

## Eligibility: You are eligible to attend Gavilan College if:

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

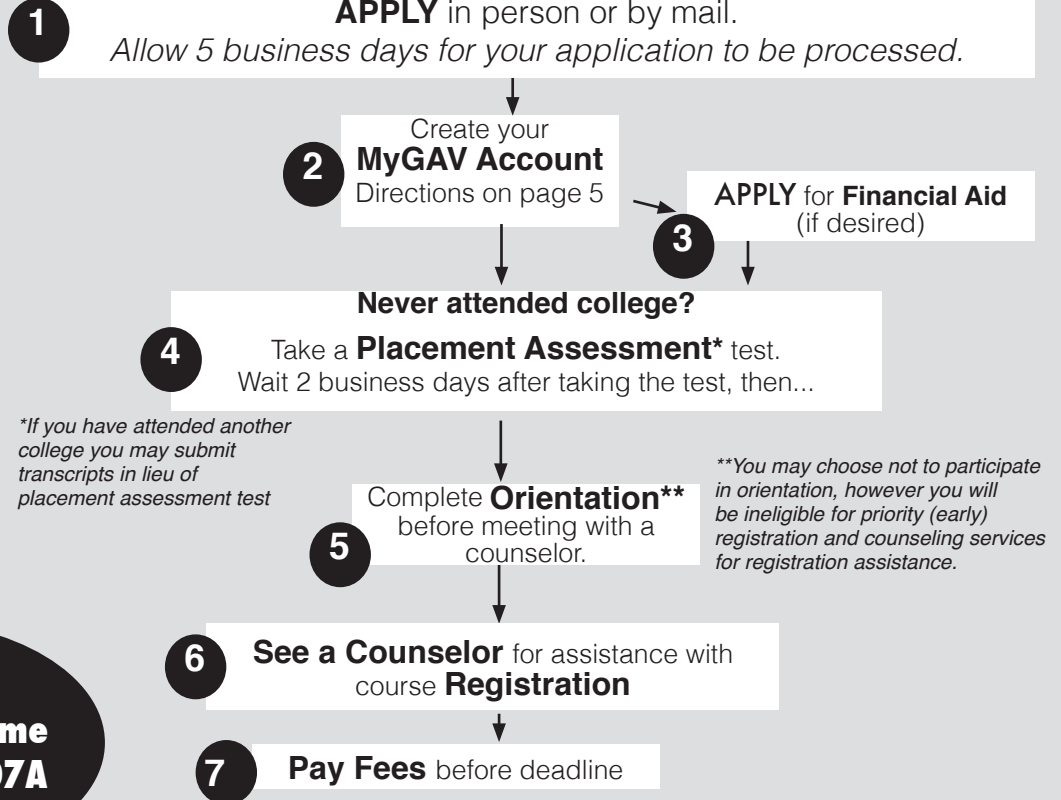
### Continuing Students

No new application required. Priority registration available if orientation has been completed.

**Returning Students** New application required if one year has passed. Register during OPEN registration period.

**Need help?  
Visit the Welcome  
Center in SC 107A**

# New Students' Guide



## STEPS TO SUCCESS: ADMISSIONS • ASSESSMENT • ORIENTATION • COUNSELING • FOLLOW-UP

### Exemptions from assessment and orientation

These services are optional for some students. You may opt out of assessment and orientation if you:

- have an AA degree or higher .....or
- have accumulated fewer than 12 units in transfer courses ....or
- plan to enroll in fewer than six units....or
- do not plan to earn a certificate or degree.

Inform your counselor or the Admissions & Records Office if you choose to opt-out. If you opt-out you will not be eligible for priority/early registration.

**If you have attended another college** and completed math and English courses within the past two years, you do not need to take the Gavilan College placement assessment unless you wish to take it or it is required by your major.

### English as a Second Language Students

New ESL students go through the ESL assessment process. **See page 75.** *Todos los nuevos estudiantes de ESL deben tomar el examen de nivelación de ESL. Consulte la página 75.*

The assessment instrument used by Gavilan College for general assessment is Accuplacer. It is administered in English and is not intended for applicants to the English as a Second Language (ESL) program.

**Practice tests are available!  
Go to [www.gavilan.edu/assessment](http://www.gavilan.edu/assessment)**

NOTE: Effective Fall 2014 assessment and orientation will be MANDATORY for all new students. Please check our website for more information about the Student Success Initiative

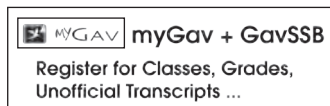
## DO THIS 5 DAYS AFTER SUBMITTING YOUR APPLICATION!

**You must have a Gavilan ID and PIN before you can schedule an assessment, orientation, or counseling appointment.**



### Get Started:

Go to [www.gavilan.edu](http://www.gavilan.edu).  
Click on the **MyGAV icon**.



### Use MyGav to:

- **Register**—Add & Drop classes
- Check class availability and fees
- Choose Pass/No Pass Options and prerequisites
- Search for classes by time, day, part of term, method of instruction
- View and print your semester schedule
- View your financial account and pay your bill with a credit card
- View and print grades and unofficial transcripts
- Update your contact information
- Access **MyDegreeWorks**
- Access and manage your personal, course and school calendars

## First Time Users:

### Create Your MyGAV Account

Click the link that says **Get Your Gavilan ID and PIN** and follow the steps below.

1. Enter **your name** exactly as it appears on your application.
2. Enter your **social security number**.
3. Enter your **date of birth**. (mm/dd/yyyy).
4. Click on **Get Gavilan ID**.
5. **Write down your ID** (G-number). **Write down your PIN**. This is a temporary PIN. In the next step you will create your permanent PIN.
6. Click on the **Log in to Gavilan Self-Service Banner** link at the bottom of the page. Click **Login**.
7. Enter your **ID** and **temporary PIN**. Click **Login**.
8. Enter your **temporary PIN** number first, then choose a new six digit number that you will remember and enter it on the next two lines.
9. Click **Login**.
10. Enter **a security question**. It should be something that has an answer that does not change and you will always know (for example, 'In what town was my sister born?' On the next line, enter the answer.)
11. Once you submit this question and answer, you will be taken to your personal Banner account!

Get Gavilan ID

First Name:	<input type="text"/>
Last Name:	<input type="text"/>
SSN:	<input type="text"/>
Date of Birth:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

Secure Access Login

Gav ID:

PIN:

Having problems logging in? Click here

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Get Your Gav ID and Pin

[View Class Schedule](#)

[View Course Catalog](#)

### Login Verification Change PIN

Either you are a first-time user user or you will have to change your PIN before you can login.

**Re-enter Old PIN:**  (First-time users: . . .)

**New PIN:**  (Pin must be 6 dig

**Re-enter new PIN:**

### Security Question and Answer

Please enter your new Security Question and Answer. Then Submit Changes.

Please Confirm your Pin:

Question:

Answer:

OR

Question:

Answer:

**If you are unable to access your Gavilan ID# and PIN call the help line at 408-848-4736, Mon-Thur, 9 am - 5 pm, Fri 10 am - 2 pm**

Although we make every effort to produce an accurate Schedule of Classes, some information may change after the publication goes to print. Please check online at MyGav for the most up-to-date information prior to attending class.

## Assessment 408-846-4992

Register at: [www.gavilan.edu/admit/assess.html](http://www.gavilan.edu/admit/assess.html)

Placement/assessment testing ensures that you are enrolled in courses that match your abilities in language and computational skills. Placement scores, together with other indicators of your abilities, are used by counselors to recommend appropriate course placements.

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

Sessions begin promptly at the stated time. **Check in is 15 minutes prior to starting time.** No one will be admitted after the session has begun.

### Assessment requirements:

- Valid picture ID (a state-issued driver's license, or ID, passport, Student Body Card, Military ID or Alien Registration Card. Contact the Assessment Office (MP100) or call 408-846-4992 if you do not have a valid ID.)
- Gavilan ID number
- The Assessment Center will provide pencils and scratch paper for students during testing. All items will be collected after the test.
- No electronic devices are allowed

### Re-Assessment:

If you have previously taken an assessment test, you may retest between 15 and 90 days from your first attempt, or after two years.

**Advanced Placement:** You may earn credit for College Entrance Examination Board (CEEB) Advanced Placement (AP) Tests with scores of 3, 4, or 5. AP credit can be used to meet IGETC, CSU GE and A.A. general education (GE) and/or major requirements.

**Early Assessment Program (EAP):** If you took the CSU-EAP test in high school you may be able to use these scores instead of the Gavilan College Assessment Test. EAP scores must be reviewed by a Gavilan College Counselor.

## Orientation 408-852-2866

Visit [www.gavilan.edu/orientation](http://www.gavilan.edu/orientation) to sign up for an in-person or online "kickstart" orientation.

All new students must complete a "kickstart" orientation prior to meeting with a counselor for registration assistance. Orientation provides an overview of instructional programs, support services, facilities and general graduation requirements, and helps you make the best use of your time to complete your educational goals. Your orientation to Gavilan College will be fully complete once you complete the "kickstart" orientation and Guidance 210, First Year College Student Seminar.



## my Degree Works

Log in to myGav and click DegreeWorks on the Student tab for 24/7 online access to:

- View your progress toward a Gavilan degree or certificate.
- Keep track of courses you must take to complete your degree or certificate.
- Check other degree options without any commitments.
- View and print your educational plan.
- View notes from the counseling and administrative offices.
- Use a GPA calculator to determine your term or graduation GPA.

## Counseling [www.gavilan.edu/counseling](http://www.gavilan.edu/counseling)

Counselors can assist you in meeting educational, career and life goals. If you are uncertain about your plans for the future, experiencing difficulty in making important decisions, or have any other personal or social concerns, the counseling staff is here for you. In addition, counselors make referrals to many community agencies. You may seek the assistance of any counselor at Gavilan College.

### See a counselor if you are:

- a first time student planning to transfer
- a first time student planning to obtain a AA/AS degree
- undecided in your major
- a high school contract student
- on academic probation or dismissal
- taking over 18 units (spring/fall) or over 6 units (summer)
- applying prerequisite courses from another college(s)
- an international student with an "F1" Visa

**Adding Classes:** Add codes expire on the "last day to add" and cannot be used after that time. Letters from instructors will not be accepted. It is your responsibility to ensure that you are officially registered for classes. **No exceptions!**

Instructors will check the roster at the beginning of each class meeting to confirm that the students present are enrolled. View your registration status on MyGav or ask your instructor to verify your name on the official class roster.

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

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

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

**Course Conflicts:** Students with class conflicts must have a note from 1) either both instructors stating they are aware of the conflict or 2) the instructor of the class from which the student will leave early/arrive late. The note must state what steps will be taken to make up time/work. Conflicts of over 5 minutes are not normally approved.

### Program-specific counseling:

Athletics:	408-848-4880	GY118
Basic Skills:	408-848-4776	PB11
DRC:	408-848-4767	LI 117
EOPS/CalWORKs:	408-848-4740	LI101A
MESA:	408-848-4887	MA117
PUENTE:	408-848-4807	SC105
STEM:	408-848-4820	SC102
TRIO:	408-848-4707	LI109



**All new students must complete Kick-Start Orientation!**

**Step one:** Complete the **Kick-Start Orientation** online or in person, *before* meeting with a counselor for registration assistance.

**Step two:** Register for one section of **Guidance 210, First Year College Student Seminar.**

Completion of this .5 unit course ensures priority registration as a continuing student next semester.

**Register online at: [www.gavilan.edu/orientation](http://www.gavilan.edu/orientation)**

***It's required!***

**Do you have an "Ed Plan"?**

An Ed Plan (Educational Plan) is your roadmap to success.

It ensures that you take the **RIGHT CLASSES** in the **RIGHT ORDER** at the **RIGHT TIME.**

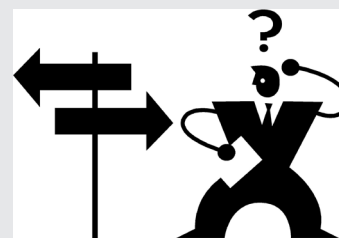
All students **SHOULD** have an Ed Plan.

Veterans and students receiving Financial Aid **MUST** have an Ed Plan.

**Starting Fall 2014, an Ed Plan will help you get an earlier registration period.**

See a counselor during the semester for more information (or ask at orientation!)

You are expected to take the responsibility for scheduling an appointment with a counselor, preferably at least once per semester to develop, review and update your educational plan and ensure that you are taking the appropriate courses to meet your educational goal.



**Counseling Calendar**

November 1 – December 20	Schedule appointments online: <a href="http://www.gavilan.edu/counseling">www.gavilan.edu/counseling</a>	To identify classes you may need for your degree objective, use:
<div style="border: 1px solid black; padding: 5px;"> <p><b>Counseling schedule is subject to change. Check <a href="http://www.gavilan.edu/counseling">www.gavilan.edu/counseling</a> for schedule updates.</b></p> </div>		<div style="border: 1px solid black; padding: 5px;"> <p><b>myDegreeWorks</b></p> </div>
December 23 – January 6	Counseling Closed	
<b>January – Walk-in Services only</b>	<b>Gilroy Campus: Walk-in registration assistance only. Must check-in 30 minutes prior to closing</b>	<b>Morgan Hill and Hollister: Call for drop-in and appointment schedule</b>
January 7	8:00 AM - 6:00 PM	
January 8	8:00 AM - 6:00 PM	Hollister 10:00 – 6:00 Morgan Hill 10:00 – 6:00
January 9	8:00 AM - 6:00 PM	
January 14	8:00 AM - 6:00 PM	
January 15	8:00 AM - 6:00 PM	
<b>Last day to submit Academic Dismissal Petition and college application for 16 wk classes.</b>		
January 16	8:00 AM - 6:00 PM	
January 21	8:00 AM - 6:00 PM	
January 22	8:00 AM - 6:00 PM	
January 23	8:00 AM - 6:00 PM	

## Academic Dismissal Readmission Process and Deadlines

### ENROLLED STUDENTS:

If you are currently enrolled (Fall 13) and are on Academic Dismissal, or if your Fall 2013 grades place you on Academic Dismissal you must:

1. Complete the Petition for Readmission: (<http://www.gavilan.edu/counseling/documents/PetitionForReAdmission.pdf>)
2. Review the completed petition with your assigned counselor
  - Appointments are required – schedule online (<http://www.gavilan.edu/counseling/>)
  - If you are part of a campus program (TRIO, MESA, Basic Skills, EOPS, CalWorks, DRC, etc.) see the program counselor.
  - Counselor must approve the petition and course selections.
3. Petition must be approved NO LATER than
  - **December 20, 2013 – 3:00 PM** if you are already on Academic Dismissal
  - **January 23, 2014; 3:00 PM.** if your fall grades place you on Academic Dismissal
4. Register for courses listed on the petition. Petition will not be modified if courses are closed at the time you register.

### RETURNING STUDENTS:

If you are returning to the college and the last term of attendance you were placed on Academic Dismissal, you must:

1. Complete the Petition for Readmission (<http://www.gavilan.edu/counseling/documents/PetitionForReAdmission.pdf>)
2. Review the completed petition with a counselor
  - if you are part of a campus program (TRIO, MESA, Basic Skills, EOPS, CalWorks, DRC, etc.) see the program counselor.
  - Counselor must approve the petition and course selections.
3. Petition must be approved NO LATER than **January 15, 2014; 3:00 PM.**
4. Register for courses listed on the petition. Petition will not be modified if courses are closed at the time you register.

## High School Students Concurrent Enrollment

### Important Dates

- Dec. 16 High school student registration begins
- Jan. 15 Deadline for paperwork, assessment, and registration activities for Spring classes
- January 27** Spring Semester begins

### Things to consider:

- Plan early!
- No exceptions for incomplete paperwork
- High school students cannot register late or use add codes

### Checklist:

- Application (allow 5 days for processing)
- High School Contract form, completed, with all signatures
- Official High School Transcript
- Assessment test or EAP
- Registration card
- Proof of 2.00 cumulative GPA or higher
- Meet registration deadlines
- Meet with Gavilan counselor to finalize contract
- Payment of fees
- Purchase books and required materials

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



# How to read the Class Schedule

**Transferrability**  
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 48 of the 2011-2013 Gavilan College Catalog.

**Course Number**

**Course Title**

**Discipline**

**BUSINESS**

**BUS 1 Fundamentals of Business**  
Transferable: CSU; UC; GAV AA/AS, D2  
Course Description  
REQUIRED/ADVISORY: Listed at the end of the course description

CRN	Type	Room	Instructor	Units	Days	Begin-End
10000	LEC	BU120	ROSS Y	3.0	TR	1250P 0210
10100	LEC	BU119	STAFF	3.0	T	0600P 0900

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

**Course Reference Number**

**Evening & weekend Courses**  
*gray shading*

**Building/Room**

**Instructional Type**  
LEC Lecture  
LAB Laboratory  
L/L Lecture/Laboratory

**Instructor**

**Semester Units**

**Days -see legend below**

**Times**

## Legend

M = Monday T = Tuesday W = Wednesday R = Thursday F = Friday S = Saturday U = Sunday

ARR = Additional weekly hours required FEX = Field Experience TBA = to be arranged TV = Telecourse

Wrk Ex = Work Experience

Gray shading indicates evening and weekend classes

## What is a CRN?

CRN stands for Course Reference Number. This is the number (used to be called section) that you will use to register for your classes.

## Guide to off-campus class locations



For on-campus locations, see campus map, inside back cover

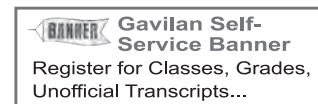
### Off-Campus Class locations

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

# How to Register Online

New students must file an application at least 10 business days prior to the following steps:

1. Go to ([www.gavilan.edu](http://www.gavilan.edu)). Click on the **MyGAV icon**. 
2. **Log in to MyGAV**. Enter your **"G" number** and **PIN**. Click **Login**.
3. On the **Main Menu** page, select the **Student Tab**.
4. On the **Student** page, click the **Gavilan Self-Service Banner** box. 
5. On the **Main Menu** page, select **Student**.
6. On the **Student Menu** page, select **Registration**.
7. On the **Registration** page, click on **Add or Drop Classes**.
8. On the **Registration Term** page, select the **term** from the drop down list for which you will enroll (e.g. Spring 2014).
9. On the **Add or Drop Classes** page, **enter the CRNs** of the courses you wish to register for and select **Submit Changes**.
10. If **Status=\*\*Web Registered\*\*** then you have successfully registered.
11. To pay for the class(es) you have registered for, go to the bottom of the page and select **Registration Fee Assessment** and you will see your account balance information and payment instructions.



## General Information

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

**Advisories** A course advisory is recommended preparation for a course. It is not a prerequisite to taking a course but is strongly suggested that the advisory be met prior to enrollment, as success in the course may depend upon having that skill or knowledge level. This becomes critical in being able to read and understand college textbooks.

**Campus Safety and Crime Statistics** Contact the Gavilan College Security Department at **408-710-7490 (or dial "10" from any campus extension)** to report criminal or potential criminal activity. Campus safety information and crime statistics are available online at [www.gavilan.edu/safety](http://www.gavilan.edu/safety). If you would like a hard copy of this information, copies are available at the Campus Security office (S/F bldg.) or call 408-848-4703 to have a copy mailed to you.

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

**General Education Reciprocity Agreement** Gavilan Community College has entered into a mutual agreement with nine other community colleges to accept the general education of these colleges. The participating colleges are Chabot College (Hayward), De Anza College (Cupertino),

Evergreen Valley College (San Jose), Foothill College (Los Altos Hills), Las Positas (Livermore), Mission College (San Jose), Ohlone College (Fremont), San Jose City College (San Jose) and West Valley College (Saratoga).

Students who obtain a Certification of Completion or 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.

**Pass/No Pass, Letter Grade Option** Some courses have the option of a final grade of Pass/No Pass or a traditional letter grade of "A", "B", "C", etc. The grading option is shown by the class listing in the schedule. See 2013-2015 Catalog for details.

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

**Challenging a Prerequisite:** If you believe that you have the equivalent of a prerequisite through other means (courses at another college, AP tests, work experience, etc.) already fulfilled a prerequisite, or that a prerequisite has been improperly established or implemented, you may challenge the prerequisite by filing a **Challenge Form**. See Course Catalog for details.

**Transcripts** NOW YOU CAN ORDER YOUR OFFICIAL TRANSCRIPTS ONLINE! Gavilan College Admissions & Records Office has a new, easy to use, online official transcript request process. Students can access this from the Admissions & Records webpage. This new feature allows you to log in to myGav and go directly to a transcript request page. Simply enter your student information and order and pay online for the official transcripts. Transcripts ordered online are \$7.00 each. (You may request two free transcripts in person at the Admissions and Records Office) Rush and overnight federal express services are available for additional fees.

**Basic Fees**

Per unit fee (California resident) . . . . . \$46  
 Per unit fee (non-resident) . . . . . \$254  
 Health Fee: . . . . . \$19  
 Campus Center Use Fee  
     \$1 per unit to a maximum of \$5  
 Student Representation Fee . . . . . \$1  
 ASB Card, per semester . . . . . \$6

**Parking Permits** Required only on the Gilroy campus

Pay fees in person at all locations, by mail, or online  
**In Person:** cash, check, Mastercard, Visa  
**Online:** American Express, MasterCard, Visa or Discover Card

Monday-Friday. Purchase parking permits online at MyGav.

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  
 Summer . . . . . \$20  
 Single-Day permit . . . . . \$1.00

Purchase single-day permits from the coin-operated machines located in parking lots A, E, H and at the south entrance to campus. Exact change is required.

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

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

California law, provides an exemption from payment of non-resident tuition for eligible non-immigrant students. To be eligible, you 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 you may not be eligible federal financial aid. You are eligible for state and local aid including BOG, EOPS, CalGrants, and scholarships. You must sign an affidavit affirming that you have filed or will file an application with INS to legalize your immigration status as soon as you are eligible to do so. Contact the Admissions & Records Office for more information.

**Student Health Fees** provide health services and accident insurance for all adult students enrolled in credit classes.

Exemptions for Health Fees: Pursuant to Education Code §76355 (c) the following categories of students are exempted from the health fee required pursuant to subdivision (a):

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

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

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

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

**Student Representation Fee**

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

**Spring 2014 Fee Schedule**

TOTALS INCLUDE: Per unit Enrollment Fee, \$19 Health Fee, \$1 per unit Campus Center Use Fee (maximum of \$5), \$6 Student ID/Discount Card and \$1 Student Representation Fee.

<u># of Units</u>	<u>California Resident</u>	<u>Non Resident Out-of-State</u>	<u># of Units</u>	<u>California Resident</u>	<u>Non Resident Out-of-State</u>	<u># of Units</u>	<u>California Resident</u>	<u>Non Resident Out-of-State</u>
0.5	49.50	153.50	6.5	330.00	1682.00	12.5	606.00 . . . .	3206.00
1.0	73.00	281.00	7.0	353.00 . . . .	1809.00	13.0	629.00 . . . .	3333.00
1.5	96.50	408.50	7.5	376.00 . . . .	1936.00	13.5	652.00	3460.00
2.0	120.00	536.00	8.0	399.00 . . . .	2063.00	14.0	675.00	3587.00
2.5	143.50	663.50	8.5	422.00 . . . .	2190.00	14.5	698.00	3714.00
3.0	167.00	791.00	9.0	445.00 . . . .	2317.00	15.0	721.00	3841.00
3.5	190.50	892.50	9.5	468.00 . . . .	2444.00	15.5	744.00	3968.00
4.0	214.00	1046.00	10.0	491.00 . . . .	2571.00	16.0	767.00	4095.00
4.5	237.50	1173.50	10.5	514.00 . . . .	2698.00	16.5	790.00	4222.00
5.0	261.00	1301.00	11.0	537.00 . . . .	2825.00	17.0	813.00	4349.00
5.5	284.00	1428.00	11.5	560.00 . . . .	2952.00	17.5	836.00	4476.00
6.0	307.00	1555.00	12.0	583.00 . . . .	3079.00	18.0	859.00	4603.00



## Payment Deadlines- See inside front cover for dates.

You must pay **in full** by the payment deadline following the day you register (it may be the same day.) **If you receive financial aid you** will be required to pay some minimal fees before the payment deadline or risk being dropped from ALL classes.

If you are unsure if you qualify for aid or the amount you will be expected to pay the fees upon registration, visit the Financial Aid Office on the main campus or view your financial aid status on MyGAV.

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

## Courses With Additional Fees

Payable at registration

<u>COURSE DESCRIPTION</u>	<u>FEE</u>
AH 16 IV THERAPY	\$50.00
AH 52 MEDICAL-SURGICAL NURSING	\$100.00
AH 54 MEDICAL-SURGICAL/PEDIATRIC NURSE	\$100.00
AH 56 COMPENSATORY NURSING PRACTICE	\$100.00
ART 12B	\$12.00
ART 13	\$15.00
GUID 1 SELF ASSESSMENT	\$12.00
PSYC 5 SELF ASSESSMENT	\$12.00

Payable to instructor or additional materials required

<u>COURSE DESCRIPTION</u>	<u>FEE</u>
COS 200 BEGINNING COSMETOLOGY KIT	\$600 kit + \$200 course materials; includes cosmetology kit, manikin, and uniform. Payable at Admissions and Records by the first day of instruction. Contact the Cosmetology department at 408-848-4884 for details.
COS 201 INTERMEDIATE COSMETOLOGY	\$300 (approx.)*
COS 202 ADVANCED COSMETOLOGY	\$400 (approx.)*
COS 203 Practicum	\$400 (approx.)*
COS 221 ADVANCED Scientific Skin Care	\$200 (approx.)

\*\* Students must purchase supplies.

Does not include books and classroom materials.

## Refunds

You must drop classes by the deadline in order to receive a refund.

- Semester-length: See inside front cover
- Short-term courses: before 10% of the course meetings have passed.
- One- or two-day courses: before the start of the course.

Refunds of less than \$10 will remain on your account as a credit. All refunds are made by check and will be mailed to the student, regardless of the original method of payment. Be sure your address is correct in your MyGAV account to ensure prompt delivery.

## Making a Payment in MyGAV

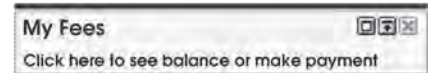
1. Go to [www.gavilan.edu](http://www.gavilan.edu) and click on MyGAV icon.



2. **Log in to MyGAV.** Enter your “G” number and PIN. Click **Login**.

3. On the **Main Menu** page, select the **Student Tab**.

4. Click on the **My Fees** link and it will take you to ...

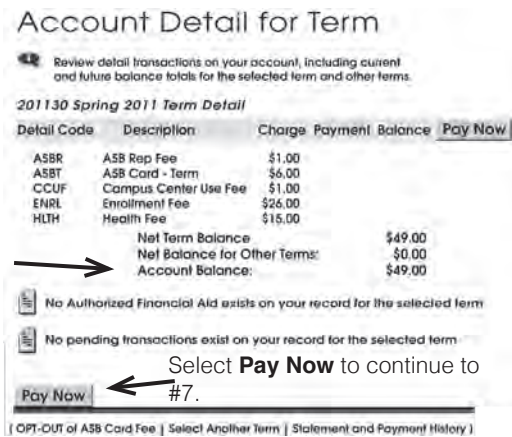


5. **Select Term.** Enter the term for which you want to pay from the drop-down list and select **Submit**.

### Select Term

Select a Term:

6. The **Account Detail for Term** screen shows balances, financial aid and pending transactions on your account.



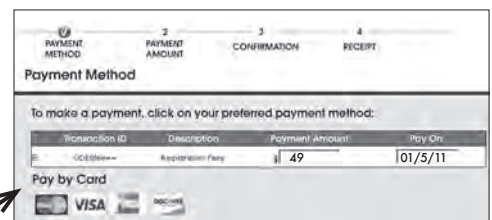
It is important that you pay the entire **Account Balance** in order to prevent being dropped from all your classes prior to the payment deadline (see chart in the left column.)

7. On the **Tuition and Fees Payment** screen enter the amount you wish to pay. Select **Submit**.



8. **Payment Method:**

You can pay with American Express, Discover, Mastercard, Visa or your debit card.



Click on **Pay by Card**. Fill in your information and click on **Continue**. Review your confirmation and print your receipt.