Eligibility

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

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

Class listings can be found online at www.gavilan.edu
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</tbody>
</table>

### Hours of Operation

<table>
<thead>
<tr>
<th>Hollister and Morgan Hill</th>
<th>Gilroy</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>June 4 - June 15</strong></td>
<td><strong>June 4 - August 24</strong></td>
</tr>
<tr>
<td>Monday - Thursday</td>
<td>Monday - Thursday</td>
</tr>
<tr>
<td>8:00 a.m. - 5:30 p.m.</td>
<td>8:00 a.m. - 5:30 p.m.</td>
</tr>
<tr>
<td>Fridays 8:00 a.m. - 12:00 p.m.</td>
<td>Fridays 8:00 a.m. - 12:00 p.m.</td>
</tr>
<tr>
<td><strong>June 18 - July 27</strong></td>
<td><strong>August 27 - until end of Fall Semester</strong></td>
</tr>
<tr>
<td>Monday - Thursday</td>
<td>Monday - Friday</td>
</tr>
<tr>
<td>8:00 a.m. - 6:00 p.m.</td>
<td>8:00 a.m. - 5:00 p.m.</td>
</tr>
<tr>
<td>Fridays 8:00 a.m. - 12:00 p.m.</td>
<td></td>
</tr>
<tr>
<td><strong>July 30 - August 24</strong></td>
<td></td>
</tr>
<tr>
<td>Monday - Thursday</td>
<td></td>
</tr>
<tr>
<td>8:00 a.m. - 5:30 p.m.</td>
<td></td>
</tr>
<tr>
<td>Fridays 8:00 a.m. - 12:00 p.m.</td>
<td></td>
</tr>
<tr>
<td><strong>August 27 - until end of Fall Semester</strong></td>
<td></td>
</tr>
<tr>
<td>Monday - Thursday</td>
<td></td>
</tr>
<tr>
<td>8:00 a.m. - 6:00 p.m.</td>
<td></td>
</tr>
<tr>
<td>Fridays 8:00 a.m. - 5:00 p.m.</td>
<td></td>
</tr>
</tbody>
</table>

### CAMPUS, SITES & HOLIDAY CLOSURES

<table>
<thead>
<tr>
<th>Independence Day</th>
<th>Wednesday, July 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Convocation</td>
<td>Friday, August 24</td>
</tr>
<tr>
<td>Labor Day</td>
<td>Monday, September 3</td>
</tr>
</tbody>
</table>
### Summer / Fall Registration Calendar

<table>
<thead>
<tr>
<th>Period</th>
<th>Date</th>
<th>Who Can Register</th>
</tr>
</thead>
<tbody>
<tr>
<td>Priority 1</td>
<td>May 1-2</td>
<td>CalWORKS, AEC, EOPS, Foster Youth, Veterans</td>
</tr>
<tr>
<td>Priority 2</td>
<td>May 3</td>
<td>Athletes, MESA, Puente, TRiO</td>
</tr>
<tr>
<td>Priority 3</td>
<td>May 4 - 10</td>
<td>Continuing and new to college students who have: • completed assessment, orientation (Kick-Start and Guidance 210, or Kinesiology 1) and have an abbreviated Ed Plan • good academic standing (e.g. not on probation for 2 consecutive semesters or dismissal and have fewer than 100 earned units total excluding 30 units of basic skills or ESL.) GECA students</td>
</tr>
<tr>
<td>Super Saturday</td>
<td>May 5</td>
<td>High School Seniors Only: (1st semester) who may NOT have completed assessment, orientation (Kick-Start and Guidance 210, or Kinesiology 1) and an abbreviated Ed Plan</td>
</tr>
<tr>
<td>Priority 4</td>
<td>May 11</td>
<td>New to college students (1st semester) who have NOT completed assessment, orientation (Kick-Start and Guidance 210, or Kinesiology 1) and an abbreviated Ed Plan</td>
</tr>
<tr>
<td>Priority 5</td>
<td>May 14</td>
<td>Returning, Transfer, Probation 2 and Academically Dismissed, High School students (other than GECA)</td>
</tr>
<tr>
<td>Open</td>
<td>May 14</td>
<td>All students</td>
</tr>
<tr>
<td>Late</td>
<td>August 27</td>
<td>Must have add code from instructor.</td>
</tr>
</tbody>
</table>

If you miss your Priority Registration date you may register any day after that until Late Registration closes.

### How to Register for Classes

Register online **UNLESS:**
1. You are on dismissal.
2. You have a “hold” (e.g., balance owed, overdue library books).
3. You wish to repeat a course for the third time.
4. You are a high school student.

### Extended Hours during Peak Registration

<table>
<thead>
<tr>
<th>Financial Aid and Admissions &amp; Records</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 7, 8, 9</td>
</tr>
<tr>
<td>May 14, 15, 16</td>
</tr>
<tr>
<td>June 18, 19, 20</td>
</tr>
<tr>
<td>August 20, 21, 22, 23</td>
</tr>
<tr>
<td>August 27, 28, 29, 30</td>
</tr>
<tr>
<td>August 31</td>
</tr>
<tr>
<td>September 4, 5, 6</td>
</tr>
<tr>
<td>September 7</td>
</tr>
</tbody>
</table>
**STEPS FOR NEW STUDENTS**

- **Apply for Admissions Online**
  - **www.gavilan.edu**

- **Open your MyGAV Account**

- **Apply for Financial Aid**

- **Sign up for Assessment Test if Needed**

- **Complete Kick Start Orientation**

- **Meet with a Counselor**

- **Register for Classes Online and Pay Fees**

### Step 1: Application
- Within 24 hours of submitting your application, you will receive an email with your Gavilan ID number (G-number) and instructions on how to access your MyGav student account.
- If you have a smartphone or tablet, download GradGuru and never miss another deadline.
- The GradGuru app is available on Google Play and the App Store.

### Step 2: MyGav Account
To log in to your MyGav account, go to **www.gavilan.edu** click on MyGav. Follow the instructions for NEW STUDENT to set up your student account password.

Note: if you did not include a Social Security Number on your application, go to the Admissions and Records Office for assistance in logging in for the first time.

### Step 3: Financial Aid
To apply go to **www.fafsa.gov** AB 540 students may submit California Dream Act applications at: **gavilan.edu/finaid/ca-dream-act.html**

### Step 4: Assessment
Placement in English and math. Visit **www.gavilan.edu/admit/assess.html** (You may have already been placed by CCCApply.)

*ESL students may sign up for assessment by contacting the Admissions and Records Office: (408) 848-4736 or (408) 848-4751.

### Step 5: Kick-Start
Log in to your MyGav portal using your Gavilan ID# and PIN. Click on the STUDENT tab to access the online Kick Start. **www.gavilan.edu/orientation/kickstart.php**

### Step 6: Counseling
Based on the Ed Plan you completed on Kick Start, you may register for classes. If you need help choosing your classes you may see a counselor. For counseling hours and schedules, or to make an appointment visit **www.gavilan.edu/counseling** or call (408) 848-4723 or (408) 852-2895. Limited counseling services are available at Morgan Hill and Hollister sites.

### Step 7: Registration and Payment
Register for classes using Self-Service Banner at **https://my.gavilan.edu** or register in person at the Admissions and Records office, Morgan Hill, or Hollister sites.

- Pay online or in person at the Cashier’s office in the Welcome Center by the Payment Deadline to avoid being dropped from all classes.
STEPS FOR STUDENTS WHO HAVE PREVIOUSLY ATTENDED COLLEGE

<table>
<thead>
<tr>
<th>STEP</th>
<th>CONTINUING STUDENTS (currently enrolled)</th>
<th>RETURNING STUDENTS (have taken classes here before)</th>
<th>TRANSFER STUDENTS (have taken classes at other colleges)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Application</td>
<td></td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>a) GradGuru</td>
<td></td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>2. MyGav</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Financial Aid</td>
<td>Spring</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>4. Assessment</td>
<td></td>
<td>Optional, or provide transcript showing pre-requisites.</td>
<td></td>
</tr>
<tr>
<td>5. KickStart</td>
<td></td>
<td></td>
<td>Optional</td>
</tr>
<tr>
<td>6. Counseling</td>
<td>Recommended</td>
<td>Recommended</td>
<td>Recommended</td>
</tr>
<tr>
<td>7. Registration &amp; Payment</td>
<td>x</td>
<td>x</td>
<td>x</td>
</tr>
</tbody>
</table>

High School Students
Concurrent Enrollment

Checklist:
- Application
- High School Contract form, completed, with all signatures
- Registration card
- Meet registration deadlines
- Payment of fees
- Purchase books and required materials

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

Payment Deadlines

You must pay in full by the payment deadline following the day you register (it may be the same day.)

If you receive financial aid you will be required to pay some minimal fees before the payment deadline or risk being dropped from all classes. If you are unsure if you qualify for aid, or the amount you will be expected to pay, visit the Financial Aid Office on the main campus or view your financial aid status on MyGAV.

When you add classes, check your account balance. If you owe additional fees, you must pay those before the next payment deadline or you will be dropped from all your classes for Fall, even those you registered for earlier.

Banner will be down from 2:30 p.m. to 5:00 p.m. on deadline days

<table>
<thead>
<tr>
<th>If you register between:</th>
<th>You must pay no later than:</th>
<th>Term of Dropped Classes</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 1, 2018 to August 1, 2018 (2:29 p.m.)</td>
<td>Wednesday, August 1, 2018 (2:30 p.m.)</td>
<td>Fall 2018</td>
</tr>
</tbody>
</table>
Courses With Additional Fees
Payable at registration:

**COURSE** | **FEE**
--- | ---
AH 16 | $150
AH 32 | $5 CPR Card, $20 manual
AH 51, 52, 53, 54, 55, 56, clinical courses | $100 per course
AH 170 | $50
AH 171 | $50
ART 12A | $45
ART 12B | $55
ART 13 | $15
CD 160 | $12
COS 200 | $650 kit + $150 course materials; includes cosmetology kit, manikin and uniform. Payable at Admissions and Records by the first day of instruction.
COS 201 | $400 (approx.)*
COS 202 | $400 (approx.)*
COS 203 | $400 (approx.)*
COS 221 | $200 (approx.)*
* Students must purchase supplies. Does not include books and classroom materials.
GUID 1/PSYCH 5 | $12
PSYCH 52 | $20
KIN 17 | $30
KIN 20 | $1.50 per session
KIN 3 | $35
KIN 4 A,B,C | $35

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

Purchase online through the MyGav portal.
You may print out a temporary permit to use while the official permit is in the mail. You will receive a confirmation email when you submit your order. Permit should arrive approximately 7 business days after the order is placed. If you receive Veterans Benefits or have 3rd party sponsors contact Mayra Cortez at (408) 852-2840 in the Business Office for special instructions. Students eligible for Fee Waiver or CARES may receive discounted price for permits. See Financial Aid or CalWORKS for more information.

Single Day passes are available for $2 at campus machines.

For Summer / Fall 2018:
Summer Sales: May 1 - July 20
Permit Valid: June 1 - August 23
Fall Sales: August 1, 2018 - November 30
Permit Valid: August 28 - December 14
Temporary Permits valid for 10 days from online order.
<table>
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<tr>
<th>FEE TYPE</th>
<th>AMOUNT</th>
<th>REQUIRED OF</th>
</tr>
</thead>
<tbody>
<tr>
<td>California Resident</td>
<td>$46 / unit</td>
<td>All students (waived for those who qualify for California Promise)</td>
</tr>
<tr>
<td>Non-resident additional tuition</td>
<td>$233 per unit (pay this plus the $46 resident fee)</td>
<td>All non-California U.S. residents enrolled in more than 6 units except those exempt through California Dream Act (AB 540): International students are required to pay non resident and resident fees for all units including the first 6.</td>
</tr>
<tr>
<td>Health Fee</td>
<td>$19</td>
<td>All adult students enrolled in credit classes.</td>
</tr>
<tr>
<td><strong>Exemptions:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Students who depend exclusively upon prayer for healing in accordance with the teachings of a bona fide religious sect, denomination or organization.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Students who are attending a community college under an approved apprenticeship training program.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Campus Center Use Fee</td>
<td>$1 per unit to a maximum of $5</td>
<td></td>
</tr>
<tr>
<td>Student Representation Fee</td>
<td>$1</td>
<td>Students may opt out and request a refund.</td>
</tr>
<tr>
<td>ASGC Card</td>
<td>$6 per semester, issued as part of the registration process</td>
<td>Students with financial hardship can request assistance at Financial Aid, EOPS, TRIO, and MESA programs. If you do not wish to purchase an ASGC card you may opt-out at the time of registration.</td>
</tr>
<tr>
<td>Books and materials</td>
<td>The International Standard Book Number (ISBN) and retail price of required or recommended text books and supplemental materials for each course is available at <a href="http://www.gavilan.edu/bookstore/index.htm">www.gavilan.edu/bookstore/index.htm</a></td>
<td></td>
</tr>
</tbody>
</table>

**Refunds:** You must drop classes by the deadline in order to receive a refund (See back cover). Refunds of less than $10 will remain on your account as a credit. All refunds are made by check and mailed to the student, regardless of the original method of payment. Be sure your address is correct in your MyGAV account to ensure delivery.
Financial Aid

Applications
Financial aid applicants must:
• demonstrate need according to the guidelines of each program.
• be a U.S. citizen or eligible non-citizen.
• be in good standing on a federal student loan (not in default) or not owe a refund of student financial aid.
• demonstrate ability to benefit from higher education.
• be a regular student in an eligible program enrolling for the purpose of obtaining a degree or certificate.
• be registered (or formerly registered) with Selective Service (males only).
• maintain satisfactory academic progress.
• have a high school diploma or GED to qualify for federal aid.

FAFSA - Free Application for Federal Student Aid
The FAFSA determines your eligibility for federal/state grants, work study, and loans. It can be completed through paper application or online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

Use Gavilan College code: 001202

WHAT FINANCIAL AID CAN A DREAMER APPLY FOR?

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

Dreamers: Refer to AB540 requirements below.

For other financial aid and resources for Dreamers visit: [e4fc.org](http://e4fc.org), [maldef.org](http://maldef.org)

California Non-resident Tuition Fee Exemption (AB540 - California Dream Act)

You are exempt from paying nonresident tuition if you meet all of the following requirements:

1. You have attended a combination of California high school, adult school, and California Community College for the equivalent of three years or more (only two years can be at a Community College), or attained credits earned in California from a California high school equivalent to three or more years of full-time high school course work and attended a combination of elementary, middle and/or high schools in California for a total of three or more years, and

2. You have graduated from a California high school or attained the equivalent prior to the start of the term (for example, passing the GED or California High School Proficiency exam), or completed an associate degree from a California Community College, or completed the minimum requirements at a California Community College for transfer to the California State University or the University of California, and

3. You are enrolled in classes or are currently enrolled

4. You file an affidavit with the college or university stating that if you are a non-citizen without current or valid immigration status, that you have filed an application to legalize your immigration status, or will file an application as soon as you are eligible to do so.

Other eligible students:

- Nonimmigrants who are victims of trafficking, domestic violence, and other serious crimes who have been granted T or U visa status, under Title 8 of the United States Code, sections 1101(a)(15) (T) or (U) are also eligible for this exemption.

TO REQUEST EXEMPTION FROM NONRESIDENT TUITION UNDER AB540:

If you meet all of the applicable conditions as described above, submit [www.gavilan.edu/admit/docs/Nonresident_Tuition_Exemption_Request_Form.pdf](http://www.gavilan.edu/admit/docs/Nonresident_Tuition_Exemption_Request_Form.pdf) to the office of Admissions and Records.

For more information, visit [https://dream.csac.ca.gov](https://dream.csac.ca.gov).
California College Promise Grant: The Board of Governor’s Fee Waiver Program waives enrollment fees for eligible California residents. For complete details on three different methods to qualify for the BOG Fee Waiver, visit [www.gavilan.edu/finaid/apply/waiver.html](http://www.gavilan.edu/finaid/apply/waiver.html).

Federal Work-Study: Provides students with part-time employment while gaining valuable work experience. To be considered for federal work study, file the FAFSA, indicate interest in Work-Study, meet program requirements, and have financial need. Funding for Federal Work-Study is limited.

Student Loans: Gavilan College participates in the Federal Direct Student Loan Program. If you are interested in applying for a student loan, contact the Financial Aid Office.

Other Federal and State Grants available at Gavilan College:
- Federal Pell Grant
- Federal SEO Grant
- Cal Grant (B and C)
- Chafee Grant

Veterans

Veterans’ Education Benefits  408-848-4734
[www.gavilan.edu/veterans](http://www.gavilan.edu/veterans)

Dewitt Stuckey, Veterans’ Counselor
408-852-2837

Welcome back veterans! Gavilan College offers special assistance to veterans and dependents of disabled veterans.

Pre-priority registration is granted to any member or former member of the Armed Forces of the United States who is within two years of leaving active duty. For more information consult a counselor or the Veteran Certifying official in the Financial Aid Office (SC124).

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

Chapters related to veterans’ education benefits:
- Chapter 31 Vocational Rehabilitation
- Chapter 33 Post 9/11 GI Bill
- Chapter 35 Dependents Educational Assistance

Post 9/11 GI Bill: Only active duty service performed after 9/11/2001 may be considered for determining eligibility for this new benefit. To be eligible, a service member or veteran must have served at least 90 days on active duty. However individuals honorably discharged for a service-connected disability who served 30 continuous days after 9/10/2001 may also establish eligibility.


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

The VA Certifying Official will require an Education Plan in order to certify benefits.
Satisfactory Academic Progress (SAP) Policy

The Gavilan College Financial Aid Office is required to measure your academic progress toward a certificate, associate, or transfer degree program. If you are not pursuing one of these programs, you are not eligible for financial aid. Your progress will be reviewed at least once per academic year. If you had extenuating circumstances for your last term at Gavilan College and were placed on disqualification, you may submit an appeal and SAP Quiz to the Financial Aid Office for consideration.

Counseling Schedule

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

June 5th through June 28th
8:00 AM to 5:30 PM
Tuesdays & Wednesdays - Appointments
Thursdays - Walk-Ins
June 18th - Appointments

July 4th – HOLIDAY CAMPUS CLOSED

July 5th through July 31st
8:00 AM to 5:30 PM
Tuesdays & Wednesdays - Appointments
Thursdays - Walk-Ins

August 1st through August 23rd
8:00 AM to 5:30 PM
Monday through Wednesday - Appointments
Thursdays - Walk-Ins

CLOSED ON SATURDAYS AND SUNDAYS

Check www.gavilan.edu/counseling for schedule updates.
Call (408) 852-2895 or (408) 848-4723 to schedule an appointment.

Additional Counseling Services

<table>
<thead>
<tr>
<th>Counselor</th>
<th>Department</th>
<th>Phone Number</th>
<th>Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>Darlene Del Carmen</td>
<td>Athletics</td>
<td>408-848-4880</td>
<td>GYM</td>
</tr>
<tr>
<td>Vania Parakati</td>
<td>Basic Skills</td>
<td>408-852-2889</td>
<td>LI 100A</td>
</tr>
<tr>
<td>Ozzy Zamora</td>
<td>CalWORKs</td>
<td>408-848-4747</td>
<td>LI 101A</td>
</tr>
<tr>
<td>Jessica Weiler</td>
<td>CTE</td>
<td>408-848-4848</td>
<td>BU 127</td>
</tr>
<tr>
<td>Dewitt Stuckey</td>
<td>AEC/Vets</td>
<td>408-848-4893</td>
<td>LI 157</td>
</tr>
<tr>
<td>Michael Cleary</td>
<td>AEC</td>
<td>408-848-4741</td>
<td>LI 117</td>
</tr>
<tr>
<td>Stephen Gaitan</td>
<td>AEC/Workability III</td>
<td>408-848-4851</td>
<td>LI 117</td>
</tr>
<tr>
<td>Mari Garcia</td>
<td>EOPS</td>
<td>408-848-4853</td>
<td>LI 101B</td>
</tr>
<tr>
<td>Simone Reyes</td>
<td>EOPS/Foster Youth</td>
<td>408-852-2838</td>
<td>LI 101B</td>
</tr>
<tr>
<td>Diana Gonzalez</td>
<td>MESA</td>
<td>408-852-2844</td>
<td>MA 117</td>
</tr>
<tr>
<td>Elizabeth Flores</td>
<td>TRIO</td>
<td>408-848-4707</td>
<td>MA 117</td>
</tr>
<tr>
<td>Blanca Melchor</td>
<td>Noncredit</td>
<td>408-848-4726</td>
<td>CDC 135</td>
</tr>
<tr>
<td></td>
<td></td>
<td>408-852-2824</td>
<td></td>
</tr>
</tbody>
</table>
Do you need to verify a prerequisite in order to register?

Prerequisite verification form and instructions:
www.gavilan.edu/counseling/documents/VerificationForm.pdf

Submit form with supporting documents:

- **E-mail** the Prerequisite Clearance Request form and your unoffi-
cial transcript (if you plan to attend Gavilan for only one semester) to
dhampton@gavilan.edu. Include your Gavilan G-Number and the class
you want to take.

- **In person**: Take your Prerequisite Clearance Request form, your
official or unofficial transcript and course descriptions to the Admissions
and Records window. Make sure your name is on all documents.

You will be notified via email to your my.gavilan.edu address within 3 working days.
Contact Gavilan College Evaluator at evaluator@gavilan.edu if you have any questions
or dhampton@gavilan.edu.

During registration cycles only (December - January or May - August), to
expedite this process you may bring your completed prerequisite verification form and
supporting documents directly to the walk-in counselor. Wait times vary.
Successful completion of the prerequisite verification process will not grant credit for
any courses taken at another institution. For a formal transcript evaluation, schedule
an appointment with a counselor.

**Supporting documents** (must include your full name and name of institution.)

Coursework taken at another U.S. College/Institution:

- A transcript showing a grade of “C” or better*
- Course descriptions for the year in which you completed the course

AP test score of 3 or higher. AP Test Score Report from the College Board
Assessment/Placement Exam. An assessment/placement report from another
institution (2 year recency)
Other
If you cannot use any of the above but feel you have satisfied the prerequisite
for a course, submit the prerequisite verification form and meet with a counselor.

---

**Dismissal and Probation**

**Petition for Re-Admission**

Access the Petition for Re-Admission online at
www.gavilan.edu/counseling/forms.php

**Document Deadlines:**

- If you are currently enrolled (Spring 2018) and are on
dismissal: **May 24, 2018 at 4:00 p.m.**.
- If you are returning to college and the last term of attendance you were
placed on dismissal: **August 23, 2018 at 4:00 p.m.**.
Adding Classes: Add codes expire on the last day to add and cannot be used after that time. **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.

Pass/No Pass, Letter Grade Option: Some courses have the option of a final grade of Pass/No Pass or a traditional letter grade of “A”, “B”, “C”, etc. The grading option is shown by the class listing in the schedule. Decisions for Pass/No Pass are final and cannot be changed.

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

Challenging a Prerequisite: If you believe that you have the equivalent of a prerequisite through other means (courses at another college, AP tests, work experience, etc.) already fulfilled a prerequisite, or that a prerequisite has been improperly established or implemented, you may challenge the prerequisite by filing a Challenge Form. Visit www.gavilan.edu/catalog/index.php

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

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

- If you withdraw from a course before the “NRS” deadline, or before 10% of the class meetings in a late-start or short-term class, there will be no record shown on your transcript.
- If you withdraw from a course after the NRS date, but prior to completion of 75% of the class meetings for the course, you will receive a grade of “W”; thereafter, you will receive whatever grade you have earned based upon the entire semester’s work.
<table>
<thead>
<tr>
<th>Program</th>
<th>Who is eligible?</th>
<th>Services</th>
</tr>
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<tbody>
<tr>
<td><strong>Admissions &amp; Records</strong></td>
<td>• All students</td>
<td>• Applications</td>
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<tr>
<td>408-848-4736</td>
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<td>• Grades</td>
</tr>
<tr>
<td>Student Center</td>
<td></td>
<td>• Graduation</td>
</tr>
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<td></td>
<td></td>
<td>• Student Accounts</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Transcripts</td>
</tr>
<tr>
<td><strong>Assessment</strong></td>
<td>• Anyone with a Gavilan I.D. number</td>
<td>• Placement testing for English and Math</td>
</tr>
<tr>
<td>408-846-4992</td>
<td></td>
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<tr>
<td>MP 100</td>
<td></td>
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<tr>
<td><strong>Associated Students of Gavilan College (ASGC)</strong></td>
<td>• The entire student body</td>
<td>• Participation in shared governance</td>
</tr>
<tr>
<td>gavilan.edu/student/asgc</td>
<td></td>
<td>• Events and activities</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Clubs</td>
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<tr>
<td></td>
<td></td>
<td>• Leadership opportunities</td>
</tr>
<tr>
<td><strong>Athletics</strong></td>
<td>• Student athletes on a college team</td>
<td>• Athletic/Academic counseling</td>
</tr>
<tr>
<td>408-848-4876</td>
<td></td>
<td>• Priority 2 registration</td>
</tr>
<tr>
<td>GYM</td>
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<td>• Athletic training services</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Intercollegiate athletics participation</td>
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<tr>
<td></td>
<td></td>
<td>• Transfer services</td>
</tr>
<tr>
<td><strong>Bookstore</strong></td>
<td>• Students</td>
<td>• Textbooks</td>
</tr>
<tr>
<td>408-848-4742</td>
<td>• Staff and Faculty</td>
<td>• Children's and adult books</td>
</tr>
<tr>
<td>Student Center</td>
<td>• General public</td>
<td>• College apparel</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Gifts and sundries</td>
</tr>
<tr>
<td><strong>CalWORKS</strong></td>
<td>• Students receiving TANF (Temporary Assistance to Needy Families)</td>
<td>• Counseling</td>
</tr>
<tr>
<td>408-825-2838</td>
<td></td>
<td>• Textbooks</td>
</tr>
<tr>
<td>LI 101 A</td>
<td></td>
<td>• Employment assistance</td>
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<tr>
<td></td>
<td></td>
<td>• Job placement</td>
</tr>
<tr>
<td><strong>Career / Transfer Center</strong></td>
<td>• All students</td>
<td>• Transfer Services: Individual assistance, universities visits, workshops, fairs, resource library</td>
</tr>
<tr>
<td>408 852-2897</td>
<td></td>
<td>• Career Services: career assessments, guidance, career development workshops, fairs</td>
</tr>
<tr>
<td>LI 139</td>
<td></td>
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<tr>
<td><strong>Cooperative Agencies Resources for Education (CARE)</strong></td>
<td>• Single parent/guardian of at least one child under 14</td>
<td>• Counseling</td>
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<tr>
<td>408-848-4790</td>
<td>• 18 or over</td>
<td>• Priority registration</td>
</tr>
<tr>
<td>LI 101 A/B</td>
<td>• Head of household</td>
<td>• Academic tutoring</td>
</tr>
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<td></td>
<td>• Receiving cash assistance from Department of Social Services</td>
<td>• Financial assistance for transportation</td>
</tr>
<tr>
<td></td>
<td>• Eligible for EOPS</td>
<td>• Books and supplies</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Grants</td>
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<tr>
<td></td>
<td></td>
<td>• Other support services</td>
</tr>
<tr>
<td><strong>Accessible Education Center</strong></td>
<td>• Students with verified disabilities</td>
<td>• Academic, career and vocational counseling;</td>
</tr>
<tr>
<td>TTY - 408-846-4924</td>
<td></td>
<td>• Learning skills evaluation</td>
</tr>
<tr>
<td>LI 117</td>
<td></td>
<td>• Specialized tutoring</td>
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<tr>
<td>gavilan.edu/student/aec/index.php</td>
<td></td>
<td>• Vocational preparation and job placement</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Accommodations</td>
</tr>
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</table>
### Student Services, continued

<table>
<thead>
<tr>
<th>Service</th>
<th>Contact Information</th>
<th>Services/Programs</th>
</tr>
</thead>
</table>
| **Extended Opportunity Programs and Services (EOPS)** | 408-848-4740 LI 101  | - Students with social, economic, and educational challenges  
- Foster youth  
- Counseling  
- Book vouchers  
- Specialized workshops for student success  
- Student computer center  
- Book lending library |
| **Financial Aid**             | 408-848-4727 Admin. Building | - Students applying for need-based assistance  
- Students applying for need and merit based scholarships  
- Scholarships  
- Pell Grants  
- Cal Grants  
- BOG Fee Waivers  
- Federal Work-Study  
- Book Vouchers  
- Loans |
| **Dreamers**                  | 408-848-4740 LI 101  | - Students eligible for AB 540  
- Financial Aid  
- Counseling  
- Support Services |
| **Foster Youth**              | 408-848-4740 LI 101  | - Students who have spent any time in the Foster Care system  
- Financial Aid  
- Counseling  
- Support Services  
- Priority Registration |
| **Fresh Success**             | 408-852-2838        | - Students receiving or eligible to receive food stamps (CalFresh/SNAP)  
- Book vouchers, transportation, emergency |
| **Food Pantry**               | 408-825-2838 LI 101A | - All who need food assistance  
- Food Pantry - nonperishable grocery items at no charge |
| **General Counseling**        | 408-848-4723 Student Center www.gavilan.edu/counseling | - Students  
- Prospective students  
- Academic, career and personal counseling  
- Registration  
- Course placement |
| **Health Services**           | 408-848-4791 Student Center | - Adult students enrolled in credit classes  
- Information and referrals, first aid, blood pressure screening, TB testing, condoms, flu shots, smoking cessation, vision testing, OTC medications, annual Health Fair |
| **Outreach and Recruitment**  | 408-848-4763        | - Prospective students and their families  
- Campus tours and visits  
- Presentations and Information |
| **Puente Project**            | 408-848-4807        | - Students who place into English 250  
- First Generation students who plan to transfer to 4-year colleges/universities  
- Freshman English and Guidance courses  
- Counseling until you graduate  
- College visits  
- Community mentors  
- Motivational Conference and Cultural activities |
TRIO
408-846-4981
MA 115
• First-generation students or
• Low-income or
• Disabled
• Space in the program is limited to 160
• Academic counseling
• Laptop and calculator lending
• Cultural and social activities
• University visits

Veterans Resource Center
408-848-4787
LI 109
• U.S. Military Veterans
• Vet-to-Vet tutoring and mentoring
• Benefits counseling and resources

Welcome Center
408-848-4800 x5108
Student Center
• New students
• Computers
• Registration and G-number assistance
• Help with FAFSA and Dream Act applications

Labs and Instructional Support

Computer Place
408-848-4729
LI 116
• Open lab available to all students
• Help Desk
• Color Printing
• Scanner

Disability Resource Center: High Tech Center
408-848-4823; LI 105
• Assistive computer technology
• Services and accomodations
• Specialized training and courses

Learning Skills Lab
408-848-4865; LI 120
• Software programs for all levels and ESL classes.

English as a Second Language (ESL)
Computer Lab
408-848-4856
BU119
• Writing Center
• Study rooms
• Computers

Learning Commons
LI 168
• Writing Center
• Study rooms
• Computers

Library
Circulation: 408-848-4810
Reference: 408-848-4806
Mon. - Thurs. 8 AM - 8 PM
Friday 8 AM - 3 PM
www.gavilan.edu/library
• Print and electronic resources
• 60,000 printed books
• 25,000+ eBooks
• 2,500 magazine titles,
• Electronic databases
• DVD's, films and talking books.
• Online catalog
• Links to class websites and online resources

Get your library card in person or online. Library cards are available to registered Gavilan students, staff and faculty, as well as community residents with a valid photo identification. ASGC cards can be used as library cards! Ask at the library desk to have yours activated.

Math Lab
408-846-4959
MA101
www.gavilan.edu/mathlab
• Practice math skills
• Individualized help (every level) computers
• Tutorial software
• Math software for geometry, statistics and calculus projects.
Labs and Instructional Support, continued

MESA
(Mathematics, Engineering and Science Achievement)
408-846-4968
MA 115
www.gavilan.edu/esa

- Study center
- Academic Excellence Workshops, tutoring,
- University trips,
- Academic advising,
- Transfer assistance workshops and more.

Eligibility:
1) majoring in math and science based fields (ie. Biology, Chemistry, Engineering)
2) planning to transfer to 4-year universities
3) have financial need and
4) are first generation college students.

Service Learning

- Classes with a community service component to provide job and life experience.

STEM
MA 115

- Internships
- Support
- Counseling for science and technology majors

Tutoring
408-848-4838
Tutoring Center LI 116
www.gavilan.edu/tutor

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

Writing Center
408-848-4811
LI 168
Monday - Thursday 8 AM - 6 PM
(closed Mondays 2:30 - 3:30 PM)
Friday 8 AM - 2 PM

- Help with class assignments
- Help with poetry, short stories, lyrics, business letters and resumes.
- Space for writing discussions, meeting, workshops and study groups.
- Special events include activities with acclaimed writers from our Visiting Writers and Scholars in Residence programs

GRADUATION INFORMATION

The deadline to petition for graduation in the Fall is October 12, 2018

Call 408.848.4737 for details about the graduation process.
<table>
<thead>
<tr>
<th>ABBREV.</th>
<th>ADDRESS</th>
<th>CITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANZ</td>
<td>Anzar High School</td>
<td>San Juan Bautista</td>
</tr>
<tr>
<td>BROWNL</td>
<td>Brownell Middle School, 7800 Carmel St.</td>
<td>Gilroy</td>
</tr>
<tr>
<td>CALAVR</td>
<td>Calaveras Elementary, 1151 Buena Vista Rd.</td>
<td>Hollister</td>
</tr>
<tr>
<td>CHS</td>
<td>Christopher High School, 850 Day Rd.</td>
<td>Gilroy</td>
</tr>
<tr>
<td>CRC</td>
<td>Centennial Recreation Ctr., 171 W. Edmundson Ave.,</td>
<td>Morgan Hill</td>
</tr>
<tr>
<td>CTC 1-4</td>
<td>GUSD/Gavilan Computer Technology Center on Murray Ave.</td>
<td>Gilroy</td>
</tr>
<tr>
<td>EGLRIG</td>
<td>Eagle Ridge Golf Course, Santa Teresa Blvd.,</td>
<td>Gilroy</td>
</tr>
<tr>
<td>ELIOT</td>
<td>Eliot Elementary School, 475 Old Gilroy St.</td>
<td>Gilroy</td>
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<tr>
<td>ELROBL</td>
<td>El Roble Elementary, 930 Third Street,</td>
<td>Gilroy</td>
</tr>
<tr>
<td>ERGOLF</td>
<td>Eagle Ridge Golf Club, 2951 Club Dr.</td>
<td>Gilroy</td>
</tr>
<tr>
<td>GHS</td>
<td>Gilroy High School, 750 W 10th St.</td>
<td>Gilroy</td>
</tr>
<tr>
<td>GIBOWL</td>
<td>Gilroy Bowl, 7554 Monterey Street</td>
<td>Gilroy</td>
</tr>
<tr>
<td>HOL</td>
<td>Hollister Briggs Bldg, 365 Fourth St.</td>
<td>Hollister</td>
</tr>
<tr>
<td>HOLLCC</td>
<td>Hollister Community Center, 300 West St.,</td>
<td>Hollister</td>
</tr>
<tr>
<td>HOPE-G</td>
<td>HOPE - 8855 Murray Ave.</td>
<td>Gilroy</td>
</tr>
<tr>
<td>HOPE-H</td>
<td>HOPE - 650 San Benito St. Suite #120,</td>
<td>Hollister</td>
</tr>
<tr>
<td>HVME1</td>
<td>Hacienda Valley Mobile Est., 275 Burnett Ave.</td>
<td>Morgan Hill</td>
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<tr>
<td>JS</td>
<td>Jasmine Square, 16530 Monterey Rd.,</td>
<td>Morgan Hill</td>
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<tr>
<td>LOADCS1</td>
<td>Live Oak Adult Day Svcs, 651 West Sixth St.</td>
<td>Gilroy</td>
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<td>LOHS</td>
<td>Live Oak High School, 1505 E. Main Ave.</td>
<td>Morgan Hill</td>
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<td>MHG</td>
<td>Morgan Hill Community Center, 17060 Monterey Rd.,</td>
<td>Morgan Hill</td>
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<tr>
<td>PORTHL</td>
<td>Portuguese Hall, 695 Seventh St.</td>
<td>Hollister</td>
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<td>PLY</td>
<td>Morgan Hill Playhouse, Monterey Highway at Dunne</td>
<td>Morgan Hill</td>
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<tr>
<td>ROH</td>
<td>R.O.Hardin School, 881 Line St.,</td>
<td>Hollister</td>
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<tr>
<td>SBHS</td>
<td>San Benito High School 1220 Monterey St.</td>
<td>Hollister</td>
</tr>
<tr>
<td>SBCL</td>
<td>San Benito County Library, 470 5th St.,</td>
<td>Hollister</td>
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<td>SBRAT</td>
<td>Sobrato High School, 401 Burnett Ave.,</td>
<td>Morgan Hill</td>
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<td>SJBCC</td>
<td>San Juan Bautista Community Ctr, 10 San Jose St.</td>
<td>San Juan Bautista</td>
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<td>SOL</td>
<td>Solorsano Middle School, 7121 Grenache Way,</td>
<td>Gilroy</td>
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<td>STF</td>
<td>St. Francis Center, 7950 Church St.,</td>
<td>Gilroy</td>
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<td>SUNNY</td>
<td>Sunnyslope Elementary, 1475 Memorial Dr</td>
<td>Hollister</td>
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<tr>
<td>SVALLY</td>
<td>South Valley High School, 385 Ioof Ave.,</td>
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<tr>
<td>VG</td>
<td>Village Green, 7610 Isabella Way</td>
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<tr>
<td>WEX</td>
<td>Work Experience</td>
<td></td>
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</tbody>
</table>
ENGLISH COMPOSITION AND READING COURSE SEQUENCE

**Reading**

- ESL 562 see page 20
- ENGL 420
- ENGL 260

**Writing**

- ENGL 440 see page 20
- ENGL 250

**Must Take Placement Test**

**Transfer Level**

- ENGL 1A
  - Required for Gavilan AA/AS & for CSU / UC transfer
- ENGL 1B
  - Highly recommended for CSU
- ENGL 1C / PHIL 4
  - Required for CSU and UC transfer

Prerequisite: 2.6 HS GPA, appropriate placement score, or C or better in 250/260.
**MATHEMATICS COURSE SEQUENCE**

### Pre-algebra

- Math 411 – Integrated Pre-algebra (Accelerated) (6 units)
- Math 402 – Pre-algebra (3 units)

### Algebra

- Math 235 – Intermediate Algebra (Accelerated) (10 units)
- Math 430 – Algebra I (5 units)
- Math 240 – Algebra II (5 units)

### Transfer Level

- Math 6 - Calculus for Business
- Math 7 - Finite
- Math 8A - Precal I
- Math 12 - For Elementary Teachers
- Math 14 - Liberal Arts (rarely offered)
- Math 5 - Statistics

- Math 8B - Precalculus II
- Math 1A - Calculus I
- Math 1B - Calculus II
- Math 1C - Calculus III

- Math 2 - Linear Algebra (Offered in Spring)
- Math 2C - Differential Equations (offered in Spring)
ENGLISH AS A SECOND LANGUAGE
COURSE SEQUENCE

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

Lifeskills ESL
Lifeskills Certificate (12 hours)

<table>
<thead>
<tr>
<th>Literacy</th>
<th>ESL 775 (5 hrs) &amp; ESL 776 (5 hrs)</th>
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<tbody>
<tr>
<td>Lifeskills 1A &amp; 1B</td>
<td>ESL 784 (6 hrs) &amp; ESL 785 (6 hrs)</td>
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<tr>
<td>Lifeskills 2A &amp; 2B</td>
<td>ESL 786 (6 hrs) &amp; ESL 787 (6 hrs)</td>
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Academic ESL

Intermediate II Certificate (12 units)

<table>
<thead>
<tr>
<th>Beginning</th>
<th>ESL 527 / 727 (6 hrs) (Reading / Writing)</th>
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<tbody>
<tr>
<td></td>
<td>ESL 528 / 728 (6 hrs) (Listening / Speaking)</td>
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<tr>
<td>Intermediate I</td>
<td>ESL 737 / 537 (6 hrs) (Reading / Writing)</td>
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<td>ESL 738 / 538 (6 hrs) (Listening / Speaking)</td>
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<tr>
<td>Intermediate II</td>
<td>ESL 742 / 542 (3 units) (Reading / Vocabulary)</td>
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<tr>
<td></td>
<td>ESL 743 / 543 (5 units) (Grammar / Writing)</td>
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<tr>
<td></td>
<td>ESL 741 / 541 (4 units) (Listening / Speaking)</td>
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<tr>
<td>Advanced I</td>
<td>ESL 552 / 752 (4 units) (Reading / Vocabulary)</td>
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<tr>
<td></td>
<td>ESL 554 / 754 (5 units) (Grammar / Writing)</td>
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<tr>
<td></td>
<td>ESL 553 / 753 (5 units) (Composition / Paragraphs)</td>
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<tr>
<td>Advanced II</td>
<td>ESL 562 / 762 (4 units) (Reading / Vocabulary)</td>
</tr>
<tr>
<td></td>
<td>ESL 563 / 763 (5 units) (Composition - Essay)</td>
</tr>
<tr>
<td></td>
<td>ESL 564 / 764 (3 units) (Grammar/Writing)</td>
</tr>
</tbody>
</table>

Community College / University

<table>
<thead>
<tr>
<th>One Below Transfer</th>
<th>ENG 260 (3 units) (Reading)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>ENG 250 (3 units) (Writing)</td>
</tr>
</tbody>
</table>

Optional Vocational Computer and Business Classes

705- NC Keyboarding Basics
706- NC Computer and Internet Basics
707- NC Presentation Basics
708- NC Website Design Basics
709- NC Excel Basics
710- NC Word Processing Basics
711- NC ESL Basics for YOUR Business
Every student at Gavilan College is automatically assigned a college email account. All official communications from Gavilan College will be distributed through college email. You are expected to check your Gavilan College e-mail on a frequent and consistent basis in order to stay current with college-related communications. Some communications may be time-critical. All use of e-mail will be consistent with other Gavilan College policies and local, state, and federal laws.

How do I access my e-mail the first time?
- Log into the myGav portal using your Gavilan ID (e.g., G00xxxxxx) and P.I.N.
- On the "Welcome" tab, you will see “myGav e-mail” and “myGav calendar” portlets
- When you click on either one, you will be prompted to accept Google’s terms of service and privacy policy

What is my Gavilan e-mail address?
After you login, you will see your e-mail address in the e-mail box (in the upper right corner). The e-mail address will use the following format: [First Name].[Last Name][#]@my.gavilan.edu (e.g., rocky.ram@my.gavilan.edu, rocky.ram12@my.gavilan.edu).

Do I have to use my Gavilan E-mail Address?
YES. If you choose, you may forward your Gavilan College e-mail to a personal account, however, you will still be responsible for all information sent to your Gavilan College account. Gavilan College is not responsible for any problems that may occur due to e-mail forwarding. (See #3 - Redirecting of student e-mail from Gavilan College Student E-mail Guidelines).

For more information, go to: [www.gavilan.edu/email/faq.html](http://www.gavilan.edu/email/faq.html) and be sure to become familiar with the Gavilan College Student Email Guidelines: [www.gavilan.edu/email/guidelines.html](http://www.gavilan.edu/email/guidelines.html)

What does that stand for?

Commonly used acronyms and abbreviations and what they mean:

- **AA** - Associate in Arts
- **ADT** - Associate Degree for Transfer
- **AEC** - Accessible Education Center
- **AS** - Associate in Science
- **ASGC** - Associated Students of Gavilan College
- **BOG** - Board of Governors
- **CARE** - Cooperative Agencies Resources for Education
- **CSIS** - Computer Science Information Systems
- **CTC** - Career/Transfer Center
- **CTE** - Career Technical Education
- **DACA** - Deferred Action for Childhood Arrivals
- **EOPS** - Extended Opportunity Programs and Services
- **ESL** - English as a Second Language
- **FAFSA** - Free Application for Federal Student Aid
- **FIG** - Focused Inquiry Group
- **GE** - General Education
- **GECA** - Gilroy Early College Academy
- **IGETC** - Intersegmental General Education Transfer Curriculum
- **IT** - Information Technology
- **MESA** - Math, Engineering, and Science Achievement
- **SSSP** - Student Success and Support Program
- **STEM** - Science, Technology, Engineering, Mathematics
- **VRC** - Veterans Resource Center
# Tools for Success

| **Academic Works** | Apply for scholarships online!  
https://gavilan.academicworks.com |
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<tr>
<td><strong>myDegreeWorks</strong></td>
<td>myDegreeWorks is a web-based tool to help students monitor progress toward Gavilan degree or certificate completion. DegreeWorks looks at the requirements listed in the college catalog and overlays the coursework completed. The result is an easy-to-read evaluation (audit) of the requirements that have been met and those that must be completed. myDegreeWorks also has an Educational Plan option that allows students and their counselors to plan for future coursework and determine the time required to complete objectives.</td>
</tr>
</tbody>
</table>
| **ellucian**       | 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**      | www.gradguru.org/for-students.html  
Never miss another deadline.Grad Guru tells you about every deadline you need to know. The app will send you free push notifications and free reminders for EVERY upcoming deadline. You DON’T have to constantly check the app to keep your deadlines straight. |
| **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/ |
Tools for Success

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.
Look for link on homepage: www.gavilan.edu

Net Tutor
FREE Online Tutoring for Gavilan Students
Interact with a live tutor
Submit a question and receive a reply from a tutor. Submit an essay or paper for a tutor to review and receive feedback.
http://www.gavilan.edu/tutor/online-t

Not Anymore
Training in the facts about sexual assault and positive consent.
https://studentsuccess.org/SSO/gavilan (must log in to MyGav)

Student Health 101
Gavilan Student Health 101 is an online magazine with great information on health, wellness, and stress relief for Gavilan College students
http://readsh101.com/gavilan.html
and on the Gavilan College Facebook Page
Emergencies

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

TTY (for Deaf or Hard of Hearing)  408-846-4924
TTY (para Discapacitados Auditivos)

<table>
<thead>
<tr>
<th>Directory</th>
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<tr>
<td><strong>Emergencies</strong></td>
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</table>
| - Dial ‘911’ (On campus, dial ‘8’ first.)  
  Emergencias: Marque el 911. (desde el campus marque primero el “8”.)  
- Dial ‘10’ for campus emergency support from a campus phone
  Marque el ‘10’ para apoyo de emergencias en el campus.
- From cell: Dial 408-710-7490.
  Desde un teléfono celular: marque 408-710-7490. |
| **Admissions and Records**  
  Oficina de Admisiones y Archivos  
  408-848-4735  
  408-846-4954 |
| **ASGC Office**/Oficina de ASGC  
  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 |
| **Campus Security** (non-emergency)  
  Seguridad del Campus (no emergencias)  
  408-848-4703 |
| **CARE**  
  Cooperative Agencies Resources for Education/Agencias Cooperativas para Recursos de Educación  
  408-848-4790  
  408-848-4790 |
| **Career/Transfer Resource Center**  
  Centro de Recursos para Carreras y Transferencias  
  408-852-2897 |
| **Cashier** (Business Office)/Cajero (Oficina de Negocios)  
  408-848-4714 |
| **Cashier** (Student Accounts)/Cajero (Cuentas de Estudiantes)  
  408-852-2840 |
| **Community and Contract Education**  
  Educación en la Comunidad/Contrato  
  408-852-2801 |
| **Cosmetology Appointment line**/Cosmetología/Teléfono para Citas  
  408-842-5055 |
| **Counseling**  
  408-852-2895  
  408-848-4723 |
| **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 |

**Accreditation**

Gavilan College is accredited by the Accrediting Commission for Community and Junior College of the Western Association of Schools and Colleges (WASC). For more information go to www.gavilan.edu/accreditation.

Contact information:

The Accrediting Commission for Community and Junior Colleges Western Association of Schools and Colleges  
10 Commercial Boulevard, Suite 204, Novato, CA 94949  
Telephone: 415.506.0234  Fax: 415.506.0238  accjc@accjc.org.edu/accreditation
### GavAlert

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

<table>
<thead>
<tr>
<th>Service</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Enrollment Verifications</strong></td>
<td>408-846-4954</td>
</tr>
<tr>
<td><strong>EOPS - Extended Opportunity Programs &amp; Services</strong></td>
<td>408-848-4740</td>
</tr>
<tr>
<td><strong>Financial Aid</strong></td>
<td>408-848-4727</td>
</tr>
<tr>
<td><strong>Grading</strong></td>
<td>408-848-4751</td>
</tr>
<tr>
<td><strong>Graduation</strong></td>
<td>408-848-4737</td>
</tr>
<tr>
<td><strong>Health Services</strong></td>
<td>408-848-4791</td>
</tr>
<tr>
<td><strong>International Students</strong></td>
<td>408-848-4754</td>
</tr>
<tr>
<td><strong>Library</strong></td>
<td>408-848-4810</td>
</tr>
<tr>
<td><strong>MESA Program</strong></td>
<td>408-846-4968</td>
</tr>
<tr>
<td><strong>Noncredit Program</strong></td>
<td>408-852-2824</td>
</tr>
<tr>
<td><strong>Online</strong></td>
<td>408 848-4885</td>
</tr>
<tr>
<td><strong>Outreach &amp; Recruitment/Tours</strong></td>
<td>408-846-4993</td>
</tr>
<tr>
<td><strong>President’s Office</strong></td>
<td>408-848-4711</td>
</tr>
<tr>
<td><strong>Puente Program</strong></td>
<td>408-848-4807</td>
</tr>
<tr>
<td><strong>Theatre Box Office</strong></td>
<td>408-846-4973</td>
</tr>
<tr>
<td><strong>Transcripts</strong></td>
<td>408-848-4733</td>
</tr>
<tr>
<td><strong>TRIO Student Support Services</strong></td>
<td>408-846-4981</td>
</tr>
<tr>
<td><strong>Tutoring Center</strong></td>
<td>408-848-4838</td>
</tr>
<tr>
<td><strong>Veterans’ Services</strong></td>
<td>408-848-4734</td>
</tr>
<tr>
<td><strong>Vice Presidents’ Offices</strong></td>
<td>408-848-4738</td>
</tr>
<tr>
<td><strong>Welcome Center</strong></td>
<td>408-848-4800</td>
</tr>
</tbody>
</table>

**FERPA**

The Family Educational Rights and Privacy Act (FERPA) of 1974 protects the privacy of a student’s education records by placing limits on who may have access to the records, what information may be shared or disclosed, and how that information may be used. Gavilan College complies with FERPA and has strict policies and procedures in place governing student records. In general, the College does not access a student’s records or disclose information to anyone (including a student’s parents) without the student’s written consent. For more information on FERPA regulations please contact the Office of the Vice President of Student Services at (408) 848-4732 or Admissions and Records at (408) 848-4754 or visit the federal website: [https://ed.gov/policy/gen/guid/fpco/ferpa/index.html](https://ed.gov/policy/gen/guid/fpco/ferpa/index.html)
San Martin and Coyote Valley Sites

Gavilan College
Aviation Program
San Martin Airport
13030 Murphy Ave, San Martin
(South entrance)
Parking Lots
A Student/Staff/Accessible/
  30 min. spaces
B Student/Staff/Accessible/Visitor/
  30 min. spaces
C Student/Staff/Accessible/
  15 min. spaces/
  30 min. spaces
D Staff/Accessible
E Student/Staff/Motorcycle
F Staff/Accessible/Visitor/Motorcycle/
  30 min. spaces
G Staff/Accessible
H Student/Staff/Accessible/Motorcycle/
  30 min. spaces

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 Building
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/Administration
SF Security/Facilities
SS Social Science
TH Theater
# Fall 2018 Final Exam Schedule

**FINALS WEEK: December 9 - December 15**

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

- If a class does not have a time scheduled according to the chart below, please see the instructor, department chair or area dean.
- Instructors' office hours may change during Finals Week. Please check your instructor's office for the revised schedule.
- Classes meeting prior to 8 a.m. will take their exams for a two-hour period beginning at the class starting hour.

### If your class meets:

<p>| Daily, M, MTuW, MTuWF, MW, MWF, MTuTh, MTuWTh, MWF, MTuTh, MWThF, MF, W, WTh, WThF, WF |</p>
<table>
<thead>
<tr>
<th>Starting at any time between:</th>
<th>Your final exam will be:</th>
</tr>
</thead>
<tbody>
<tr>
<td>08:00 AM - 09:40 AM</td>
<td>Monday Dec 10 08:00 - 10:00 AM</td>
</tr>
<tr>
<td>09:45 AM - 11:05 AM</td>
<td>Wednesday Dec 12 08:00 - 10:00 AM</td>
</tr>
<tr>
<td>11:10 AM - 12:30 PM</td>
<td>Monday Dec 10 10:30 - 12:30 PM</td>
</tr>
<tr>
<td>12:35 PM - 01:55 PM</td>
<td>Wednesday Dec 12 10:30 - 12:30 PM</td>
</tr>
<tr>
<td>02:00 PM - 03:20 PM</td>
<td>Monday Dec 10 01:00 - 03:00 PM</td>
</tr>
<tr>
<td>03:25 PM - 04:55 PM</td>
<td>Wednesday Dec 12 03:30 - 05:30 PM</td>
</tr>
<tr>
<td>MTu, MTuWTh, MTuThF, MTuF, Tu, TuW, TWTh, TuWThF, TuWF, TuTh, TuThF, TuF, Th, ThF</td>
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<tr>
<td>08:00 AM - 09:40 AM</td>
<td>Tuesday Dec 11 08:00 - 10:00 AM</td>
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<td>09:45 AM - 11:05 AM</td>
<td>Thursday Dec 13 08:00 - 10:00 AM</td>
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<td>11:10 AM - 12:30 PM</td>
<td>Tuesday Dec 11 10:30 - 12:30 PM</td>
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<td>12:35 PM - 01:55 PM</td>
<td>Thursday Dec 13 10:30 - 12:30 PM</td>
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<tr>
<td>02:00 PM - 03:20 PM</td>
<td>Tuesday Dec 11 01:00 - 03:00 PM</td>
</tr>
<tr>
<td>03:25 PM - 04:55 PM</td>
<td>Thursday Dec 13 03:30 - 05:30 PM</td>
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<td>Fri, Fri / Sat</td>
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<tr>
<td>08:00 AM - 10:55 AM</td>
<td>Friday Dec 14 08:00 - 10:00 AM</td>
</tr>
<tr>
<td>11:00 AM - 01:55 PM</td>
<td>Friday Dec 14 10:30 - 12:30 PM</td>
</tr>
<tr>
<td>02:00 PM - 07:00 PM</td>
<td>Friday Dec 14 01:00 - 03:00 PM</td>
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### If your class meets:

- Saturdays, Sundays or evenings

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<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Mon / Weds</th>
<th>Tues / Thurs</th>
<th>Saturday</th>
<th>Sunday</th>
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<tbody>
<tr>
<td>Monday</td>
<td>Dec 10</td>
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<td>Tuesday</td>
<td>Dec 12</td>
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<td>Thursday</td>
<td>Dec 13</td>
<td>Tuesday</td>
<td>Saturday</td>
<td>Dec 15</td>
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<td>Mon / Weds</td>
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<td></td>
<td>Mon / Weds</td>
<td></td>
<td>Tuesday</td>
<td>Sunday</td>
<td>Dec 9</td>
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### Make-ups and Conflicts:

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<thead>
<tr>
<th>Monday</th>
<th>Dec 10</th>
<th>Tuesday</th>
<th>Dec 11</th>
<th>Wednesday</th>
<th>Dec 12</th>
<th>Thursday</th>
<th>Dec 13</th>
</tr>
</thead>
<tbody>
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<td>03:30 - 05:30 PM</td>
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<td>03:30 - 05:30 PM</td>
<td>01:00 - 03:00 PM</td>
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- Fall grades available online: Friday, January 4, 2019
- Fall official transcripts available: Friday, January 11, 2019
- Summer grades: email kketchu@gavilan.edu starting August 13 for transcript and final grades availability.
Summer 2018 Calendar

SIX-WEEK SUMMER SESSION CLASSES BEGIN
Monday, June 18
See our website for classes beginning earlier or later.

LAST DAY TO ADD A CLASS
Tuesday, June 19
Early or late start classes will have different deadlines.
In person until 6:00 PM
Please check with Admissions & Records for specific dates.
Online until 11:59 PM

LAST DAY TO DROP WITH A REFUND
Wednesday, June 20
For 6 week summer session courses. Early / late start and
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.
In person until 6:00 PM
Online until 11:59 PM

NRS DEADLINE
Wednesday, June 20
“No Record Shown”. Classes that begin on June 18th that are
dropped by this date do not appear on the student’s
permanent record. The NRS deadline for all other courses is
10% of the class meetings. Please check with Admissions &
Records for more information.

DEADLINE FOR SELECTING GRADING OPTION
Thursday, June 28
Last day to select the Pass/No pass grade option for designated,
term-long courses.

DEADLINE FOR REGISTERING IN INDEPENDENT STUDY
Thursday, June 28

INDEPENDENCE DAY HOLIDAY
Wednesday, July 4
No day or evening classes.

“W” DEADLINE
Wednesday, July 18
6 week courses dropped by this date appear on the student’s
permanent record with a notation of “W” for withdrawn. The “W”
deadline for short-term or early / late start courses is 75% of
the course meetings.

FINAL EXAMS
Last Day of Each Class

LAST DAY OF 6 WEEK CLASSES
Friday, July 27
See course schedule for last day for early / late start and
short-term courses.

FINAL GRADES AVAILABLE ONLINE
Monday, August 6
Grades available online at www.gavilan.edu (click on the
MyGav / GavSSB icon). Check A&R webpage for the date of
classes that end before / after July 27.

OFFICIAL TRANSCRIPTS AVAILABLE
Monday, August 13
Official transcripts will include summer session grades for
classes that end by July 27th. Check A&R webpage for date for
classes that end before/after July 27. Unofficial transcripts
available online at MyGav / GavSSB icon.
AVIATION FIRST DAY OF INSTRUCTION Wednesday, August 8
Last day to register / add an Aviation class is Aug. 15.
Last day to drop an Aviation class for a refund and “No Record Shown” is Aug. 17.

FALL SEMESTER BEGINS Monday, August 27

LABOR DAY HOLIDAY Monday, September 3
No day or evening classes. Saturday / Sunday classes will meet.

LAST DAY TO REGISTER / ADD A SEMESTER-LONG COURSE Friday, Sep. 7
Online registration open until 11:59 pm. No in-person registration on the main campus after 5 pm. Use online services. Last day to register / add an Aviation class is Aug 15.

LAST DAY TO DROP WITH A REFUND Sunday, September 9
Fees will be refunded when semester-long courses are officially dropped by this date. Last day to drop an Aviation class with a refund is August 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.

“NRS” DEADLINE Sunday, September 9
“No Record Shown” semester-long courses dropped by this date do not appear on the student's permanent record. Last day to drop an Aviation class with “No Record Shown” is Aug. 17. The “NRS” deadline for a short-term course is 10% of the class meetings.

DEADLINE FOR SELECTING GRADING OPTION Friday, September 28
Last day to select the Pass / No pass grade option for designated, semester-long courses.

DEADLINE FOR REGISTERING IN INDEPENDENT STUDY Friday, Sept. 28

FALL GRADUATION PETITIONS DUE Friday, October 12
See a counselor to complete a petition to graduate.

VETERANS’ DAY HOLIDAY Monday, November 12
No day or evening classes.

“W” DEADLINE Friday, November 16
Semester-long courses dropped by this date appear on the student’s permanent record with a notation of “W” for withdrawn. The “W” deadline for a short-term / extended term course is 75% of the course meetings.

THANKSGIVING HOLIDAY Thursday, November 22 - Sunday, November 25
No day, evening or weekend classes.

FIRST DAY TO FILE OFFICIAL TRANSCRIPT REQUEST Friday, December 7
To include final grades from Fall semester. Please see Transcript webpage for online ordering information.

FIRST DAY TO REQUEST GE / IGETC CERTIFICATION Friday, December 7
Please see Transcript webpage for online ordering information.

FINAL EXAMS Monday, December 10 - Saturday, December 15

LAST DAY OF SEMESTER Saturday, December 15

FINAL GRADES AVAILABLE ONLINE Friday, January 4, 2019
Grades available at www.gavilan.edu (click on MyGav/GavSSB icon).

OFFICIAL TRANSCRIPTS AVAILABLE Friday, January 11, 2019
Official transcripts will include Fall grades as of this date. Unofficial transcripts are available on MyGav / GavSSB icon. Please see Transcript webpage for online ordering information.