

2017 - 2018



GAVILAN COLLEGE

Student Planner

5055 Santa Teresa Blvd. Gilroy, CA 95020

(408) 848-4800

www.gavilan.edu

2017 - 2018 Academic Calendar

SUMMER 2017

Monday, June 19, 2017 - Friday, July 28, 2017

June 19	First Day of Instruction
July 4	Holiday (Independence Day)
July 28	Last Day of Instruction

FALL 2017

Monday, August 28, 2017 - Saturday, December 16, 2017

August 9	First Day, Aviation
August 28	First Day of Instruction
September 4	Holiday (Labor Day)
November 10	Holiday (Veterans' Day, Observed)
November 23, 24	Holiday (Thanksgiving)
December 11-16	Final Exams
December 16	Last Day of Fall Semester
December 22, 25	Holiday (Christmas)
December 29, Jan 1	Holiday (New Year's)

WINTER INTERSESSION

Tuesday, January 2, 2018 - Thursday, January 25, 2018

January 2	First Day of Instruction
January 15	Holiday (Martin Luther King)
January 25	Last Day of Instruction

SPRING 2018

Monday, January 29, 2018 - Friday, May 25, 2018

January 11	First Day, Aviation
January 29	First Day of Instruction
February 16, 19	Holidays (Presidents' Day)
April 2-8	Spring Instructional Break
May 19-25	Final Exams
May 25	Graduation
May 25	Last Day of Spring Semester
May 28	Holiday (Memorial Day)

SUMMER 2018

Monday, June 18, 2018 - Friday, July 27, 2018

June 18	First Day of Instruction
July 4	Holiday (Independence Day)
July 27	Last Day of Instruction

Guide to Grades

Grade	GPA	Definition
A	4	Excellent
A-	3.7	Excellent
B+	3.3	Good
B	3	Good
B-	2.7	Good
C+	2.3	Satisfactory
C	2	Satisfactory
D	1	Passing, Less Than Satisfactory
F	0	Failing
P	0	Pass - at least satisfactory, units awarded not counted in grade point average or in consideration of honors. (To be used ONLY if final grade for a course is designated Pass/No Pass)
NP	0	No Pass - less than satisfactory or failing, units not counted in grade point average. (To be used ONLY if final grade for a course is designated Pass/No Pass)
I	0	Incomplete - incomplete academic work for unforeseeable, emergency and justifiable reasons after the last day to withdraw with a "W." Request for this grade must be initiated by the student. Work to be completed must not involve further class attendance or instruction. The "I" must be made up during the next term of attendance, summer excluded, within the next year.
W	0	Withdrawal - 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.)
MW	0	Military Withdrawal

Directory

Gilroy Main Campus 5055 Santa Teresa Blvd. Gilroy, CA 95020	408-848-4800
Morgan Hill Community Center 17060 Monterey Road, Morgan Hill, CA 95037	408-782-2873
Hollister Briggs Bldg. 365 Fourth St., Hollister, CA 95023	831-636-3783
Coyote Valley Center 560 Bailey Avenue, San Jose, CA 95141	408-229-4200

Emergencies

- Dial '911' (On campus, dial '8' first.)
/Emergencias: Marque el 911 (Desde el campus marque primero el "8".)
- Dial '10' for campus emergency support from a campus phone. / Marque '10' para apoyo de emergencias en el campus.
- From cell: Dial 408-710-7490 / Desde un teléfono celular: marque 408-710-7490

Campus Security (non-emergency) <i>Seguridad del Campus (no emergencias)</i>	408-848-4703
TTY (for Deaf or Hard of Hearing) TTY (para Discapacitados Auditivos)	408-846-4924
Admissions & Records Oficina de Admisiones y Archivos	408-848-4735 408-846-4954
Student Accounts Cashier/Cajero de las Cuentas del Estudiante	408-852-2840
Transcripts /Expedientes Académicos	408-848-4733
Grading /Calificaciones	408-848-4751
Enrollment Verifications /Verificación de Registro	408-846-4954
Graduation / Graduación	408-848-4737
ASGC Office / Oficina de ASB	408-848-4777
Assessment Office /Oficina de Evaluaciones	408-846-4992
Athletics / Kinesiology/Deportes, Educación Física	408-848-4876
Bookstore / Librería	408-848-4742
CalWORKs : Programa de Experiencia de Trabajo en el área que se requiera	408-848-4740
CARE Cooperative Agencies Resources for Education/Agencias / Cooperativas para Recursos de Educación	408-848-4790

Directory

Career/Transfer Center Centro de Recursos para Carreras y Transferencias	408-852-2897
Cashier (Business Office)/Cajero (Oficina de Negocios)	408-848-4714
Cashier (Student Accounts)/Cajero (Cuentas de Estudiantes)	408-852-2840
Cosmetology Appointment line /Cosmetología/Teléfono para Citas	408-842-5055
Counseling gavilan.edu/counseling	408-852-2895
Disability Resource Center /Centro de Recursos para Estudiantes Incapacitados	408-848-4865
Discrimination-Harassment Complaints Oficina de Quejas por Iscriminación y Acoso	408-848-4731
EOPS - Extended Opportunity Programs & Services/Programas y Servicios de Oportunidades Extendidas	408-848-4740 408-848-4740
Financial Aid /Ayuda Financiera	408-848-4727
Health Services / Servicios de Salud	408-848-4791
International Students /Estudios Internacionales	408-848-4754
Library / Biblioteca	408-848-4810 408-848-4806
MESA - Math, Engineering, Science Achievement/ programa de Superación en Matemáticas, Ingeniería y Ciencias	408-846-4968
Noncredit Program (Community Development)/Programa sin Créditos (Desarrollo en la Comunidad)	408-852-2824
Online / Cursos por Internet	408 848-4885
Outreach & Recruitment/Tours / <i>Oficina de Inscripciones/ Visitas al Campus</i>	408-846-4993
President's Office /Oficina del Presidente	408-848-4711
Puente Program / Programa "Puente"	408-848-4807
Theatre Box Office /Taquilla del Teatro	408-846-4973
TRIO Student Support Services/Servicios de Apoyo Estudiantil	408-846-4981
Tutoring Center /Centro de Tutoría	408-848-4838
Veterans' Services /Servicios a los Veteranos	408-848-4734
Vice Presidents' Offices /Oficinas del Vice Presidentes: Student Services / Servicios Estudiantiles	408-848-4738
Instruction / Servicios de Instrucción	408-848-4761
Welcome Center	408-848-4800 x5108

Registration F.A.Q.

Adding Classes: Add codes expire on the “last day to add” and cannot be used after that time. Letters from instructors will not be accepted. **It is your responsibility to ensure that you are officially registered for classes. No exceptions!** Instructors will check the roster at the beginning of each class meeting to confirm that the students present are enrolled. View your registration status on MyGav or ask your instructor to verify your name on the official class roster.

Advisories: A course advisory is recommended preparation for a course. It is not a prerequisite to taking a course but is strongly suggested that the advisory be met prior to enrollment, as success in the course may depend upon having that skill or knowledge level.

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

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

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

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

Holds: If you have a hold see Admissions and Records or check your MyGAV portal.

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 Catalog for details.

Registration F.A.Q.

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

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

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

Forms can be found at www.gavilan.edu/admit/forms.php

GET YOUR LIBRARY CARD NOW!

Your library card gives you access to library resources:

- access to computers in the library
- books, eBooks, reserve materials and more
- access to all electronic databases, on campus or from home

Get your library card in person or online. Library cards are available to registered Gavilan students, staff and faculty, as well as community residents with a valid photo identification.

ASGC cards can be used as library cards! Ask at the library desk to have yours activated.

Academic Standing

Good Standing

Gavilan Cumulative GPA is greater than or equal to 2.0 and >50% of attempted units are completed

Progress Probation 1 < 50% of attempted units are completed	Academic Probation 1 Cumulative GPA < 2.0
Progress Probation 2 < 50% of attempted units are completed for a second consecutive semester	Academic Probation 1 Cumulative GPA < 2.0 for a second consecutive semester
Progress Dismissal < 50% of attempted units are completed for a third consecutive semester	Academic Dismissal Cumulative GPA < 2.0 for a third consecutive semester

Academic Dismissal and Probation

Academic and Progress Probation: All students who fall into probationary status must meet with a Counselor as soon as possible. Students who are in their second semester of probation must meet with a counselor to develop a Probation 2 Improvement Plan, which can be downloaded at www.gavilan.edu/counseling/forms.php

Academic Dismissal - Instructions:

1. Complete the Petition for Re-admission:
www.gavilan.edu/counseling/forms.php
2. Print out and attach a copy of your unofficial transcripts to your petition.
3. Review the completed petition with your assigned counselor. Counseling appointments are required – schedule appointment online
www.gavilan.edu/counseling
4. Counselor must approve the petition and course selections.
5. Register for courses listed on the petition (petition will not be modified if courses are closed at the time you register).

Document Deadlines:

Check Counseling webpage for deadlines: www.gavilan.edu/counseling

Student Services

Program	Students served	Services
Athletics GYM 408-848-4876	<ul style="list-style-type: none"> • Student athletes on a college team 	<ul style="list-style-type: none"> • Athletic/Academic counseling • Priority 2 registration • Athletic training services • Intercollegiate athletics participation • Transfer services
Bookstore Student Center 408-848-4742	<ul style="list-style-type: none"> • Students • Staff and Faculty • General public 	<ul style="list-style-type: none"> • Textbooks • Children's and adult books • College apparel • Gifts and sundries
CalWORKs LI 101 A 408-848-4790	<ul style="list-style-type: none"> • Students receiving TANF (Temporary Assistance to Needy Families) 	<ul style="list-style-type: none"> • Counseling • Textbooks • Employment assistance • Job placement
Career / Transfer Center LI 139 408-852-2897	<ul style="list-style-type: none"> • All students 	<ul style="list-style-type: none"> • Transfer Services: Individual assistance, visits from universities, Transfer Preparation Workshops, Transfer Fairs, Resource Library • Career Services: Career Assessments, Individual Career Guidance, Career Development Workshops, Career Fairs
Cooperative Agencies Resources for Education (CARE) LI 101 A/B 408-848-4790	<ul style="list-style-type: none"> • Single parent/guardian of at least one child under 14 • 18 or over • head of household • receiving cash assistance from Department of Social Services • eligible for EOPS 	<ul style="list-style-type: none"> • Counseling • Priority registration • Academic tutoring • Financial assistance for transportation • Books and supplies • Grants • Other support services

Student Services, continued

Disability Resource Center LI 117 408-848-4865 TTY 408-846-4924	<ul style="list-style-type: none"> • Students with verified disabilities 	<ul style="list-style-type: none"> • Academic, career and vocational counseling • Learning skills evaluation • Specialized tutoring • Vocational preparation and job placement • Accommodations
Extended Opportunity Programs and Services (EOPS) LI 101A 408-848-4740	<ul style="list-style-type: none"> • Students with social, economic, and educational challenges • Foster youth 	<ul style="list-style-type: none"> • Counseling • Book vouchers • Specialized workshops for student success • Student computer center • Book lending library
Financial Aid SC 125 408-848-4727	<ul style="list-style-type: none"> • Students applying for need-based assistance • Students applying for need and merit based scholarships 	<ul style="list-style-type: none"> • Scholarships • Pell Grants • Cal Grants • BOG Fee Waivers • Federal Work-Study • Book Vouchers • Loans
Food Pantry LI 101A 408-825-2838	<ul style="list-style-type: none"> • All who need food assistance 	<ul style="list-style-type: none"> • Nonperishable grocery items at no charge
Fresh Success 408-852-2838	<ul style="list-style-type: none"> • Students receiving or eligible to receive food stamps (CalFresh/SNAP) 	<ul style="list-style-type: none"> • Book vouchers, transportation, emergency
General Counseling SC 113 408-852-2895	<ul style="list-style-type: none"> • Students • Prospective students 	<ul style="list-style-type: none"> • Academic, career and vocational counseling • Registration • Course placement
Health Services SC 118 408-848-4791	<ul style="list-style-type: none"> • Adult students enrolled in credit classes 	<ul style="list-style-type: none"> • Information and referrals, first aid, blood pressure screening, TB testing, condoms, flu shots, smoking cessation, vision testing, OTC medications, annual Health Fair

Student Services, continued

Outreach and Recruitment 408-846-4993	<ul style="list-style-type: none"> • Prospective students and their families 	<ul style="list-style-type: none"> • Campus tours and visits • Presentations and Information
Puente 408-848-4807	<ul style="list-style-type: none"> • Educationally underserved students who plan to transfer to four-year colleges and universities 	<ul style="list-style-type: none"> • Learning community pairing classes in English and Guidance • Counseling • Community mentors
TRIO MA 115 408-846-4981	<ul style="list-style-type: none"> • First-generation students • Low-income • Disabled • Space in the program is limited to 160 	<ul style="list-style-type: none"> • Academic counseling • Laptop and calculator lending • Cultural and social activities • University visits
Veterans Resource Center LI 109 408-848-4787	<ul style="list-style-type: none"> • U.S. Military Veterans 	<ul style="list-style-type: none"> • Vet-to-Vet tutoring and mentoring • Benefits counseling and resources
Welcome Center SC 107A 408-848-4800 x5108	<ul style="list-style-type: none"> • All students and prospective students 	<ul style="list-style-type: none"> • Computers • Assistance with applications, financial aid forms, and course registration • Help with FAFSA and Dreamers

Labs and Instructional Support

Resource / Location / Contact	Description
Career / Transfer Center LI 139	<ul style="list-style-type: none"> Computers and printers for student use.
Disability Resource Center: High Tech Center, LI 105 408-848-4823 Learning Skills Lab, LI 116 408-848-4865	<ul style="list-style-type: none"> Assistive computer technology Services and accommodations Specialized training and courses
English as a Second Language (ESL) Computer Lab BU 119 408-848-4856	<ul style="list-style-type: none"> Software programs for all levels and ESL classes
Learning Commons LI 168	<ul style="list-style-type: none"> Writing Center Study rooms Computers
Library www.gavilan.edu/library/ Monday-Thursday 8:00 am - 8:00 pm and Friday 8:00 am - 3:00 pm Circulation: 408-848-4810 Reference: 408-848-4806	<ul style="list-style-type: none"> Print and electronic resources 60,000 printed books 25,000+ eBooks 2,500 magazine titles, Electronic databases DVD's, films and talking books. Online catalog Links to class websites and key online resources
Math Lab MA101 www.gavilan.edu/mathlab/ 408-846-4959	<ul style="list-style-type: none"> Practice math skills Individualized help (every level) computers Tutorial software Math software for geometry, statistics and calculus projects.
MESA (Mathematics, Engineering and Science Achievement) MA 115 408-846-4968 www.gavilan.edu/mesa <i>Eligibility: STEM majors, planning to transfer, financial need, first generation</i>	<ul style="list-style-type: none"> Study center Academic Excellence Workshops Tutoring University trips Academic advising Transfer assistance workshops and more

Labs and Instructional Support, cont'd

<p>Service Learning</p>	<ul style="list-style-type: none"> • Classes with a community service component to provide job and life experience
<p>STEM MA 115</p>	<ul style="list-style-type: none"> • Internships • Support • Counseling for science and technology majors
<p>Tutoring Tutoring Center (LI 116) Computer Place (LI 168) 408-848-4838 www.gavilan.edu/tutor</p>	<ul style="list-style-type: none"> • Tutoring for all levels, all courses • Drop-in or appointment
<p>Writing Center Learning Commons: LI 168 408-848-4811 M-Th 8:00 am - 6:00 pm (closed Mondays 2:30 - 3:30 pm) and Friday 8:00 am - 2:00 pm</p>	<ul style="list-style-type: none"> • Help with class assignments • Help with poetry, short stories, lyrics, business letters and resumes. • Space for writing discussions, meeting, workshops and study groups. • Special events include activities with acclaimed writers from our • Visiting Writers and Scholars in Residence programs

Policies and Procedures

Academic Freedom It shall be the policy of Gavilan 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.

Complaints

To file a complaint with the Office of the Chancellor of the California Community Colleges, go to <http://www.cccco.edu/ContactUs/>

Disabilities

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 at 408-848-4865 or the Vice President of Student Services at 408-848-4738 for assistance.

Discrimination

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. Sexual harassment, all forms of sexual intimidation and exploitation, 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, are prohibited.

Complete policies and procedures are available at www.gavilan.edu or by visiting the office of the Vice President of Student Services (SC130).

Policies and Procedures

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, Eric Ramones, Director of Human Resources, HR103 (408-848-4753).

The areas are: 1) Civil rights complaints (Title VI), 2) Gender equity, sex discrimination/harassment complaints (Title IX) and 3) 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.” 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. Any district employee who violates these laws is subject to prosecution by civil authorities and disciplinary action by the District.

For Free Confidential Assistance:

On-Campus:

- Counseling Center, 408-852-2895
- 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/jobs/index.html and www.gavilan.edu/student/health

Health Consequences:

- Drugs and alcohol are toxic to the human body and if abused can have catastrophic consequences. Some drugs, such as crack, are so toxic that even one experimental use can be fatal.
- Impaired learning due to poor concentration, fatigue, drowsiness, anxiety, altered perception, confusion, indifference, depersonalization, memory loss, panic attacks and drug-induced psychosis.

Policies and Procedures

- 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 can 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.

Enrollment Priorities:

On September 27, 2012 the Governor of California signed into law SB1456 known as the Student Success Act of 2012, resulting in a new protocol for enrollment beginning in the fall 2014. Higher registration priority can be achieved by completing ORIENTATION, ASSESSMENT and an EDUCATIONAL PLAN.

Policies and Procedures

Please be advised: **students who are on academic dismissal or probation 2 status for two semesters are not eligible for priority registration.** New-to-college students are required to successfully complete assessment, orientation and an education plan to be eligible for a higher registration priority for subsequent terms. Students who have completed 100 or more units at Gavilan College will have a lower registration priority. Some exceptions exist for certain majors. Check with your counselor.

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 this 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.

Illegal Distribution of Copyrighted Materials Students are prohibited from using the college's computers and information network to illegally download or share music, video, and all other copyrighted intellectual property. Gavilan College supports the Higher Education Opportunity Act and Digital Millennium Copyright Act, including efforts to eliminate the illegal distribution of copyrighted material. Illegal forms of downloading and file sharing as well as the unauthorized distribution of copyrighted materials are violations of the law and Board Policy as contained in the Standards of Student Conduct and may subject a student to academic and/or disciplinary sanctions from the college as well as criminal and civil penalties, including a lawsuit by the Recording Industry Association of America (RIAA).

Policies and Procedures

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.

Parking on Campus Semester permits are available online at Self Service Banner. 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, H 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 D is reserved for staff and disabled only. Guest parking permits are issued at the Facilities Use Scheduling Department (located in the Security/Facilities Bldg (SF). Disability parking is available in all lots to those displaying a placard from the California Department of Motor Vehicles.

Parking is enforced by the campus security department and local law enforcement. Student and staff spaces are enforced Mon - Thurs: 7am-10 pm and Fri: 7 am- 5 pm. All other spaces and areas are enforced at all times. A complete list of parking regulations is available outside the Security Office (S/F Building.)

Sexual Assault is a crime regardless of when or where it occurs, or what the relationship is between the attacker and the victim. Gavilan College is committed to providing a safe environment for students and staff. Reports of sexual misconduct will be thoroughly investigated and the victim informed of the outcome. If you, or someone you know have been the victim of sexual assault, notify Campus Security at 408-710-7490. Confidential counseling is available on campus through Counseling 408-848-4723 or Student Health Services 408-848-4791.

Off-campus confidential counseling is available at Community Solutions: 408-683-4118; 24-hour crisis line: 1-877-363-7238.

In accordance with The Campus Sexual Violence Elimination (SaVE) Act and the Jeanne Clery Act, incidents of domestic violence, dating violence, sexual assault, and stalking as well as information on the rights of victims and procedures are available at: <http://www.gavilan.edu/health/assault/index.html>.

Smoke-Free Campus Smoking is permitted only in designated areas in parking lots. Smoking is prohibited on the campus and inside all buildings. 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.

Students' Problem Resolution Process Students may file grievances against Gavilan College staff members. The formal policy is available through the Vice President of Student Services Office, in the college catalog and online at www.gavilan.edu. Students are encouraged to resolve issues informally by talking with college staff members prior to filing a grievance.

Tools for Success

Academicworks	Apply for scholarships online https://gavilan.academicworks.com/
Ellucian GO	The Gavilan College Mobile App - Online MyGav portal and information: http://www.gavilan.edu/mobile/
GavALERT	Emergency Alert System -- will send emails, texts, and voice messages in the event of college emergency. Student are automatically enrolled. Make sure your contact information in Banner is up-to-date.
Grad Guru	http://www.gradguru.org/for-students.html
iLearn	iLearn is Gavilan's online course management system. Materials for your online courses and many in-person courses will be found here. For an online orientation to iLearn: Visit LIB732 Intro to Online Gavilan. This is a FREE, non-credit, self-enrollable course that does not show up on your transcripts. It is self-paced and you can take the whole course or just what you need. https://ilearn.gavilan.edu/
Kognito	Help your friends and peers! Take this online training to learn more about mental illness and KNOW what to do: http://www.kognito.com/ccc
MyGav	MyGav portal, includes Self-Service Banner, registration, student email, campus announcements. Link is on Gavilan College homepage. https://my.gavilan.edu
Navigate	Take the guesswork out of achieving your goals. Use Navigate to stay on track from Ed Plan to registration to graduation. Find link on homepage: www.gavilan.edu
Net Tutor	FREE Online Tutoring for Gavilan Students Interact with a live tutor. Submit a question and receive a reply from a tutor. Submit an essay or paper for a tutor to review and receive feedback. http://www.gavilan.edu/tutor/online-tutoring.html
Not Anymore	Training in the facts about sexual assault and positive consent. https://studentsuccess.org/SSO/gavilan
Student Health 101	An online magazine with great information on health, wellness, and stress relief for Gavilan College students: http://readsh101.com/gavilan.html
Student Lingo	On demand student success workshops that will teach you strategies to help you succeed in college: www.studentlingo.com/gavilan

GILROY



Building Guide

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

- HRC Human Resources Conference Center
- HU Humanities
- LI Library
- LS Life Science
- MA Mathematics
- MAY Mayock House
- MP Multipurpose Building
- MU Music Hall
- PB Portable Buildings
- PS Physical Science
- SC Student Center/Admin.
- SF Security/Facilities
- SS Social Science
- TH Theater