

Getting Started

You are eligible to ATTEND GAVILAN COLLEGE if:

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

ADDING & DROPPING COURSES

Students may add and/or drop courses

- **Online** (Click on the Self-Service Banner icon at www.gavilan.edu).
- **In person** on the main campus or at the Morgan Hill or Hollister sites.

A student who stops attending a course and does not officially drop is *not* automatically dropped by the instructor and may receive a final grade of "F".

CLASS CONFLICTS

In the event of a class conflict, students must FIRST receive written approval from instructor(s) noting that they are aware there is a class conflict and how work/time will be made up. The plan must then be reviewed and approved by either the Vice President of Student Services or the Vice President of Instruction.

ADD CODES

are obtained from an instructor during late registration for closed (full) classes.

They must be used within 48 hours and no later than 11:59 pm on Tuesday, Feb. 9 online or by 7 pm in person.

EXEMPTION FROM SERVICES

In order to be exempt from assessment and orientation you must:

- ◆ have an AA degree or higher or
- ◆ have accumulated fewer than 12 units in transfer courses or
- ◆ be presently enrolled in fewer than six units.

Opt out by completing a waiver form at the Admissions & Records Office. Doing this will prevent you from participating in priority/early registration.

PLACEMENT/ASSESSMENT

testing will help ensure that students are enrolled in courses that match their abilities in language and computational skills. Students must have completed the eighth grade to be eligible for assessment services. Placement scores, together with other indicators of a student's abilities, are used by counselors to determine appropriate course placements.

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

See a COUNSELOR if:

- ◆ you are a first time student planning to transfer
- ◆ you are a first time student planning to obtain an AA/AS degree
- ◆ you are undecided about a major
- ◆ you are a high school contract student
- ◆ you are an academic probation student or in a "disqualified" status
- ◆ you are an international student
- ◆ you are taking 18 or more units (spring/fall) or 6 or more units (summer)
- ◆ you have completed prerequisite courses at another college
- ◆ your class has a prerequisite that was not successfully completed at Gavilan

New Students Registration Checklist

- 1) **APPLICATION** File at least 72 hours before taking the Placement/Assessment test. Go to www.gavilan.edu and click on the link for Gavilan's online application.
- 2) **PLACEMENT/ASSESSMENT TEST** Sign up in person or by calling (408) 846-4992 or (408) 846-4954.
 - a. If you have attended another college you may submit placement test scores from that college to a counselor for evaluation.
 - b. Results are available 48-72 hours after test completion at the Admissions & Records Office and the General Counseling Department.
 - c. If you do not dispute the results of your placement exams, you may register for classes without seeing a counselor.
- 3) **ORIENTATION** online or in person. Sign up in person or by calling (408) 848-4723.
- 4) **REQUEST A TRANSCRIPT** from your high school if you graduated within the past five years and have not yet attended college. Request a transcript from any colleges you have attended.
- 5) **SEE A COUNSELOR**
- 6) **REGISTER FOR CLASSES** go online to www.gavilan.edu and click on Self-Service Banner. Create your Gavilan ID number and select a PIN. Register!
- 7) **PAY FEES** in person or Online (directions on page 7.)



OUR MISSION *In an environment that cultivates creativity, stimulates curiosity and emphasizes student learning, Gavilan College serves its community by providing high quality educational and support services that prepare students for transfer, technical and public service careers, life-long learning and participation in a diverse global society.*

ALTERNATE FORMATS:

The Gavilan College Schedule of Classes is available in alternate media formats. Contact the Disability Resource Center (408-848-4865) or the Office of the Vice President of Student Services (408-848-4738).

FORMAS ALTERNATIVAS:

El Horario de Clases del Colegio Gavilán está disponible en formato de medios alternos.

Por favor de contactar El Centro de Recursos para Discapacitados (DRC) (408-848-4865) o la Oficina del Vicepresidente de Servicios de Estudiante (408-848-4738).

ACCURACY STATEMENT: The Gavilan Joint Community College District and Gavilan College have made every reasonable effort to ensure that the 2010 Spring Class Schedule is accurate. Courses and programs that are offered, along with other information in the schedule, are subject to change without notice by the Gavilan College administration for reasons related to student enrollment, level of financial support, or for any other reason, at the discretion of the district and the college. The district and college further reserve the right to add to, amend, or repeal any of its rules, regulations, policies, and procedures, consistent with applicable laws.

Welcome to Gavilan College.



As we celebrate Gavilan College's 90th year in existence, changes are underway to expand college services to our local communities in the years to come. With last year's purchases of two parcels of land, one in Coyote Valley and one in San Benito County, Gavilan will grow into a three-campus district over the coming decades.

As a state-funded agency, Gavilan College has certainly been impacted by the current economic downturn. Although we had to reduce classes in the fall, and cancel Winter Intersession, we are offering a full schedule of classes for Spring. We aim to maintain a high level of service to our students, providing affordable options for job training and higher education through these difficult times. Although there

have been cuts in state funding, Gavilan College remains in a stable financial position thanks to prudent budgeting, the participation of staff, students, and faculty, and the support of our community and alumni.

We continue to implement Measure E—renovating the main campus with improved technology, infrastructure and remodeled buildings. Thanks to a federal grant for STEM (Science, Technology, Engineering, Mathematics) the entire campus is now equipped with WiFi. Thank you for making Gavilan your College of Choice.

Superintendent/President
Steve Kinsella

Gavilan Joint Community College District

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ADMINISTRATORS

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Associate Dean of EOPS/CalWORKs and CARE

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GAVILAN COLLEGE LOCATIONS

Gilroy Main Campus
5055 Santa Teresa Blvd.
Gilroy, CA 95020
408-848-4800

Morgan Hill Community Site
Gavilan College Building
17060 Monterey Road
Morgan Hill, CA 95037
408-782-2873

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

Hollister Airport
490 Skylane Drive
Hollister, CA 95023
831-637-1151

New Building Names!

CH → MA (Mathematics)
CH → PS (Physical Science)
OE → MP (Multipurpose)
CJ → CE (Community Education)
SM → SF (Security & Facilities)
See map on inside back cover.

Need to print out documents?
It's easy!

GoPrint

Get 100 free prints with
purchase of an ASB
(Associated Student
Body) card!!

Purchase either a GoPrint or ASB card and you're good to go!
No need to fumble around with coins!

Prints are \$.05 each.

GoPrint cards can be purchased and reloaded at the following pay stations: The Business Skills Lab, Computer Place, Library, Student Center vending area and the Morgan Hill and Hollister computer labs.

- ASB cards will be issued as part of the registration process. You may pay and have your picture taken in the Admissions and Records Office or at either site.
- Students who register online: Purchase your ASB card and have your photo taken at the Admissions and Records office on the main campus or at either of the sites.
- Students with financial hardship can request assistance at Financial Aid, EOPS, TRIO, and MESA programs.



Degrees Currently Offered

by Gavilan College

Associate of Arts

Administration of Justice
Art
Business
Carpentry Apprenticeship
Child Development
Communication Studies
Digital Media
Drywall/Lathing Apprenticeship
Fine Arts
Liberal Arts *various emphasis areas*
Media Arts
Music
Physical Education
Social Science
Spanish
Theatre Arts

Associate of Science

Aviation Maintenance Technology
Biological Science
Business: Economics Option
Computer Graphics & Design
Computer Science & Information Systems
Cosmetology
Engineering & Physical Science
Health Science
Mathematics
Nursing (RN)

Spring 2010 Semester CALENDAR

SPRING SEMESTER BEGINS

Wed, Feb 3

Aviation Maintenance Technology classes begin January 14th.

LAST DAY TO ADD A SEMESTER-LONG COURSE or to OBTAIN AN ADD CODE

Tues, Feb 9

from an instructor unless class is open entry or late-start (see list on page 91). Online registration open until 11:59 p.m. No in-person registration on the main campus after 7 pm. Use online services.

LAST DAY TO DROP WITH A REFUND

Wed, Feb 17

See page 6.

PRESIDENT'S DAY HOLIDAY

Fri, Feb 12 - Mon, Feb 15

No day, evening or weekend classes.

"NRS" DEADLINE

Thurs, Mar 4

"No Record Shown". Semester-long courses dropped by this date do not appear on the student's permanent record. The "NRS" deadline for a short-term course is 30% of the class meetings.

DEADLINE FOR GRADING OPTION

Thurs, Mar 4

Last day to select the Pass/No Pass/Letter Grade option for designated, semester-long courses.

FACULTY PLANNING DAY

Fri, Mar 5

No day, evening classes

SPRING GRADUATION PETITIONS DUE

Thur, Apr 1

See a counselor to complete a petition to graduate at the end of the spring semester.

SPRING BREAK

Mon, Apr 5 - Sat, Apr 10

No day or evening classes. Saturday classes resume on Saturday, April 17.

"W" DEADLINE

Wed, Apr 28

Semester-long courses dropped by this date appear on the student's permanent record with a notation of "W" for withdrawn. The "W" deadline for a short-term course is 75% of the course meetings.

TRANSFERING STUDENTS

Mon, May 3

Students transferring to a CSU or UC campus in the spring should file a request for a transcript and GE or IGETC certification from the Admissions and Records Office by this date.

FINAL EXAMS

Mon, May 24 - Sat, May 29

GRADUATION

Fri, May 28 at 6:30 pm

LAST DAY OF SEMESTER

Sat, May 29

FINAL GRADES AVAILABLE ONLINE

Wed, June 9, 2010

Grades available online at www.gavilan.edu (click on the Self-Service Banner icon)

OFFICIAL TRANSCRIPTS AVAILABLE

Mon, June 28, 2010

Official transcripts will include spring grades as of this date. File requests for official transcripts, IGETC and CSU general education certifications by May 14th if you are transferring to a 4-year university in the fall. Unofficial grades available online (www.gavilan.edu)

Summer Preview page 105

HOW TO USE THIS SCHEDULE

Transferable

Includes:

CSU, UC
 CSU-GE area designation
 IGETC area designation
 Gavilan AA/AS General Education designation
 CAN #: For more information, refer to the General Education/ Course Credit Matrix on page 48 of the 2009-11 Gavilan College Catalog.

Course Number

Course Title

Discipline

Prerequisites

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

Course Reference Number

BUSINESS

BUS 1 Fundamentals of Business

Transferable: CSU; UC; GAV AA/AS, D2

Course Description

REQUIRED/ADVISORY: Listed at the end of the course description

CRN	Type	Room	Instructor	Hrs.	Units	Days	Begin-End
10000	LEC	BU120	ROSS Y	3.20	3.0	TR	1250P 0210P
10100	LEC	BU119	STAFF	3.30	3.0	T	0600P 0905P

Off-Campus Sites

ANZ	Anzar High School, San Juan Bautista
AROMAS	Aromas School, 365 Vega St., Aromas
AV	Aviation, Hollister Airport, 490 Skylane Dr., Hollister
BROWN	Brownell Middle School, 7800 Carmel St., Gilroy
BURNET	Burnett Elementary School, 85 Tilton Ave., Morgan Hill
CALAVR	Calaveras Elementary, 85 Tilton Ave., Morgan Hill
CLR	Charles River Labs, Park Center Dr., Hollister
CRC	Centennial Recreation Ctr., 171 W. Edmundson Ave., Morgan Hill
CTC 1-4	GUSD/Gavilan Computer Technology Center on Murray Ave., Gilroy
EGLRIG	Eagle Ridge Golf Course, Santa Teresa Blvd., Gilroy
ELIOT	Eliot Elementary School, 475 Old Gilroy St., Gilroy
ELPORT	El Portal, 277 I.O.O.F. Ave., Gilroy
ERGOLF	Eagle Ridge Golf Club, 2951 Club Dr., Gilroy
GABILN	Gabilan Hills Elementary, 901 Santa Ana Rd., Ste. 100, Hollister
GHS	Gilroy High School, 750 W 10th St., Gilroy
GSC	Gilroy Senior Center, 7371 Hanna Street, Gilroy
HARDIN	R. O. Hardin School, 881 Line St., Hollister
HHH	Hazel Hawkins Hospital, 911 Sunset Drive, Hollister
HOL	Hollister Briggs Bldg, 365 Fourth St. Hollister
HOLLCC	Hollister Community Center, 300 West St., Hollister
HOLREC	Hollister Recreation, 300 West St., Hollister
HOPE-G	HOPE - 8855 Murray Ave., Gilroy
HOPE-H	HOPE - 2300 Technology Parkway, Hollister
HVME1	Hacienda Valley Mobile Estates, 275 Burnett Ave., Morgan Hill
JDA	Jovenes de Antaño, 300 West St., Hollister
JS	Jasmine Square, 16530 Monterey Rd., Morgan Hill
LOADCS	Live Oak Adult Day Services, 651 W. 6th St., Gilroy
LOHS	Live Oak High School, 1505 E. Main Ave., Morgan Hill
MHG	Morgan Hill Community Center, 17060 Monterey Rd., Morgan Hill
MV	Monterra Village, 900 Mantelli Dr., Gilroy
OMC	Ochoa Migrant Camp
PORTHL	Portuguese Hall, 695 Seventh St., Hollister
PLY	Morgan Hill Playhouse, Monterey Highway and Dunne, Morgan Hill
ROH	R.O. Hardin Elementary, 881 Line St., Hollister
SBHS	San Benito High School 1220 Monterey St., Hollister
SBCL	San Benito County Library, 470 5th St., Hollister
SBRAT	Sobrato High School, 401 Burnett Ave., Morgan Hill
SJBCC	San Juan Bautista Community Center, 10 San Jose St., San Juan Bautista.
SOL	Solorsano Middle School, 7121 Grenache Way, Gilroy
STF	St. Francis, 7950 Church St., Gilroy
SUNNY	Sunnyslope Elementary, 1475 Memorial Dr. Hollister
SVALLY	South Valley High School, 385 loof Ave., Gilroy
VG	Village Green, 7610 Isabella Way, Gilroy
VLA	Villa Luna Apartments, 850 Hillcrest Rd., Hollister
VPRI	Valley Pines Retirement Inn, 545 E. Main Ave., Morgan Hill
WEX	Work Experience
WM	Wheeler Manor, 651 W. 6th St., Gilroy
YMCA	Morgan Hill YMCA, 17666 Crest Ave., Morgan Hill

Evening & weekend Courses

Listed in gray shade

Instructional Type

LEC Lecture
 LAB Laboratory
 L/L Lecture/Laboratory

Building/Room

Semester Units

Class Hours per week

Instructor

On-Campus Buildings

APE	Adaptive Physical Education
AR	Art
BOB	Business Offices
BU	Business
CD	Child Development Ctr.
CE	Community Ed/Classrooms
CHP	Chapel
COS	Cosmetology
GY	Gym
HOB	Health Occupations Bldg.
HR	Human Resources
HRC	Human Resources Conference Room
HU	Humanities
LI	Library
LS	Life Science
MA	Mathematics
MAY	Mayock House
MP	Multipurpose Building
MU	Music Hall
PB	Portable Building
PS	Physical Science
SC	Student Center
SF	Security/Facilities
SS	Social Science
TH	Theatre

Schedule Legend

M	Monday
T	Tuesday
W	Wednesday
R	Thursday
F	Friday
S	Saturday
U	Sunday
ARR	Additional weekly hours required
FEX	Field Experience
TBA	to be arranged
TV	Telecourse
Wrk Ex	Work Experience
	Gray shading indicates evening and weekend classes

Need a Book Loan?



With an ASB card you can apply for an ASB book loan (up to \$300) at the Financial Aid Office, room SC124.

Buy an ASB card at the Admissions & Records Office, room SC111.

Paying for College

Pay fees in person on the main campus,
at either site or online at www.gavilan.edu.

Click on Self-Service Banner.

In Person: cash, check, Mastercard, Visa

Online: American Express, MasterCard, Visa or Discover Card

Basic Fees

Per unit fee (California resident)	\$26
Per unit fee (non-resident)	\$220
Health Fee: fall/spring	\$15
summer.	\$5
Campus Center Use Fee (fall & spring only)	
.....\$1 per unit to a maximum of \$5	
Student Representation Fee	\$1
Student Identification Card Fee:	per semester \$6

Parking Permits Required only on the Gilroy campus Monday-Friday

Day Permit (7 a.m. - 10 p.m.)	\$40
Day Permit with TANF/AFDC/SSI or Financial Aid.	\$20
Evening Permit (3 p.m. - 10 p.m.)	\$20
Summer	\$20

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

Refunds Students must drop semester-long courses no later than Feb. 17 in order to receive a refund. 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.

Refunds of less than \$10 will remain on the student's account as a credit unless the Admissions and Records Office receives a Request for Refund form from the student.

Refund checks are mailed. Be sure your address is current (Online at www.gavilan.edu, Self-Service Banner) to ensure prompt delivery.

Student Health Fees Gavilan College is required to maintain health services and accident insurance for all students enrolled in credit classes. These services are covered by the \$15 health fee.

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

Spring 2010 Fee Schedule

TOTALS INCLUDE: \$26 per unit Enrollment Fee, \$194 Non-Resident Fee (if applicable), \$15 Health Fee, \$1 per unit Campus Center Use Fee (to a maximum of \$5), \$6 Student ID/Discount Card and \$1 Student Representation Fee.

<u>Number of Units</u>	<u>California Resident</u>	<u>Non Resident Out-of-State</u>	<u>Number of Units</u>	<u>California Resident</u>	<u>Non Resident Out-of-State</u>
0.5	35.50	132.50	9.5	274.00	2117.00
1.0	49.00	243.00	10.0	287.00	2227.00
1.5	62.50	353.50	10.5	300.00	2337.00
2.0	76.00	464.00	11.0	313.00	2447.00
2.5	89.50	574.50	11.5	326.00	2557.00
3.0	103.00	684.00	12.0	339.00	2667.00
3.5	116.50	795.50	12.5	352.00	2777.00
4.0	130.00	906.00	13.0	365.00	2887.00
4.5	143.50	1016.50	13.5	378.00	2997.00
5.0	157.00	1127.00	14.0	391.00	3107.00
5.5	170.00	1237.00	14.5	404.00	3217.00
6.0	183.00	1347.00	15.0	417.00	3327.00
6.5	196.00	1457.00	15.5	430.00	3437.00
7.0	209.00	1567.00	16.0	443.00	3547.00
7.5	222.00	1677.00	16.5	456.00	3657.00
8.0	235.00	1787.00	17.0	469.00	3767.00
8.5	248.00	1897.00	17.5	482.00	3877.00
9.0	261.00	2007.00	18.0	495.00	3987.00

Courses With Additional Materials Fees

Payable at registration

<u>COURSE</u>	<u>DESCRIPTION</u>	<u>FEE</u>
AH 16	IV THERAPY/BLOOD WITHDRAWAL	\$150.00
AH 32	BASIC CARD/LIFE SUP	\$12.00
AH 52	MEDICAL-SURGICAL NURSING	\$100.00
AH 54	MED-SUR/PEDI.NURSE	\$100.00
AH 56	COMPENSATORY NSG	\$100.00
GUID 1	SELF ASSESSMENT	\$12.00
PSYC 5	SELF ASSESSMENT	\$12.00

Fees payable to instructor or additional materials required

<u>COURSE</u>	<u>DESCRIPTION</u>	<u>FEE</u>
COS 200	BEGINNING COSMETOLOGY cosmetology kit	\$800 (approx.)
PE 17	GOLF facility use fee - details at first meeting	\$TBA
PE 20	BOWLING	\$1.50 per session
PE 39	FENCING	\$6.00 (payable to instructor)

Check out class offerings at our

Morgan Hill and Hollister sites.

Hollister: See pages 94-95

Morgan Hill: See pages 96-97

Don't let this happen to you!

**FAILURE TO PAY BY THE DEADLINES BELOW WILL
RESULT IN YOUR BEING AUTOMATICALLY DROPPED
FROM ALL OF YOUR CLASSES!**

Starting Spring Semester 2010, all students, upon registration, will be required to pay in full within a short period of time in order to stay registered for classes.

Non payment of fees by the deadlines listed below will result in students being dropped from their classes (deregistered).

Students who receive financial aid will be expected to pay any fees that are not covered by grants and other aid. If you are unsure if you qualify for aid or the amount you will be expected to pay in fees upon registration, visit the Financial Aid Office on the main campus or view your financial aid status on Self Service Banner.

Students will not receive notification that they have been dropped from classes.

To check your registration status, go to www.gavilan.edu and log in to Self Service Banner. Go to:

- **Student Menu** and click on
- **Registration**
- Select **Active Registration** (if you do not see your classes listed, return to the Student Menu and select **Student Account** to view your account balance.)

PAYMENT DEADLINES	
Students who register between the following dates must pay their bill in full before the drop date/time in order to remain in classes.	Last Day to Pay
Nov 30 – Dec 4 (Priority Registration*)	December 16, 2010 at 4:00 pm
Dec 7 – Dec 16	December 16, 2010 at 4:00 pm
Dec 17 – Jan 6	January 6, 2010 at 4:00 pm
Jan 7 – Jan 20	January 20, 2010 at 4:00 pm

We are anticipating that more students than ever will apply to Gavilan College and we expect classes to fill quickly. For best selection, register early, but be prepared to pay by the payment deadline.

*Priority registration is for continuing students.

Payment of fees can be made in the following ways:

Self-Service Banner You can pay with American Express, Discover, Mastercard or Visa (including debit cards.)

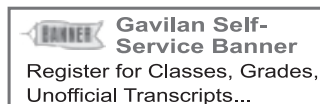
In Person at the main campus or at the Hollister or Morgan Hill sites.

By Mail Include your Gavilan ID number on the check and mail to:

Gavilan College
Admission and Records Office
Attn: Diane Sousa, Student Accounts
5055 Santa Teresa Blvd.
Gilroy, CA 95020

How to Make a Payment in Self-Service Banner

1. Go to the Gavilan website <http://www.gavilan.edu> and click on the **Self-Service Banner** link.



2. **Log in** to Self-Service Banner. Enter your Gavilan ID and your Personal Identification Number (PIN).

When finished, select **Login**.

Welcome to Gavilan Self-Service Banner (GavSSB)

Please enter your **Gavilan ID** and your **Personal Identification Number (PIN)**. When finished, to protect your privacy, please Exit and close your browser when you are finished.

User ID: (i.e. G00xxxxxx)

PIN:

3. Click on **Student Tab** or button.

Then select **Student Account** - the 4th option on the page.

Then, on the next screen, click on **Account Detail for Term**.

Student Account

Account Detail for Term
Make a Payment for any charges and payments to Review detail transaction on your account, including

Account Summary
Review summarized charges and payments to your Account Summary by Term
Review summarized charges and payments to your

View Holds
View any holds.
Statement and Payment History
View and print stored statements payment history

4. On the **Select Term** window, select a term.


e.g. if you want to see if you owe money for the fall, select Fall 2009 and click the **Submit** button.

Select Term

Select a Term: | Fall 2009

5. **Account Detail for Term** (view your balance due). Click on the **Pay Now** button to make a payment online.

- **Net Term Balance** means what you owe for that specific term.
- **Net Balance for Other Terms** means what you owe for any other terms.
- **Account Balance** is the total amount that you owe.
- Click on the **Pay Now** button to make a payment online.

 Review detail transactions on your account, including current and f

201030 Spring 2010 Term Detail

Detail Code	Description	Charge	Payment	Balance	Pay Now
	Net Term Balance			\$0.00	
	Net Balance for Other Terms:			\$0.00	
	Account Balance:			\$0.00	

6. You can pay with American Express, Discover, Mastercard or Visa (including debit cards) to make an online payment.

Credit Card Payment

 Please enter the requested credit card information. Select

Credit Card Information

Credit Card:

Card Number:

Expiration Date: | 03 | 2012 |

Payment Amount: |

Credit Card Billing Address

Street Address: 25 West Street

City: | Gilroy |

State or Province: | California |

Zip or Postal Code: | 95020 |

Nation: | United States of America |

Creating Your Self-Service Banner Student Account

Please set up your Banner Self-Service account before meeting with a counselor for registration assistance.

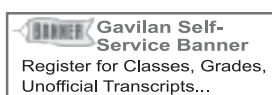
- Register/Add/Drop Classes
- Check Class Availability and Fees
- Choose Pass/No Pass Options and Prerequisites
- Search for classes by time, day, part of term, method of instruction
- View and print your semester schedule
- View your financial account and pay your bill with a credit card.
- View and print grades and unofficial transcripts
- Update personal information

New students must file an application 72 hours prior to registering.

If you have already received your nine digit "G-Number" (ID) and temporary PIN, start at step #3 (below).

1. Get Your "G" Number:

Go to the Gavilan homepage (www.gavilan.edu). Click on the **Self Service Banner icon**.



2. Click the link that says **Get Your Gavilan ID and PIN**.

- Enter **your name** exactly as it appears on your school records.
- Enter your **social security number**.
- Enter your **date of birth**. (mm/dd/yyyy)
- Click on **Get Gavilan ID and PIN**.
- Write down your ID** ("G-number"). **Write down your PIN**. This is a temporary PIN. In the next step you will create your permanent PIN. If you are unable to access your Gavilan ID# and PIN call the help line at 408-848-4736, Mon-Thur, 9 am - 5 pm.
- Click on **Close Browser Window**. You will then return to the main menu.

Get Gavilan ID and Pin

First Name:	<input type="text"/>
Last Name:	<input type="text"/>
SSN:	<input type="text"/>
Date of Birth:	<input type="text"/> - Month (mm) <input type="text"/> - Day (dd) <input type="text"/> - Year (yyyy)

Get Gavilan ID and Pin

3. From the main menu, click on **Login to Gavilan Self-Service Banner** and enter your **ID number** and **temporary PIN**.

You will then receive a message that your PIN has expired. Enter the old/temporary PIN number first, then choose a new six digit number that you will remember and enter it on the next two lines.

Login Verification Change PIN

☒ Either you are a first-time user using a temporary P
You will have to change your PIN before you are able to

Re-enter Old PIN: (First-time users: enter your temporar
New PIN: (Pin must be 6 digits long)
Re-enter new PIN:

Login

4. On the next screen, **enter a security question**. It should be something that has an answer that does not change and you will always know (for example, "What is my mother's maiden name?" or "What town was my sister born in?") On the next line, enter the answer. Once you submit this question and answer, you will be welcomed to your personalized Banner account!

Login Verification Security Question and Answer

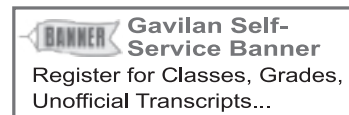
If you forget your PIN, you can reset it yourself without calling for assi
Enter your personal Security Question, along with the Answer. This will
information. To help you to remember your answer, limit it to 30 chara
You can change your security question and answer, as often as you wc

Enter Question:
Answer:

Submit

How to Register for Classes

Go to the Gavilan homepage (www.gavilan.edu). Click on the Self Service Banner icon.



- Go to the Gavilan homepage (www.gavilan.edu). Click on the **Self Service Banner icon**.
- Click on **Login to Gavilan Self-Service Banner**. Enter your "**G**" number and **PIN**. Click **Login**.

Welcome to Gavilan Self-Service Banner (GavSSB)

Please enter your Gavilan ID and your Personal Identification Number (PIN). Wh
To protect your privacy, please Exit and close your browser when you are finishe

User ID: G00 (i.e. G00xxxxxx)
PIN:

Login Forgot PIN?

- On the **Main Menu** page, select **Student**.
- On the **Student Menu** page, select **Registration**.

5. On the **Registration** page, Click on **Add or Drop Classes**.

Registration

ESL students: All new ESL students need to go to Admls before registering.

Search for Classes
View the current schedule of classes.

Select Term
Add or Drop Classes for the selected term.

Add or Drop Classes
View the current schedule of classes.

6. On the **Registration Term** page, select the **term** from the drop down list for which you will enroll (e.g. Spring 2010).

Select Term

Select a Term: Spring 2010

Submit

7. On the **Registration** page, select **Add or Drop Classes**.

8. On the **Add or Drop Classes** page, enter the **CRNs** of the courses you wish to register for and select **Submit Changes**.

Add or Drop Classes

To add a class, enter the Course Reference number in the Add Classes section. To dr
Action pull-down list.

Add Classes Worksheet

CRNs

Submit Changes Class Search Reset

9. If **Status==Web Registered**** then you have successfully registered for the class(es).

Add or Drop Classes

To add a class, enter the Course Reference Number in the Add Classes secti
Action pull-down list.

Current Schedule

Status	Action	CRN	Subj	C
--------	--------	-----	------	---

Web Registered on
Nov 30, 2009

10. To pay for the class(es) you have registered for, go to the bottom of the page and select **Registration Fee Assessment** and you will see your account balance information and payment instructions.

Student Identification/Discount Card

The purchase of the Student ID/Discount Card benefits both the individual student and the college at large. The fees are budgeted by the Associated Student Body to develop and support campus activities, educational programs, speakers, and cultural events. Cardholders also receive numerous on and off campus benefits including:

- Free admissions to college athletic events
- Community-wide discounts such as reduced movie admissions, restaurant discounts, gym, museums, computers and software discounts.
- Free bluebooks and scantrons in the college bookstore
- Eligibility for an ASB book loan (up to \$300)

ASB cards will be issued as part of the registration process. You may pay and have your picture taken in the Admissions and Records Office or at either site. Students who do not wish to purchase the ID/Discount Card must decline the card in writing.

Forms for requesting a waiver of this fee are available from the ASB Office, and the ASB Advisor's office (located in SC161). These forms must be turned in at the time of registration. Requests for refunds must be processed through the ASB Advisor.

California Nonresident Tuition Fee Exemption (AB540)

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



Applying for Financial Aid

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

FINANCIAL AID OFFICE

Room SC 124 408-848-4727 www.gavilan.edu/finaid/
Open: Mon-Thurs: 8 am - 5 pm, Fri.: closed to the public.
Evening hours: Hours are extended during peak registration periods.

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

FAFSA Requirements:

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 default) or not owe a refund of student financial aid.
- demonstrate eligibility 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.

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.

What Financial Aid Applications do I complete?

BOG Fee Waiver Application: Students may qualify to have tuition fee of \$26 per unit waived if they are CA residents and meet certain criteria in any of the three BOG Fee Waiver methods. For BOG Fee Waiver applications and information on BOG Fee Waiver methods, please visit the Financial Aid webpage at <http://www.gavilan.edu/finaid/apply/waiver.html>. You may mail, fax or personally deliver your BOG Fee Waiver Application to the Financial Aid Office.

FAFSA (Free Application for Federal Student Aid): Determines your eligibility for federal and state grants as well as the fee waiver if you do not meet BOG Methods A or B guidelines and are a CA resident. The FAFSA can be completed through paper application or online at www.fafsa.ed.gov. Be sure to add the Gavilan school code of 001202 so that the Financial Aid Office can receive your processed FAFSA. Complete the:

- 2009-10 FAFSA: if you will attend the summer '10 term
- 2010-11 FAFSA: if you will attend the fall '10, spring '11 or summer '11 terms

Cal Grants Community college students who are California residents and have completed between 16-23 units at a CA community college are considered for a Cal Grant B through a competitive process. Interested students are required to have filed a 2010-11 FAFSA by September 2, 2010. For further information on the Cal Grant B Competitive process, visit us online at <http://www.gavilan.edu/finaid/grants.html>.

Scholarship Applications: The Financial Aid Office maintains a scholarship website where upcoming scholarship opportunities are posted, including scholarship applications. For current scholarship opportunities, visit us online at <http://www.gavilan.edu/finaid/scholarships/index.html>.

Financial Aid Programs

BOG FEE WAIVER: Board of Governor's Fee Waiver Program waives mandatory enrollment fees for eligible California residents. For complete details on three different methods to qualify for the BOG Fee Waiver, visit us at <http://www.gavilan.edu/finaid/apply/waiver.html>.

FEDERAL AND STATE GRANTS AVAILABLE AT GAVILAN COLLEGE:

- | | | |
|----------------------------|---------------------------|--------------|
| • Federal Pell Grant | • Cal Grant (B and C) | • EOPS Grant |
| • Federal SEO Grant | • Chafee Grant | • TRIO Grant |
| • Federal Work Study Grant | • Child Development Grant | • CARE Grant |

FEDERAL WORK-STUDY GRANT: Provides Gavilan College students with part-time employment while gaining valuable work experience. To be considered for federal work study, students are required to file the 2010-2011 FAFSA, indicate interested in Work Study on question 31 of FAFSA, meet program requirements, and have financial need. Funding for Federal Work Study program is limited, students are encouraged to file the 2010-11 FAFSA before 05/15/2010 to be considered for FWS. First FWS awards will be offered to eligible students on 06/30/2010.

SCHOLARSHIPS: Scholarships are awarded on the basis of academic achievement and/or financial need. Eligibility varies and is set by the scholarship donor. Private scholarship applications with various deadlines throughout the school year are available in the Financial Aid Office. See the Financial Aid website at www.gavilan.edu/finaid. We recommend you inquire about scholarships several times per semester as new scholarships are announced throughout the academic year as they become available.

VETERAN EDUCATION BENEFITS: Gavilan College offers special assistance to student veterans and children of disabled veterans. Students having questions pertaining to eligibility, benefits, application procedures and other veteran matters should contact the the VA Certifying Official at 408-848-4734. Forms are available on the Financial Aid website at: <http://www.gavilan.edu/finaid/va/forms.html>.

STUDENT LOANS: Gavilan College participates in the Federal Family Educational Loan Program. If you are interested in applying for a student loans, complete the FAFSA & attend an Entrance Loan Counseling Session. Applications for student loans are distributed at Loan Counseling Sessions.

LOOK US UP ONLINE AT WWW.GAVILAN.EDU/FINAID/

Complete the FAFSA at www.fafsa.ed.gov

Online financial planning guide & budget counseling at www.edwise.org

Check your Stafford loan status at www.elmresources.com

Online loan counseling at www.edfund.org

Selective service verification of enrollment at www.sss.gov

Apply for PIN at: www.pin.ed.gov

Ability to Benefit

NEED FINANCIAL AID BUT HAVE NO HIGH SCHOOL DIPLOMA?

Federal regulations require students who do not have a high school diploma, General Educational Development (GED) certificate, or California High School Proficiency Exam (CHSPE) and who are applying for financial aid, to take an Ability to Benefit assessment. If you have a high school diploma (or equivalent) from another country you are exempt.

THERE ARE THREE METHODS TO DEMONSTRATE ABILITY TO BENEFIT.

1. ASSET TESTING SCHEDULE FOR NATIVE ENGLISH SPEAKERS

The Ability to Benefit schedule can now be found on the Assessment web page. Go to www.gavilan.edu/admit/assess.html. Students are required to sign up for a testing session through the Financial Aid Office: 408-848-4727 (MP100). Times and locations subject to change and additional times may be added to the schedule. Confirm time and location with the Assessment Office in MP100. Call 408-846-4992 prior to your scheduled appointment.

2. CELSA (COMBINED ENGLISH LANGUAGE SKILLS ASSESSMENT)

Students with limited English language skills who are enrolled in English as a Second Language (ESL) classes and do not have a high school diploma or GED and are applying for Financial Aid must take the CELSA assessment. CELSA testing is offered one day per month. Call the Financial Aid Office (SC124) at 408-848-4727 for a referral. Then call the Assessment Office (MP100) at 408-846-4992 to schedule your appointment.

3. SUCCESSFUL COMPLETION OF 6 DEGREE APPLICABLE UNITS AT GAVILAN COLLEGE:

If you have successfully completed at least 6 units of degree applicable units, you have demonstrated the ability to benefit. Please make an appointment with a Gavilan College academic counselor for certification of unit completion.

Matriculation

ADMISSIONS • ASSESSMENT • ORIENTATION • COUNSELING • FOLLOW-UP

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

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

- ☐ have an AA degree or higher *or*
- ☐ have accumulated fewer than 12 units in transfer courses *or*
- ☐ be presently enrolled in fewer than six units *or*
- ☐ not plan to earn a certificate or degree.

Inform your counselor or the Admissions & Records Office if you choose to opt-out. Doing this will prevent you from participating in priority/early registration. You still have the right to use the other matriculation services. We encourage you to do so.

Assessment

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

The assessment instruments used by Gavilan College for general assessment, the College Tests for English Placement (CTEP) and the Mathematics Diagnostic Testing Project (MDTP), are administered in English and are not intended for applicants to the English as a Second Language (ESL) program.

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

Assessment requires:

- Valid picture ID *
 - Social security number required for scoring of exam
 - The Assessment Center will provide pencils and pens for students during testing.
 - No pagers or cell phones allowed in the testing room
 - No watches allowed in the testing room.
- * A valid picture ID includes a California Driver's License, California ID, Passport, Student Body Card, Military ID or Alien Registration Card. **Contact the Assessment Office (MP100) or call 408-846-4992 if you do not have a valid ID.**

Re-Assessment Sessions:

Students who have previously taken the assessment test may re-test after 30 days. You may re-assess once per semester. Stop by the Assessment Office (MP100) or call 408-846-4992 to confirm dates, times and locations.

Re-Assessment requires a copy of the student's previous test scores (test scores can be obtained from the Counseling Secretary - SC113).

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

Orientation

Orientation is a required component of matriculation. It provides new students with an overview of instructional programs, support services, facilities and general graduation requirements. Completion will help students avoid making course choices that might complicate and lengthen the time required to reach their educational goals. This is also a time for us to welcome you to Gavilan College and for you to have an opportunity to meet other new students and staff.

Students should participate in an orientation session prior to meeting with a counselor. Please phone 408-848-4723 for further details.

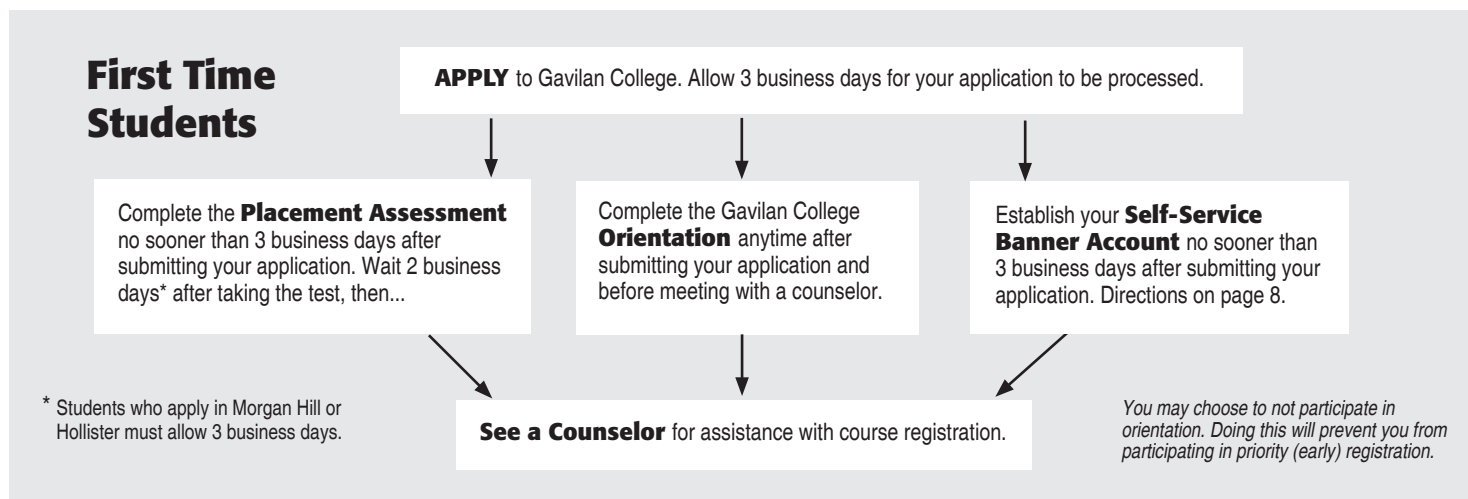
Orientation is completed online or in person.

Online: Click on the Orientation link on the Gavilan homepage - www.gavilan.edu/orientation to complete the orientation or contact the Counseling Office at 408-848-4723.

In Person: In person orientations will be offered every Monday and Friday, from Jan 11 to 29. Sign up online at www.gavilan.edu/orientation.

Date	Time	Location
Mon, Jan 11	10 am - 12 pm 3 - 5 pm	LI 171
Fri, Jan 15	12-2 pm	LI171
Fri, Jan 22	9 - 11 am 12 - 2 pm	LI171
Mon, Jan 25	7-9 pm	LI171
Fri, Jan 29	10 am - 12 pm 3-5 pm	LI171

Register Online at www.gavilan.edu/orientation.



Counseling *Students should participate in an orientation session prior to meeting with a counselor.*

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

See a counselor when you are:

- a first time student planning to transfer
- a first time student planning to obtain a AA/AS degree
- an undecided major
- a high school contract student
- an academic probation student
- taking over 17.99 units (spring/fall) or over 5.99 units (summer)
- have completed prerequisite courses at another college(s)
- an international student with an "F" Visa

Photo ID and
Gavilan Student
ID number are
required to
obtain counseling
services.

To schedule an appointment with a general counselor call the Counseling Secretary at 408-848-4723 or come by the office in SC (Student Center) 113.

Specialized Counselors by Program

Athletics:	848-4880	GY118
Basic Skills:	848-4776	LI 157
DRC:	408-848-4767	LI 117
EOPS/CalWORKs:	408-848-4740	LI101A
MESA:	848-4800, ext. 5606	MA117
STEM:	848-4820	LI158
TRIO:	848-4707	LI109

Counseling: January

Counselors available for registration assistance only. Main Campus only (walk-in):

January 12 -28 Tu-Th 8:00 am - 3:30 pm

Counseling: Beginning February

Gavilan Main Campus (walk-in and appointments):

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

Appointments: Mon-Thur 8:00 am - 7:30 pm, Fri 8:00 am - 3:30 pm

Morgan Hill site: Counseling available January 20 from 12-8 pm.
Appointments only - Call 408-782-2873.

Hollister Briggs Building site: Counseling available January 20 from 12-8 pm. Appointments only -Call 831-636-3783.

For more information call the Counseling Secretary: 408-848-4723 or visit the Counseling Office - SC 113 (in the Student Center)

High School Students

Concurrent Enrollment Procedures

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

A **Special Student Status Contract Form** is required prior to registering for classes. A new form must be completed each semester. The form is available in local high school counseling offices, from the Gavilan College Admissions & Records Office and is included in this schedule. The form is also available online at http://www.gavilan.edu/admit/sp2006_high_school.pdf

Students enrolled in a public or private high school will be limited to a maximum of 6 transfer-level units for fall or spring semesters and 5 during the summer term (certain exceptions may be available for students enrolled in the TJ Owens Early College Academy). Students in good standing, with a minimum 2.0 GPA, must submit a current transcript, complete the placement assessment, and have the written approval of a parent or legal guardian, a high school counselor or principal and a Gavilan College counselor.

The campus center use fee, health fee, and student representation fee are waived for concurrently enrolled high school students.

Your Gavilan College Counseling Appointment

High school students must review their completed contract with a Gavilan College counselor. Counseling Services are available at the Gavilan main campus. See counseling hours (page 11) for dates and times.

Use the Registration Checklist on page 14) to prepare for your meeting. For more information, call the Counseling secretary: 408-848-4723. A photo ID is required to obtain counseling services.

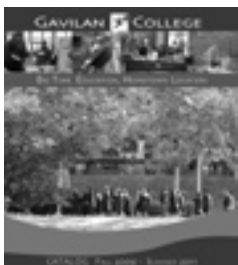
High Step students: Please refer to instructions for High Step students on page 13.

High School students may enroll in the following:

(All prerequisites apply)

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

PLEASE NOTE: Additional rules may apply for students enrolled in the Dr. TJ Owens Gilroy Early College Academy (GECA)



The College Catalog contains a complete description of all Gavilan College courses, student policies, and services. It can be purchased for \$4.00 at the bookstore or viewed online at www.gavilan.edu/catalog

Course-to-Course Articulation Agreements* for High School Students

Gavilan College and District High Schools

HIGH SCHOOL COURSE	GAVILAN COLLEGE GRADE CRITERIA	
ANN SOBRATO HIGH SCHOOL		
Advanced Multi-Media	ART 113, CSIS 113, DM 113	B
Visual Communications	ART 107, CSIS 107, DM 107	B
ANZAR HIGH SCHOOL (Aromas-San Juan Bautista)		
Algebra	Math 205	A or B
Advanced Algebra	Math 233	A or B
CENTRAL HIGH SCHOOL (Continuation High School - Morgan Hill)		
Computer Business Applications	CSIS 1 & CSIS 126	C
GILROY HIGH SCHOOL		
Business and Marketing	BUS 1	C
Computer Business Applications	CSIS 1	B
Law Enforcement/ROP	AJ 10 (Intro to Admin/Justice)	A or B
Integrated Algebra 1 & 2	Math 205	A or B
Integrated Algebra 2 & 3	Math 233	A or B
Visual Communications	DM 77, ART 77, CSIS 77	B
LIVE OAK HIGH SCHOOL (Morgan Hill)		
Advanced Multi-Media	ART 113, CSIS 113, DM 113	B
Algebra I	Math 205	A or B
Algebra II	Math 233	A or B
Careers with Children	Child Development 1, 21	A or B
Graphic Technology	ART 77, CSIS 77, DM 77	B
Visual Communications	ART 107, CSIS 107, DM 107	B
MT. MADONNA HIGH SCHOOL (Continuation High School – Gilroy)		
Algebra I	Math 205	A or B
SAN ANDREAS HIGH SCHOOL (Continuation High School – Hollister)		
Computer Literacy	CSIS 1	C or better
SAN BENITO HIGH SCHOOL (Hollister)		
Advanced Multi-Media	ART 113, CSIS 113, DM 113	B
Algebra 1A or Algebra II	Math 205	A or B
Algebra 2A	Math 233	A or B
Business and Marketing	BUS 1	C
Careers with Children/ROP	Child Development 1, 21	B
Computer Accounting	Acct 103 (General Office)	C or better
Computer Business Applications	CSIS 1	C

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

All records of high school students attending Gavilan are protected by the Federal Educational Rights and Privacy Act (FERPA) and may not be released to anyone, including parents or guardians, without the written permission of the student.

New! Liberal Arts Associate's Degree Areas of Emphasis

Check out the updated Catalog online - www.gavilan.edu/catalog - click on Liberal Arts.



HIGH STEP PROgRAM

High School Transfer Enrichment

Gavilan College, in conjunction with Gilroy High School will offer courses accepted at any university (such as Political Science/Government and US History 1 and 2) each spring and fall semester at the high school campuses. All students are required to take the placement assessment prior to enrolling. All concurrent enrollment documents are required.

Please contact the Gavilan Assessment Office at 408-848-4992 or your high school counselor for more information and for a schedule of the placement assessment offered at the high school campuses.

High School Juniors and Seniors!

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

The Benefits:

- It's FREE! The enrollment fee, campus center use fee, health fee and student representation fee are waived for High Step students.
- Experience college level work.
- Reduce four-year university expense.
- Advance academically.
- Become competitive in the four-year college and university admission process.

How to Register:

1. Take the Gavilan College assessment placement on your campus, at the Gavilan College Gilroy main campus or at the Morgan Hill or Hollister sites. You will complete a Gavilan application for admission during your assessment. Check out the assessment schedule on the web at www.gavilan.edu/admit/assess.html.
2. See your high school counselor or academic coordinator to determine eligibility (must have a cumulative 2.0 GPA and score at college level in reading, writing and math) and complete a Recommendation for Special Student Status form (High School Contract). All concurrent enrollment documents are required.
3. Ask your parent to sign the contract.
4. Turn all paperwork in to your high school counselor or academic coordinator.

Students must purchase their own textbooks. Check out the Gavilan College bookstore website at www.gavilan.bkstr.com. If you are unable to afford your textbook please see your high school principal.

Spring 2010 High Step classes offered at Gilroy

High School: See class listings for course description.

CD 2 Early Child Development

CRN 40338 GHS-B1 O'Leary M Tu 0330-0630 Dates: 2/9 - 5/25

CD 3 Child Growth and Development During the School Years

CRN 40269 GHS-B6 O'Leary M Th 0330-0630 Dates: 2/4 - 5/27

PSYC 2 Early Child Development

CRN 40341 GHS-B1 O'Leary M Tu 0330-0630 Dates: 2/9 - 5/25

PSYC 3 Child Growth and Development During the School Years

CRN 40270 GHS-B6 O'Leary M Th 0330-0630 Dates: 2/4 - 5/27

Courses offered at high school locations are open to any college-age student.

Room assignments subject to change. Please call 408-846-4967 or check online to confirm the room.



Applications for the fall 2010 Transfer Institute will be accepted beginning in May..

RAPID TRANSFER

for 1st time college freshmen *Apply early!*

What is it?

The Transfer Institute (TI) is a Gavilan College program to guide you through the transfer process in the most efficient and effective means possible. As a part of the Transfer Institute you will save time and money by completing your freshman and sophomore years at Gavilan. You will also meet and get to know other students who share your goals and ambition.

Who is eligible?

- Recent high school graduates who are academically prepared for college level work.
- Students with placement in *college level English & Math 233*.
- Students must be 1st time college freshmen.

How do I apply?

1. Complete a Transfer Institute application.
2. Take a Gavilan College placement test.
3. Complete a Gavilan College admissions application and
4. Submit a High School transcript.

Benefits - Transfer Institute students receive:

- Early Registration.
- A dedicated counselor to guide and monitor you through the transfer process.
- Pre-transfer events and activities with four-year universities.
- Access to activities designed to ensure your success at Gavilan College.
- Assistance with the identification of and preparation for a college major.
- A two to three-year agreement guaranteeing your transfer goals.

A Transfer Institute application is downloadable online. Go to www.gavilan.edu/transfer/documents/TIApplication.pdf or visit the Counseling Department in SC113. Call 408-848-4723 for more information.

Attend High School at Gavilan College!



"Be Someone. Go Somewhere. Seek Excellence."

Dr. T.J. Owens Gilroy Early College Academy, located on the campus of Gavilan Community College, was established in 2006-07 as a partnership between the Gilroy Unified School District and Gavilan Community College and a grant from the Bill Gates Foundation. The program is structured to provide successful, challenging, and meaningful experiences for students identified as high ability who are not yet reaching their potential. Additionally, these students are typically the first in their family to attend and graduate from college. Students are offered not only the opportunity to earn a high school diploma by meeting the Gilroy Unified School District's A-G high school coursework, but they also take college courses for which they receive college units through dual enrollment. Students will experience a highly rigorous, college preparatory (Honors and AP) high school education, as well as take fully transferable college classes (up to 11 units a semester), for which they will receive both college and high school credit. Graduation may lead to attending a four-year university with two full years of college (60 units) completed. Students may earn an AA, AS degree or obtain the necessary transferable units from Gavilan to attend a four-year college or university.

Acceptance to the Academy is based on a multiple-measures approach that involves an application packet, essay, personal interview, and Gavilan College assessment testing in both English and Mathematics. Applicants are not required to be currently enrolled in a Gilroy Unified school or live in the Gilroy Unified District. Students should have an overall GPA of 2.5 or higher, STAR scores in the "Proficient" range or above and the ability to read at or above the 9th grade level.

Applications are available online at www.gavilan.edu/geca, at any of the GUSD Middle Schools, or at the GECA office (PB-17) at Gavilan College. For more information you may call 408.846.4909 or visit our web site at www.gavilan.edu/geca.



Seniors! Plan ahead!

- Take the assessment and register for PUEENTE before June!
- Placed in English 250 and want to transfer? Puente may be for you.
- Learn about Mexican American/Latino Literature.
- College visits in fall/spring.
- Attend a Transfer Conference.
- Receive extra support from a community mentor.
- On-going academic, career and personal counseling until you transfer!

Meet with Puente Counselor/Coordinator Celia Marquez.
Call 408-848-4723 to schedule an appointment.

High School Students Concurrent Enrollment

Registration Checklist

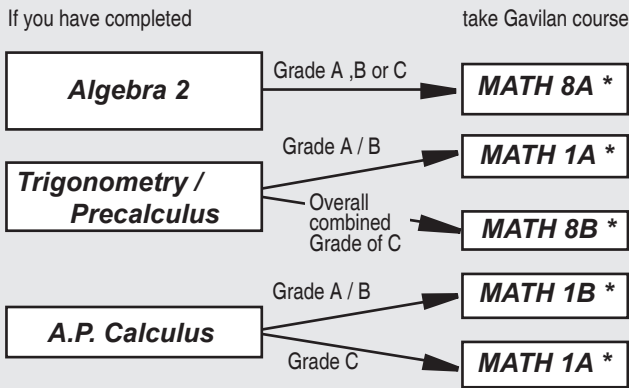
- #1 Apply.** Complete an application at least three working days before registering. Go to www.gavilan.edu and click on the link for Gavilan's online application.
- #2 Schedule and take an assessment placement test.** Sign up in person or call 408-846-4954 or 408-846-4992.
- #3 See your high school counselor.** Take your assessment test results and discuss possible courses. The course your counselor writes on the Special Student Status Contract Form is the course for which you will be enrolled, space permitting. Be sure the counselor signs your contract form. Directions to obtain the contract are listed in the concurrent enrollment section on page 12.
- #4 Get a copy of your current high school transcript** from the Registrar at your high school and attach it to your contract form. The transcript must show that you are in good standing and that you have a grade point average of at least 2.00.
- #5 Ask your parent or guardian to sign the contract.**
- #6 Bring your transcript and signed contract** to a Gavilan College counselor during the enrollment period for high school students.
- #7 Register for Gavilan classes.**
 - Enroll for a maximum of 6 semester units of transfer level courses during the fall and spring semesters or for 5 units of pre-collegiate or transfer courses during the summer term (certain exceptions may be available for students enrolled in the TJ Owens Early College Academy)
 - Pay your fees.
 - Purchase a parking permit if you need one
 - Buy your books at the bookstore
- #8 Enjoy your class!** You're earning college credit.

For more information, see the concurrent enrollment section (page 12).

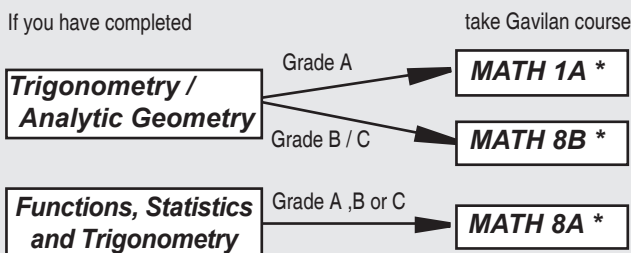
If you are enrolling in a High Step class, some steps may be facilitated by Gavilan College staff on your behalf.

Recommended Math Course Placements For Area High School Students

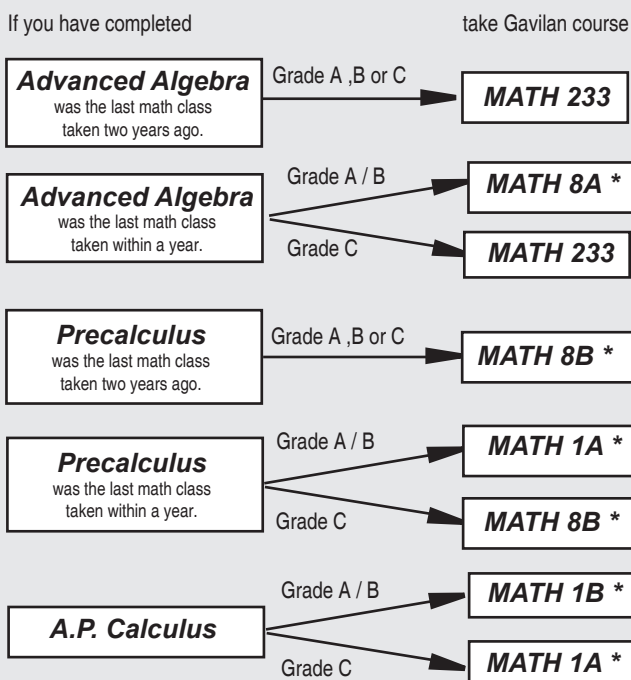
Gilroy High School



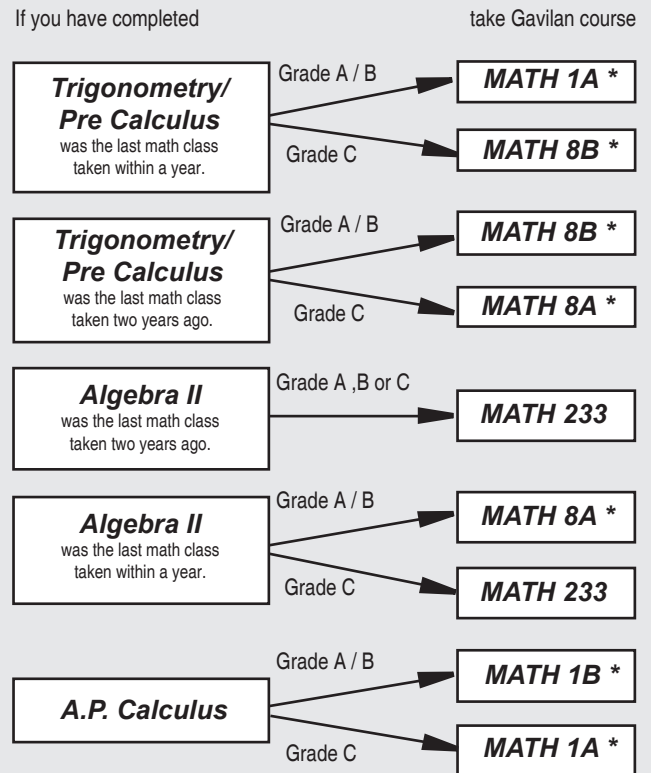
San Benito High School



Anzar High School



Live Oak High School



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

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

After School is Out...

Take a Class at GAVILAN!



Receive college credit.

Gavilan offers a selection of afternoon & evening classes at our three locations and selected high school campuses.

STEM *stands for*

Gavilan College, in partnership with San Jose State University (SJSU), has been awarded a STEM grant of \$3,765,638. STEM grants target the areas of science, technology, engineering, and mathematics. The grant will make it possible to: improve data collection and analysis, upgrade equipment for the study of chemistry, biology and physics, augment science instruction with new software, increase math tutoring, add a portable lab with laptop computers, develop curriculum, and provide faculty training. In implementing the grant, Gavilan College will work with San Benito and Gilroy High Schools, and San Jose State University to strengthen transfer pathways. The grant was awarded by the United States Department of Education under the College Cost Reduction Act. Its purpose is to help a greater number of Gavilan College students to major in science, technology, engineering, and mathematics and to transfer and succeed in four-year programs in science disciplines.

Science Technology Engineering Mathematics

Do you plan to major in Math or Science?

We invite you begin your journey as a STEM major at Gavilan College. We offer STEM students:

- ↳ a STEM counselor who will help with academic advising, career information, student educational plans, transfer pathways, academic assessment and orientation.
- ↳ access to state-of-the art equipment in class.
- ↳ tutoring services, paid internships, summer academics, field trips and scholarship information.

For more information contact Gavilan's STEM counselor, **Gabriel Bravo**, at 408-848-4820, drop by L158 or schedule an appointment by calling 408-848-4723.



Gabriel Bravo STEM Counselor

Welcome to Gavilan Community College! My primary goal as STEM Counselor is to assist students whose interest fall in the categories of Science, Technology, Engineering, or Mathematics. It is my belief that through academic advising, internships, and career planning, students will obtain the early exposure necessary for helping them succeed in

making wise academic and career choices. If you have any questions or concerns I am located in L158 and can be reached at (408) 848-4820. I look forward to meeting you and hope to help you in developing and achieving your academic and career goals.



Regina Lopez STEM Student

I have been a student here at Gavilan College for a year and a half. I am studying to get my A.S. in Biological Sciences here at Gavilan. I'm planning to transfer to Fresno State for my Bachelors in Animal Sciences. Following that I want to work on my Doctorate in Veterinarian Medicine at UC Davis.

This past summer I participated in the STEM Program, an internship program designed for the study in sciences, technology, engineering, and mathematics. I was an intern for Tri- County Veterinary Hospital, the local large animal Vet. After participating in this internship program I knew what my career choice would be. Being able to help save an animal's life and to be a part of something greater than myself was empowering and something I want in my life.