language Skills Assessment (CELSA)”. El examen evalúa las varias destrezas del lenguaje. Aquellos que no aprueben pueden volver a tomar el examen.

Las pruebas y la ayuda financiera son ofrecida durante todo el semestre. Los estudiantes pueden apuntarse para tomar el examen “capacidad de beneficiarse” en la Oficina de Ayuda Financiera o pueden llamar al Centro de Asesoramiento al (408) 848-4889.

ESTANDAR DE PROGRESO ACADEMICO SATISFACTORIO

Estos estándares se aplican únicamente a los estudiantes que reciben ayuda financiera.

La Oficina de Ayuda Financiera de Gavilan College tiene la obligación de evaluar dos veces al año tu progreso académico para obtener un certificado, un título de asociado, o para transferirlo. Si usted no está logrando los objetivos para cualquiera de estos programas, no será elegible para recibir ayuda financiera.

PROGRESO ACADEMICO

Los estudiantes que no mantengan un promedio de calificaciones de 2.0 GPA o que no completen las unidades requeridas están sujetos a ser descalificados para recibir ayuda financiera. Los estudiantes pueden apelar esta decisión después de haber asistido a un taller sobre Progreso Académico Satisfactorio y tras someter una petición directamente a la Oficina de Ayuda Financiera. Si se niega la apelación, los estudiantes deben de cumplir con el proceso de restauración como lo define la Oficina de Ayuda Financiera. Es esencial que el estudiante obtenga la información completa sobre la ayuda financiera directamente de la Oficina de Ayuda Financiera.

CUADRO DE REQUISITOS POR UNIDAD TERMINADA PARA AYUDA FINANCIERA

<table>
<thead>
<tr>
<th>Número de Unidades</th>
<th>Matriculación</th>
<th>Requeridas para Terminar</th>
</tr>
</thead>
<tbody>
<tr>
<td>12+</td>
<td>Tiempo Completo</td>
<td>12</td>
</tr>
<tr>
<td>9-11.5</td>
<td>Tres cuartos</td>
<td>9</td>
</tr>
<tr>
<td>6-8.5</td>
<td>Medio Tiempo</td>
<td>6</td>
</tr>
<tr>
<td>1-5.5</td>
<td>Menos que Medio Tiempo</td>
<td>Todas las unidades</td>
</tr>
</tbody>
</table>

Cursos exitosamente terminados: A, B, C, D, Crédito

Cursos no terminados satisfactoriamente: F, W, I, RD, IP, No Crédito

Se permite un máximo de tiempo del 150% del total de la duración de tu programa. Esto equivale a 3 años o a 6 semestres de matriculación de tiempo completo para obtener un certificado, un título de asociado, o para transferirte. Si usted no está logrando los objetivos para cualquiera de estos programas, no será elegible para recibir ayuda financiera.

META ACADÉMICA: Número promedio de unidades requeridas para obtener el título o certificado

<table>
<thead>
<tr>
<th>Meta Académica</th>
<th>Número promedio de unidades requeridas para obtener el título o certificado</th>
<th>El número máximo de unidades que puede terminar: (150% de la duración de tu programa)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Título de Asociado</td>
<td>60 unidades</td>
<td>90 unidades</td>
</tr>
<tr>
<td>Educación General para la Transferencia</td>
<td>60 unidades</td>
<td>90 unidades</td>
</tr>
<tr>
<td>Programa de Certificación</td>
<td>30 unidades</td>
<td>45 unidades</td>
</tr>
</tbody>
</table>
ROP Courses

Regional Occupational Program (ROP) training is offered to residents of Santa Clara and San Benito Counties by the Santa Clara County Office of Education. Some classes are offered at Gavilan College. In some of the classes, students may earn high school or college credit, and upon completion they may be eligible for advanced placement at Gavilan College. ROP provides students with training to secure jobs, upgrade skills, or prepare for advanced career education. Students must be 16 years of age or older to participate. Classes are free for both high school students and adults. Gavilan College fees are charged for Gavilan College credit. ROP classes may have additional fees for textbooks and supplies. For information on ROP courses taught at Gavilan College, call 408-848-4816.

Students enrolled in ROP classes do not qualify for Financial Aid.

ROP Accounting

Computerized Accounting - QuickBooks

Advisory: CSIS 1 or CSIS 2 or the equivalent computer experience. ACCT 20 or ACCT 101 or ACCT 103 or ACCT 105 or the equivalent accounting experience.

An introduction to computer-assisted accounting. Hands-on use of a microcomputer menu-driven accounting package to do general ledger, sales journal, cash receipts journal, cash payments journal, purchases journal, payroll, receivables, payables and related financial reports. This course has the option of a letter grade or credit/no credit. Repeatable whenever a new software package is adopted. This course is also listed as CSIS 120. For college credit, enroll in Gavilan’s ACCT 120 or CSIS 120.

<table>
<thead>
<tr>
<th>Room</th>
<th>Instructor</th>
<th>Day</th>
<th>Time</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>MHG 5</td>
<td>BARTA M</td>
<td>TH</td>
<td>6:30 P-9:20 P</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>25 35 96</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Above class meets at Morgan Hill Community site</td>
<td></td>
</tr>
</tbody>
</table>

General Office Accounting

Advisory: Eligible for Mathematics 205.

This course is designed to prepare students for entry-level office accounting positions. Emphasis is on practical accounting applications. This course has the option of a letter grade or credit/no credit. For college credit, enroll in Gavilan’s ACCT 103.

<table>
<thead>
<tr>
<th>Room</th>
<th>Instructor</th>
<th>Day</th>
<th>Time</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>MHG 4</td>
<td>BARTA M</td>
<td>M</td>
<td>6:30 P-9:20 P</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>96</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Above class meets at Morgan Hill Community site</td>
<td></td>
</tr>
</tbody>
</table>

Payroll Accounting

Advisory: Eligible for Mathematics 205, completion of Accounting 101.

An introduction to the calculating, journalizing, paying and reporting of employee earnings, employee withholding and employer payroll tax expenses. The course emphasizes procedures which conform to federal and state legal requirements. This course has the option of a letter grade or credit/no credit. For college credit, enroll in Gavilan’s ACCT 105.

<table>
<thead>
<tr>
<th>Room</th>
<th>Instructor</th>
<th>Day</th>
<th>Time</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>HOL 5</td>
<td>STAFF</td>
<td>Th</td>
<td>6:30 P-8:20 P</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>96</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Above class meets at the Hollister Briggs site</td>
<td></td>
</tr>
</tbody>
</table>

ROP Computer Applications

Computer Office Applications

The afternoon course offers basic business skills and concepts with hands-on experience in computer operations using Microsoft Office. The evening course offers intermediate & advanced business skills and concepts with hands-on experience. Software includes: Word, Excel, and PowerPoint.

<table>
<thead>
<tr>
<th>Room</th>
<th>Instructor</th>
<th>Day</th>
<th>Time</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>HOL 3</td>
<td>HERNANDEZ A</td>
<td>TuTh</td>
<td>12:30 P-3:30 P</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Above class meets at Hollister Briggs site</td>
<td></td>
</tr>
<tr>
<td>LI171</td>
<td>HERNANDEZ A</td>
<td>Tu</td>
<td>6:00 P-9:00 P</td>
<td></td>
</tr>
</tbody>
</table>

Additional ROP sites in the Gavilan College District

All day classes offered at high school locations are part of the regular high school schedule. Adults are admitted on a space-available basis by contacting the high schools.

ROP Instructional Services - Gilroy
408-842-0361
Dental Assisting
Anzar High School
408-623-7660
Audio Video Publishing
Photography
Gilroy High School
408-847-2424
Auto Technology
C.A.D. Drafting
Commercial Photography
Computer Bus. Application
Horticulture-Ornamental Hospitality
Law Enforcement Marketing
Sports Medicine
Veterinary Medicine
Web Design

ROP Instructional Services - Live Oak
408-201-6129 or 408-201-6112
Ag Mechanics
Agriculture Sales/Services Animation
Audio Visual Publishing C.A.D. Drafting
Cabinet Making
Child Care
CISCO Networking
Computer Science Fashion Design
Graphic Technology
Ornamental Horticulture
Photography, Commercial Technical Writing
Web Design

San Andreas High School
Call 831-637-9269
San Benito High School
831-637-5831, ext. 185
Ag.
Fabrication-Construction
Audio Video Publishing
Auto Mechanics
C.A.D. Drafting
Cabinet Making
Child Care
Commercial Art
Computer Accounting
Computer Programming
Computer Repair
Computerized Bus. Appl.
Food Service/Restaurant Careers
Marketing
Metals Fabrication
Sports Medicine
Technical Writing

Sobrato High School
408-201-6200
Computer Accounting
Web Design
Welding
ROP Administrative Medical Assisting

Medical Billing - MediSoft
Advisory: Eligible for English 250. Some computer experience.
This course in computerized billing procedures for a medical office uses MediSoft software. Students will learn the patient billing features of this software and complete a capstone simulation giving them hands-on realistic medical front office practice. This course has the option of a letter grade or credit/no grade.
For college credit, enroll in Gavilan's BOT 181.

<table>
<thead>
<tr>
<th>Room</th>
<th>Instructor</th>
<th>Day</th>
<th>Time</th>
<th>Footnotes</th>
</tr>
</thead>
<tbody>
<tr>
<td>BU110</td>
<td>KNAPP D</td>
<td>M&amp;I</td>
<td>6:00 P - 8:50 P</td>
<td>96</td>
</tr>
</tbody>
</table>

Medical Office Procedures
Prerequisite: BOT 180 and CSIS 126 with credit or a grade of C or better or experience using Microsoft Word.
Advisory: Eligible for English 250 and Mathematics 402.
This specialized course includes medical office procedures, patient record management, coding/billing for private/government health insurance programs, and professional ethics. May be repeated three times for credit. This course has the option of a letter grade or credit/no credit.
For college credit, enroll in Gavilan's BOT 182.

<table>
<thead>
<tr>
<th>Room</th>
<th>Instructor</th>
<th>Day</th>
<th>Time</th>
<th>Footnotes</th>
</tr>
</thead>
<tbody>
<tr>
<td>BU110</td>
<td>KNAPP D</td>
<td>Th</td>
<td>6:00 P - 8:50 P</td>
<td>35 96</td>
</tr>
</tbody>
</table>

Medical Terminology for the Office
Advisory: Eligible for English 250 and English 260.
This course introduces fundamentals of medical word building used in the health profession (prefixes, word roots, suffixes and abbreviations) as well as review of body systems, with emphasis on analysis, definition, spelling and pronunciation. This course has the option of a letter grade or credit/no credit.
For college credit, enroll in Gavilan's BOT 180.

<table>
<thead>
<tr>
<th>Room</th>
<th>Instructor</th>
<th>Day</th>
<th>Time</th>
<th>Footnotes</th>
</tr>
</thead>
<tbody>
<tr>
<td>MHG10</td>
<td>KNAPP D</td>
<td>Tu</td>
<td>3:10 P-6:00 P</td>
<td>96</td>
</tr>
</tbody>
</table>

ROP Clinical Medical Assisting

Advanced Clinical Medical Assisting
Prerequisite: AH 170 with a grade of C or better or equivalent. Equivalency determined by written and performance exams.
Course provides instruction and clinical experience in advanced concepts of clinical medical assisting including specialty procedures and treatments. For college credit, enroll in Gavilan's AH 171.

<table>
<thead>
<tr>
<th>Room</th>
<th>Instructor</th>
<th>Day</th>
<th>Time</th>
<th>Footnotes</th>
</tr>
</thead>
<tbody>
<tr>
<td>HOB114</td>
<td>STAFF</td>
<td>MTuWTh</td>
<td>1:00 P - 3:30 P</td>
<td>96</td>
</tr>
</tbody>
</table>

ROP Dental Assisting

Includes Radiology (X-Ray) Certification
Jan 30 - June 21, 2006
Days: Mon-Fri
Time: 9:30 am - 2:00 pm
Location: ROP-South
700 W. 6th St., Ste. L
Gilroy, CA 95020

Call (408) 842-0361 for more information.

Registration: begins Dec. 8 at 8:00 am
Cost: $210 includes book and lab fee. Students must purchase lab coat.

ROP Nursing Assistant

Fundamentals of Nursing—Convalescent
Prerequisite: Eligible for English 250 and English 260. Clearance from the Department of Health Services (Form HS283), fingerprint card, and health clearance required prior to clinical placement.
A course to provide a basic introduction to patient care in the convalescent setting. Emphasizes principles, understanding and skills necessary to perform basic nursing procedures safely and effectively. Includes introduction to health care, planning, safety, infection control, personal care, basic procedures, rehabilitation, nutrition and clients' rights and needs. At the completion of this course students will qualify for state certification as a nursing assistant. For college credit, enroll in Gavilan's AH 180.

<table>
<thead>
<tr>
<th>Room</th>
<th>Instructor</th>
<th>Day</th>
<th>Time</th>
<th>Footnotes</th>
</tr>
</thead>
<tbody>
<tr>
<td>HOB114</td>
<td>MACHADO M</td>
<td>MTuW</td>
<td>9:00 A -12:00 P</td>
<td>92 94 96</td>
</tr>
<tr>
<td></td>
<td></td>
<td>W</td>
<td>6:30 A -1:30 P</td>
<td></td>
</tr>
<tr>
<td>HOB114</td>
<td>MACHADO M</td>
<td>MTuW</td>
<td>9:00 A -12:00 P</td>
<td>92 94 96</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Th</td>
<td>6:30 A -1:30 P</td>
<td></td>
</tr>
<tr>
<td>HOB114</td>
<td>MACHADO M</td>
<td>MTuW</td>
<td>9:00 A -12:00 P</td>
<td>92 94 96</td>
</tr>
<tr>
<td></td>
<td></td>
<td>F</td>
<td>6:30 A -1:30 P</td>
<td></td>
</tr>
</tbody>
</table>
Use this worksheet to plan your schedule for the semester. This trial study program is printed for your convenience. For each day a class meets, list the course number and shade in the appropriate time slots. If a class extends beyond the hour, shade in the time slot to the nearest half hour. Gavilan College assumes no responsibility to adjust time conflicts which are the result of student errors.

Complete esta prueba de programa de estudios. Examinela para conflictos. Esta prueba de programa de estudios se ofrece para la conveniencia del alumno. Para cada día que una clase se reúna, apunte el número de la asignatura y llene las áreas del horario apropiadas. Si una clase se extiende más allá de una hora, llene la área próxima hasta la media hora siguiente. Es la responsabilidad del alumno evitar conflictos de horario. Gavilán College no será responsable de ajustar conflictos de horario que resulten por errores del alumno.
**Monday/Wednesday Classes**

<table>
<thead>
<tr>
<th>Time</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Section</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:10 a.m.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4059</td>
<td>AJ 12</td>
<td>CRIMINAL PROCEDURE</td>
<td>810A-925A</td>
<td>BU120</td>
</tr>
<tr>
<td>4079</td>
<td>ART 2A</td>
<td>DESIGN</td>
<td>810A-1100A</td>
<td>AR103</td>
</tr>
<tr>
<td>4186</td>
<td>CMUN 1A</td>
<td>INTRO PUBLIC SPEAK</td>
<td>810A-925A</td>
<td>TH127</td>
</tr>
<tr>
<td>4291</td>
<td>ENGL 1A</td>
<td>COMPOSITION</td>
<td>810A-925A</td>
<td>HU103</td>
</tr>
<tr>
<td>4583</td>
<td>MUS 4A</td>
<td>BEGINNING PIANO</td>
<td>810A-925A</td>
<td>TH130</td>
</tr>
<tr>
<td>4625</td>
<td>PE 25</td>
<td>SOCCER</td>
<td>810A-925A</td>
<td>GY131G</td>
</tr>
<tr>
<td>4627</td>
<td>PE 33</td>
<td>WALK/RUN FOR FITNESS</td>
<td>810A-925A</td>
<td>SS205</td>
</tr>
<tr>
<td>4675</td>
<td>PHIL 4</td>
<td>CRITICAL THINK/WRIT</td>
<td>810A-925A</td>
<td>SS210</td>
</tr>
<tr>
<td>4680</td>
<td>POLS 1</td>
<td>UNITED STATES INST.</td>
<td>810A-925A</td>
<td>SS214</td>
</tr>
<tr>
<td>4692</td>
<td>PSYC 1A</td>
<td>INTRO TO PSYCHOLOGY</td>
<td>810A-925A</td>
<td>SS214</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Time</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Section</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:45 a.m.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4074</td>
<td>ANTH 1</td>
<td>INTRO PHYSICAL ANTH</td>
<td>945A-1100A</td>
<td>SS210</td>
</tr>
<tr>
<td>4118</td>
<td>ART 113</td>
<td>INTRO DIGITAL VIDEO</td>
<td>945A-1100A</td>
<td>LI128</td>
</tr>
<tr>
<td>4194</td>
<td>CMUN 4</td>
<td>INTERCULTURAL COMM</td>
<td>945A-1100A</td>
<td>TH127</td>
</tr>
<tr>
<td>4233</td>
<td>CSIS 113</td>
<td>INTRO DIGITAL VIDEO</td>
<td>945A-1100A</td>
<td>LI128</td>
</tr>
<tr>
<td>4292</td>
<td>ENGL 1A</td>
<td>COMPOSITION</td>
<td>945A-1100A</td>
<td>SS203</td>
</tr>
<tr>
<td>4308</td>
<td>ENGL 1B</td>
<td>COMPOSITION &amp; LIT</td>
<td>945A-1100A</td>
<td>HU103</td>
</tr>
<tr>
<td>4443</td>
<td>HIST 1</td>
<td>US HISTORY</td>
<td>945A-1100A</td>
<td>SS214</td>
</tr>
<tr>
<td>4504</td>
<td>JOUR 16A</td>
<td>WRITE FOR MEDIA</td>
<td>945A-1100A</td>
<td>HU106</td>
</tr>
<tr>
<td>4585</td>
<td>MUS 4B</td>
<td>BEGINNING PIANO</td>
<td>945A-1100A</td>
<td>TH130</td>
</tr>
<tr>
<td>4586-9</td>
<td>MUS 5A-D</td>
<td>INTERMED PIANO</td>
<td>945A-1100A</td>
<td>SS210</td>
</tr>
<tr>
<td>4618-9</td>
<td>PE 17</td>
<td>GOLF</td>
<td>945A-1100A</td>
<td>SS210</td>
</tr>
<tr>
<td>4673</td>
<td>PHIL 2</td>
<td>LOGIC</td>
<td>945A-1100A</td>
<td>SS210</td>
</tr>
<tr>
<td>4696</td>
<td>PSYC 1B</td>
<td>INTRO TO PSYCHOLOGY</td>
<td>945A-1100A</td>
<td>SS210</td>
</tr>
<tr>
<td>4736</td>
<td>THEA 19</td>
<td>TV / FILM ACTING</td>
<td>945A-1100A</td>
<td>LI144</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Time</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Section</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>12:45 p.m.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4093</td>
<td>ART 21</td>
<td>ANCIENT AMERICAS</td>
<td>1245P-200P</td>
<td>SS111</td>
</tr>
<tr>
<td>4197</td>
<td>CMUN 10</td>
<td>SMALL GROUP CMUN</td>
<td>1245P-200P</td>
<td>TH127</td>
</tr>
<tr>
<td>4199</td>
<td>CMUN 129</td>
<td>PRESENTATN GRAPHICS</td>
<td>1245P-200P</td>
<td>LI120</td>
</tr>
<tr>
<td>4299</td>
<td>ENGL 1A</td>
<td>COMPOSITION</td>
<td>1245P-200P</td>
<td>HU102</td>
</tr>
<tr>
<td>4310</td>
<td>ENGL 1B</td>
<td>COMPOSITION &amp; LIT</td>
<td>1245P-200P</td>
<td>HU103</td>
</tr>
<tr>
<td>4321</td>
<td>ENGL 2B</td>
<td>MULTI-CULTURAL LIT</td>
<td>1245P-200P</td>
<td>SS111</td>
</tr>
<tr>
<td>4359</td>
<td>ENGL 260</td>
<td>PREP/COLLEGE READING</td>
<td>1245P-200P</td>
<td>SS203</td>
</tr>
<tr>
<td>4445</td>
<td>HIST 1</td>
<td>US HISTORY</td>
<td>1245P-200P</td>
<td>SS214</td>
</tr>
<tr>
<td>4453</td>
<td>HIST 21</td>
<td>ANCIENT AMERICAS</td>
<td>1245P-200P</td>
<td>SS111</td>
</tr>
<tr>
<td>4455</td>
<td>HUM 10</td>
<td>APPROACH CONT FILM</td>
<td>1245P-200P</td>
<td>SS214</td>
</tr>
<tr>
<td>4621</td>
<td>PE 21</td>
<td>VOLLEYBALL</td>
<td>1245P-200P</td>
<td>SS214</td>
</tr>
<tr>
<td>4677</td>
<td>PHIL 6</td>
<td>RELIGIONS OF WORLD</td>
<td>1245P-200P</td>
<td>SS205</td>
</tr>
<tr>
<td>4691</td>
<td>PSCI 1</td>
<td>PRIN PHYS SCIENCE</td>
<td>1245P-200P</td>
<td>SS111</td>
</tr>
<tr>
<td>4247</td>
<td>CSIS 129</td>
<td>PRESENTATN GRAPHICS</td>
<td>1245P-200P</td>
<td>SS214</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Time</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Section</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>2:15 p.m.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4319</td>
<td>ENGL 1C</td>
<td>CRITIC REASON/WRITE</td>
<td>215P-330P</td>
<td>HU102</td>
</tr>
<tr>
<td>4695</td>
<td>PSYC 1A</td>
<td>INTRO TO PSYCHOLOGY</td>
<td>215P-330P</td>
<td>SS210</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Time</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Section</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>5:30 p.m.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6091</td>
<td>ENGL 260</td>
<td>PREP/COLLEGE READING</td>
<td>530P-645P</td>
<td>SS203</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Time</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Section</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>6:00 p.m.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6025</td>
<td>BIO 15</td>
<td>SURVEY ANAT/PHYSIIOL</td>
<td>600P-830P</td>
<td>LS103</td>
</tr>
<tr>
<td>6127</td>
<td>MATH 400</td>
<td>ELEM ARITHMETIC</td>
<td>600P-750P</td>
<td>SS206</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Time</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Section</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>6:15 p.m.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6095</td>
<td>ESL 501A</td>
<td>SURVIVAL ESL I A</td>
<td>615P-830P</td>
<td>HU101</td>
</tr>
<tr>
<td>6099</td>
<td>ESL 503A</td>
<td>SURVIVAL ESL III A</td>
<td>615P-830P</td>
<td>HU104</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Time</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Section</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>6:30 p.m.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6116</td>
<td>MATH 1C</td>
<td>MULTIVARI CALCULUS</td>
<td>630P-820P</td>
<td>PH102</td>
</tr>
<tr>
<td>6121</td>
<td>MATH 205</td>
<td>ELEM ALGEBRA</td>
<td>630P-850P</td>
<td>PH103</td>
</tr>
<tr>
<td>6126</td>
<td>MATH 233</td>
<td>INTERMED ALGEBRA</td>
<td>630P-855P</td>
<td>CH109</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Time</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Section</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:00 p.m.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6090</td>
<td>ENGL 250</td>
<td>PRACTICAL WRITING</td>
<td>700P-850P</td>
<td>SS203</td>
</tr>
</tbody>
</table>
This new “block schedule” will make it easier to balance work, school, and family, while still staying on track to meet your graduation and transfer goals.

### Monday only classes

<table>
<thead>
<tr>
<th>Time</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Lecture</th>
<th>Lab</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:45 a.m.</td>
<td>4686</td>
<td>POLS 4 INTRO/INTL RELATION</td>
<td>945A-1100A</td>
<td>SS205</td>
<td></td>
</tr>
<tr>
<td>6:00 p.m.</td>
<td>6027</td>
<td>BOT 181 MEDICAL BILLING</td>
<td>600P-850P</td>
<td>BU110</td>
<td></td>
</tr>
<tr>
<td>6032</td>
<td>CD 4 OBSERVING CHILDREN</td>
<td>600P-850P</td>
<td>SS205</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6055</td>
<td>CSIS 5 C++ SCIENTIFIC PROG</td>
<td>600P-950P</td>
<td>BU111</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6057</td>
<td>CSIS 18 UNIX/C++ PROG</td>
<td>600P-850P</td>
<td>BU111</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6059</td>
<td>CSIS 45 C++ PROGRAMMING I</td>
<td>600P-950P</td>
<td>BU111</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6120</td>
<td>MATH 14 MATH/LIBERAL ARTS</td>
<td>600P-850P</td>
<td>LS102</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6129</td>
<td>MUS 4A BEGINNING PIANO</td>
<td>600P-950P</td>
<td>TH130</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6135</td>
<td>MUS 9A GUITAR</td>
<td>600P-850P</td>
<td>TH127</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6155</td>
<td>PSYC 1A INTRO TO PSYCHOLOGY</td>
<td>600P-850P</td>
<td>SS214</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6:30 p.m.</td>
<td>6041</td>
<td>CD 28A CHILD DEV AND GUID</td>
<td>630P-920P</td>
<td>BU118</td>
<td></td>
</tr>
<tr>
<td>6049</td>
<td>CMUN 11 BUSINESS CMUN</td>
<td>630P-920P</td>
<td>TH127</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6080</td>
<td>ENGL 1A COMPOSITION</td>
<td>630P-920P</td>
<td>BU120</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6103</td>
<td>GBUS 80 BUSINESS LAW</td>
<td>630P-920P</td>
<td>BU120</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6130</td>
<td>MUS 4B BEGINNING PIANO</td>
<td>630P-920P</td>
<td>TH130</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6149</td>
<td>PE 39 FENCING</td>
<td>630P-920P</td>
<td>GY131G</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6167</td>
<td>SPAN 8B CONVER SPANISH</td>
<td>630P-920P</td>
<td>BU105</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6:45 p.m.</td>
<td>6131</td>
<td>MUS 5A INTERMED PIANO</td>
<td>645P-935P</td>
<td>TH130</td>
<td></td>
</tr>
<tr>
<td>6132</td>
<td>MUS 5B INTERMED PIANO</td>
<td>645P-935P</td>
<td>TH130</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6133</td>
<td>MUS 5C ADVANCED PIANO</td>
<td>645P-935P</td>
<td>TH130</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6134</td>
<td>MUS 5D ADVANCED PIANO</td>
<td>645P-935P</td>
<td>TH130</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7:00 p.m.</td>
<td>6136</td>
<td>MUS 9B GUITAR</td>
<td>700P-950P</td>
<td>TH127</td>
<td></td>
</tr>
</tbody>
</table>

### Wednesday only classes

<table>
<thead>
<tr>
<th>Time</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Lecture</th>
<th>Lab</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>5:30 p.m.</td>
<td>6086</td>
<td>ENGL 9A INTRO CREATIVE WRT</td>
<td>530P-820P</td>
<td>HU102</td>
<td></td>
</tr>
<tr>
<td>5087</td>
<td>ENGL 9B ADV CREATIVE WRITNG</td>
<td>530P-820P</td>
<td>HU102</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5088</td>
<td>ENGL 9C POETRY WRITING</td>
<td>530P-820P</td>
<td>HU102</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6:00 p.m.</td>
<td>6001</td>
<td>ACCT 20 FINANCIAL ACCT</td>
<td>600P-950P</td>
<td>BU118</td>
<td></td>
</tr>
<tr>
<td>6051</td>
<td>CMUN 129 PRESENTATIN GRAPHICS</td>
<td>600P-950P</td>
<td>BU111</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6053</td>
<td>CSIS 1 COMPUTER LITERACY</td>
<td>600P-950P</td>
<td>BU111</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6078</td>
<td>ECON 1 PRIN MACROECONOMICS</td>
<td>600P-850P</td>
<td>SS205</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6502</td>
<td>MUS 28 JAZZ/POP PIANO</td>
<td>600P-850P</td>
<td>TH130</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6:30 p.m.</td>
<td>6022</td>
<td>ASTR 1 INTRO GEN ASTRONOMY</td>
<td>630P-920P</td>
<td>LS101</td>
<td></td>
</tr>
<tr>
<td>6083</td>
<td>ENGL 1B COMPOSITION &amp; LIT</td>
<td>630P-920P</td>
<td>HU103</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7:00 p.m.</td>
<td>6139</td>
<td>MUS 14A INSTRUMENTAL ENS</td>
<td>700P-950P</td>
<td>AL101</td>
<td></td>
</tr>
<tr>
<td>6145</td>
<td>MUS 26 SYMPHONY ORCHESTRA</td>
<td>700P-950P</td>
<td>AL101</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Many additional classes with different starting and ending times are also available on these days.

Please see class descriptions within the discipline.

For class options in Morgan Hill or Hollister see pages 98-101.
## Tuesday/Thursday Classes

### 8:10 a.m.
- 4078 ART 1B ART HISTORY 810A-925A AL101
- 4080 ART 3A DRAW/COMPOSITION 810A-920A AR102
- 4187 CMUN 1A INTRO PUBLIC SPEAK 810A-925A TH127
- 4305 ENGL 1B COMPOSITION & LIT 810A-925A HU103
- 4315 ENGL 1C CRITIC REASON/WRITE 810A-925A HU102
- 4442 HIST 1 US HISTORY 810A-925A SS205
- 4545 MATH 6 CALCULUS BUS/SOC SC 810A-925A PH102
- 4672 PHIL 1 INTRO PHILOSOPHY 810A-925A SS206
- 4681 POLS 1 UNITED STATES INST. 810A-925A SS210
- 4693 PSYC 1A INTRO TO PSYCHOLOGY 810A-925A SS214

### 9:45 a.m.
- 4111 ART 75 PHOTOSHOP I 945A-1100A LI128
- 4155 CD 1 PRIN/PHIL EC EDUC 945A-1100P BU117
- 4189 CMUN 1A INTRO PUBLIC SPEAK 945A-1100A TH127
- 4225 CSIS 75 PHOTOSHOP I 945A-1100A LI128
- 4293 ENGL 1A COMPOSITION 945A-1100A HU103
- 4323 ENGL 9A INTRO CREATIVE WRIT 945A-1100A HU102
- 4324 ENGL 9B ADV CREATIVE WRITING 945A-1100A HU102
- 4325 ENGL 9C POETRY WRITING 945A-1100A HU102
- 4441 HE 1 HEALTH EDUCATION 945A-1100A LS104
- 4444 HIST 1 US HISTORY 945A-1100A SS210
- 4500 HIST 6 WOMEN/RECENT US HIS 945A-1100A SS110
- 4578 MUS 1B MUSIC HISTORY/LIT 945A-1100A AL101
- 4584 MUS 4A BEGINNING PIANO 945A-1100A TH130
- 4674 PHIL 3B CONTEMP MORAL ISSUE 945A-1100A HU105
- 4681 POLS 1 UNITED STATES INST. 945A-1100A SS210
- 4693 PSYC 1A INTRO TO PSYCHOLOGY 945A-1100A SS214

### 12:45 p.m.
- 4058 AJ 10 INTRO ADMIN JUST 1245P-200P BU118
- 4077 ANTH 5 MAGIC/WITCH/RELIG 1245P-200P SS111
- 4112 ART 77 INTRO DIGITAL MEDIA 1245P-200P BU118
- 4192 CMUN 1A INTRO PUBLIC SPEAK 1245P-200P TH127
- 4226 CSIS 77 INTRO DIGITAL MEDIA 1245P-200P LI127
- 4276 DM 77 INTRO DIGITAL MEDIA 1245P-200P LI128
- 4300 ENGL 1A COMPOSITION 1245P-200P HU103
- 4311 ENGL 1B COMPOSITION & LIT 1245P-200P CJ500
- 4318 ENGL 1C CRITIC REASON/WRITE 1245P-200P HU102
- 4449 HIST 2 U.S. HISTORY 1245P-200P SS210
- 4546 MATH 7 FINITE MATHEMATICS 1245P-200P PH102

### 1:10 p.m.
- 4708 PSYC 52 PEER COUNSELING 110P-200P BU118
- 4446 HIST 1 US HISTORY 215P-330P SS110
- 4590 MUS 8A BEGINNING VOICE 215P-330P PH102
- 4612 PE 5 INDIVIDUAL SPORTS 215P-330P GY131G
- 4697 PSYC 2 EARLY CHILD DEVELOP 215P-330P HU102
- 4712 SOC 10 MASS MEDIA & SOCIET 215P-330P SS205

### 2:10 p.m.
- 4446 HIST 1 US HISTORY 215P-330P SS110
- 4503 JOUR 10 MASS MEDIA & SOCIET 215P-330P SS205
- 4712 SOC 10 MASS MEDIA & SOCIET 215P-330P SS205

### 4:00 p.m.
- 4312 ENGL 1B COMPOSITION & LIT 400P-515P HU102
- 4676 PHIL 4 CRITICAL THINK/WRIT 400P-515P TH127

### 5:00 p.m.
- 6150 PE 61 SWIM FOR FITNESS 500P-615P GY100P

### 5:30 p.m.
- 6092 ENGL 420 READING IMPROVE 530P-645P SS111

### 6:00 p.m.
- 6038 CD 17 EXPLOR SCIENCE/CHILD 600P-850P LS104
- 6045 CHEM 30A ELEM CHEMISTRY L/L 600P-850P CH109
- 6128 MATH 402 PRE-ALGEBRA 600P-750P LS101

### 6:15 p.m.
- 6096 ESL 502A SURVIVAL ESL II A 615P-830P HU101

### 6:30 p.m.
- 6013 ART 10A CULT HIST CERAMICS 630P-855P AR101
- 6045 CHEM 30B ELEM CHEMISTRY L/L 630P-855P CH109
- 6115 MATH 1A CALC/ANAL GEOM I 630P-820P PH102
- 6119 MATH 8A FIRST HALF PRECALCULUS 630P-820P PH103
- 6124 MATH 205B SECOND HALF ALGEBRA 630P-820P SS206

### 7:00 p.m.
- 6093 ENGL 440 BASIC WRITING 700P-850P SS111
### Tuesday only classes

<table>
<thead>
<tr>
<th>Time</th>
<th>Course</th>
<th>Title</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:45 a.m.</td>
<td>4215 CSIS 2L</td>
<td>COMPUTRS/BUSNS LAB</td>
<td></td>
<td>945A-1035A</td>
<td>BU110</td>
</tr>
<tr>
<td>11:10 a.m.</td>
<td>4172 CGD 1</td>
<td>INDUS SKETCH/P.S.</td>
<td></td>
<td>1110A-1200P</td>
<td>LI126</td>
</tr>
<tr>
<td>11:10 a.m.</td>
<td>4747 THEA 98</td>
<td>SPECIAL TOPICS</td>
<td>400P</td>
<td>1110A-1200P</td>
<td>OE003</td>
</tr>
<tr>
<td>11:10 a.m.</td>
<td>4748 THEA 98</td>
<td>SPECIAL TOPICS</td>
<td>400P</td>
<td>1110A-1200P</td>
<td>OE003</td>
</tr>
<tr>
<td>1:10 p.m.</td>
<td>4031 AH 11</td>
<td>NUTRITION</td>
<td>410P</td>
<td>110P-400P</td>
<td>LS104</td>
</tr>
<tr>
<td>1:10 p.m.</td>
<td>4140 BIO 11</td>
<td>NUTRITION</td>
<td>410P</td>
<td>110P-400P</td>
<td>LS104</td>
</tr>
<tr>
<td>2:10 p.m.</td>
<td>4125 ASTR 1</td>
<td>INTRO GEN ASTRONOMY</td>
<td>210P</td>
<td>200P-500P</td>
<td>SS214</td>
</tr>
<tr>
<td>4:10 p.m.</td>
<td>4032 AH 11</td>
<td>NUTRITION</td>
<td>410P</td>
<td>410P-700P</td>
<td>LS104</td>
</tr>
<tr>
<td>4:10 p.m.</td>
<td>4141 BIO 11</td>
<td>NUTRITION</td>
<td>410P</td>
<td>410P-700P</td>
<td>LS104</td>
</tr>
<tr>
<td>6:00 p.m.</td>
<td>6054 CSIS 2L</td>
<td>COMPUTRS/BUSNS LAB</td>
<td></td>
<td>600P-950P</td>
<td>BU110</td>
</tr>
<tr>
<td>6:00 p.m.</td>
<td>6067 CSIS 122</td>
<td>COMPUTER KEYBOARD</td>
<td></td>
<td>600P-850P</td>
<td>BU110</td>
</tr>
<tr>
<td>6:00 p.m.</td>
<td>6068 CSIS 122</td>
<td>COMPUTER KEYBOARD</td>
<td></td>
<td>600P-850P</td>
<td>BU110</td>
</tr>
<tr>
<td>6:00 p.m.</td>
<td>6075 CSIS 181</td>
<td>PC HARDWARE</td>
<td></td>
<td>600P-950P</td>
<td>BU120</td>
</tr>
<tr>
<td>6:30 p.m.</td>
<td>6010 AJ 176</td>
<td>CRIMINAL STREET GANGS</td>
<td></td>
<td>630P-920P</td>
<td>SS210</td>
</tr>
<tr>
<td>6:30 p.m.</td>
<td>6046 CMUN 1A</td>
<td>INTRO PUBLIC SPEAK</td>
<td></td>
<td>630P-920P</td>
<td>TH127</td>
</tr>
<tr>
<td>6:30 p.m.</td>
<td>6104 HIST 1</td>
<td>US HISTORY</td>
<td></td>
<td>630P-920P</td>
<td>SS205</td>
</tr>
<tr>
<td>6:30 p.m.</td>
<td>6154 PHIL 2</td>
<td>LOGIC</td>
<td></td>
<td>630P-920P</td>
<td>HU102</td>
</tr>
<tr>
<td>6:30 p.m.</td>
<td>6159 RE 160</td>
<td>REAL ESTATE PRINC</td>
<td></td>
<td>630P-920P</td>
<td>BU118</td>
</tr>
<tr>
<td>6:30 p.m.</td>
<td>6168 SPAN 8C</td>
<td>CONVER SPANISH</td>
<td></td>
<td>630P-920P</td>
<td>HU103</td>
</tr>
<tr>
<td>6:30 p.m.</td>
<td>6169 SPAN 8D</td>
<td>INTERMED CONV SPAN</td>
<td></td>
<td>630P-920P</td>
<td>HU103</td>
</tr>
<tr>
<td>6:30 p.m.</td>
<td>6170 SPAN 23</td>
<td>INDEPENDENT STUDY</td>
<td></td>
<td>630P-920P</td>
<td>HU103</td>
</tr>
</tbody>
</table>

### Thursday only classes

<table>
<thead>
<tr>
<th>Time</th>
<th>Course</th>
<th>Title</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>1:10 p.m.</td>
<td>4028 AH 3</td>
<td>PERSON/LIFE CYCLE</td>
<td></td>
<td>110P-400P</td>
<td>LS104</td>
</tr>
<tr>
<td>2:00 p.m.</td>
<td>4326 ENGL 12A</td>
<td>TUTORING WRITERS</td>
<td></td>
<td>200P-400P</td>
<td>LI120</td>
</tr>
<tr>
<td>2:00 p.m.</td>
<td>4327 ENGL 12B</td>
<td>TUTORING WRITERS</td>
<td></td>
<td>200P-400P</td>
<td>LI120</td>
</tr>
<tr>
<td>2:00 p.m.</td>
<td>4328 ENGL 12C</td>
<td>TUTORING WRITERS</td>
<td></td>
<td>200P-400P</td>
<td>LI120</td>
</tr>
<tr>
<td>4:10 p.m.</td>
<td>4029 AH 3</td>
<td>PERSON/LIFE CYCLE</td>
<td></td>
<td>410P-700P</td>
<td>LS104</td>
</tr>
<tr>
<td>6:00 p.m.</td>
<td>6028 BOT 182</td>
<td>MED OFF PROCED/TRAN</td>
<td></td>
<td>600P-850P</td>
<td>BU110</td>
</tr>
<tr>
<td>6:00 p.m.</td>
<td>6076 CSIS 182</td>
<td>OPERATING SYSTEMS</td>
<td></td>
<td>600P-850P</td>
<td>BU118</td>
</tr>
<tr>
<td>6:30 p.m.</td>
<td>6030 CD 2</td>
<td>EARLY CHILD DEVELOP</td>
<td></td>
<td>630P-920P</td>
<td>SS205</td>
</tr>
<tr>
<td>6:30 p.m.</td>
<td>6084 ENGL 1C</td>
<td>CRITIC REASON/WRITE</td>
<td></td>
<td>630P-920P</td>
<td>HU102</td>
</tr>
<tr>
<td>6:30 p.m.</td>
<td>6085 ENGL 2C</td>
<td>INTRO FILM/FICTION</td>
<td></td>
<td>630P-920P</td>
<td>SS214</td>
</tr>
<tr>
<td>6:30 p.m.</td>
<td>6157 PSYC 2</td>
<td>EARLY CHILD DEVELOP</td>
<td></td>
<td>630P-920P</td>
<td>SS205</td>
</tr>
<tr>
<td>6:30 p.m.</td>
<td>6160 RE 162</td>
<td>RE PRACTICE</td>
<td></td>
<td>630P-920P</td>
<td>BU120</td>
</tr>
<tr>
<td>6:30 p.m.</td>
<td>6162 SOC 4</td>
<td>SOC OF WOMEN &amp; MEN</td>
<td></td>
<td>630P-920P</td>
<td>SS210</td>
</tr>
<tr>
<td>6:30 p.m.</td>
<td>6166 SPAN 8A</td>
<td>CONVER SPANISH</td>
<td></td>
<td>630P-920P</td>
<td>HU103</td>
</tr>
</tbody>
</table>

Many additional classes with different starting and ending times are also available on these days.

Please see class descriptions within the discipline.

For class options in Morgan Hill or Hollister see pages 98-101.
### How to Use This Schedule

#### Course Number

**Prerequisites**

(Refer to the College Catalog for Advisories for most courses. See pages 27-28 of this schedule for an explanation of Advisories, Prerequisites and Co-requisites.)

**Transferable**

Includes:
- CSU/UC
- CSU-GE area designation
- IGETC area designation
- Gavilan AA/AS General Education designation
- CAN #: For more information, refer to the General Education/Course Credit Matrix on page 47 of the 2005-2007 Gavilan College Catalog.

<table>
<thead>
<tr>
<th>Section Number</th>
<th>Building/Room</th>
<th>Semester Units</th>
<th>Class Hours per week</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>0301</td>
<td>LEC BU120</td>
<td>SMART</td>
<td>3.00</td>
<td>3.0</td>
</tr>
<tr>
<td>2118</td>
<td>LEC BU119</td>
<td>STAFF</td>
<td>3.00</td>
<td>Th</td>
</tr>
</tbody>
</table>

**Course Title**

**Description**

**Semester Units**

**Instructor**

**Footnotes**

Footnotes are listed following the courses.

#### Schedule Legend

- M: Monday
- Tu: Tuesday
- W: Wednesday
- Th: Thursday
- F: Friday
- S: Saturday
- Sun: Sunday
- DHR: Daily Hours Req.
- &: Additional hours
- &2: and 2 extra hours
- TBA: to be arranged
- CAI: Computer aided instruction (online)
- TV: Telecourse
- WEX: Work Experience

### On-Campus Buildings

- AL: Art Lecture
- APE: Adaptive Physical Education
- AR: Art
- BOB: Business Offices
- BU: Business
- CD: Child Development Ctr.
- CH: Chemistry
- CHP: Chapel
- CJ: Classrooms
- CO: Cosmetology
- CY: Gym
- HOB: Health Occupations Bldg.
- HR: Human Resources
- HRC: Human Resources Conference Room
- HU: Humanities
- LI: Library
- LS: Life Science
- MAY: Mayock House
- OE: Classrooms
- PA: Police Academy
- PH: Physical Science
- SC: Student Center
- S/M: Security/Maintenance
- SS: Social Science
- TH: Theatre

### Off-Campus Buildings

- ANZ: Anzar High School, San Juan Bautista
- AV: Aviation, Hollister Airport
- COGMH: City of Gilroy (main hall, 7371 Hanna St.)
- COGMR: City of Gilroy (meeting room)
- GHR1: Gilroy Health Care and Rehabilitation, 8170 Murray Ave.
- GI: Gilroy High School
- HARDIN: R. O. Hardin School in Hollister
- HOL: Hollister Briggs Bldg.
- HOPE-G: Hope at Gilroy
- HOPE-H: Hope at Hollister
- HOLLCC: Hollister Comm. Center (Jovenes de Antano), 300 West St., Hollister
- HVME1: Hacienda Valley Mobile Estates, 275 Burnett Ave., Morgan Hill
- JO: Jovenes de Antano, 300 West St., Hollister
- LOADCS: Live Oak Adult Day Care Services, 651 W. 6th St., Gilroy
- LOHS: Live Oak High School
- MHG: Morgan Hill Community & Cultural Center
- OMC: Ochoa Migrant Camp
- SB: San Benito High School
- SBA: Gavilan/Small Business Development Center
- S.BRAT: Sobrato
- SOLB7: Solorzano
- SV001-004: South Valley
- VET: Veterans' Memorial Bldg., 649 San Benito St., Hollister
- VG1: Village Green, 1520 Hecker Pass, Gilroy
- WEX: Work Experience
- WM: Wheeler Manor, 651 W. 6th St., Gilroy

**Course Number:**

- GBUS 1: Fundamentals of Business

**Prerequisites or Advisories:**

Eligible for English 250 and English 260.

**Transferable:**

CSU; UC; GAV AA/AS, D2

<table>
<thead>
<tr>
<th>Sect.</th>
<th>Type</th>
<th>Room</th>
<th>Instructor</th>
<th>Hrs.</th>
<th>Units</th>
<th>Days</th>
<th>Begin-End</th>
<th>Ftnotes</th>
</tr>
</thead>
<tbody>
<tr>
<td>0301</td>
<td>LEC</td>
<td>BU120</td>
<td>SMART</td>
<td>3.00</td>
<td>3.0</td>
<td>TuTh</td>
<td>0810A</td>
<td>0925A</td>
</tr>
<tr>
<td>2118</td>
<td>LEC</td>
<td>BU119</td>
<td>STAFF</td>
<td>3.00</td>
<td>3.0</td>
<td>Th</td>
<td>0700P</td>
<td>0950P</td>
</tr>
</tbody>
</table>

**Instructional Type**

- LEC Lecture
- LAB Laboratory
- L/L Lecture/Laboratory
- TV Telecourse
- CAI Computer Aided Instruction (online)

**Discipline**

BUSINESS, GENERAL

**Prerequisites:**

Eligible for English 250 and English 260.

**Transferable:**

CSU; UC; GAV AA/AS, D2