

Community Education

Community Education is designed to meet the lifelong learning needs of the community. Short-term, not-for-credit classes for adults provide fun and enrichment in a number of areas.

We offer business, management, career training, art and hobby classes, programs to improve health and fitness, computer applications to enhance school and work skills, and so much more. We specialize in offering career training programs such as Pharmacy Technician and Veterinary Assistant. Go to our website to see the latest programs, and to find out what is coming up.

Visit www.gavilanCE.com for our current classes or to register.

Community Education classes are not supported by taxpayers. Fees are charged to cover program expenses.

Contract Education

If you or your employees need workforce training, we can help. We can train your employees at your site or ours, at a time that is convenient for you and targeted to your business needs. From water treatment to customer service, leadership to wastewater math, we have trainers that are experts in the field and can bring real-world experience to your organization.

If your employees are too busy to leave the office for training, our top-of-the-line online classes can fit your needs.

Call (408) 852-2801 to find out how we can help you positively impact employee performance and improve the bottom line of your business.

Gavilan College Educational Foundation

This nonprofit organization exists to raise money and enhance community support for college programs, often generating private support for needs which cannot be met through the general fund. GCEF raises money for student scholarships, which are distributed each year at a Scholarship Awards Ceremony. In recent years, they have brought in sponsorships and raised money through Golf Tournaments, Casino Nights, and an annual Gala.

Gilroy Early College Academy

The Dr. T.J. Owens Gilroy Early College Academy (GECA) at Gavilan College is an innovative, highly supportive and academically challenging program designed to serve strongly motivated high school students with high potential for future academic and career success.

The academy is an educational partnership between Gilroy Unified School District and Gavilan Community College District, and is one of the cutting-edge Early College High Schools that are being envisioned and funded all across the United States through the Bill and Melinda Gates Foundation. GECA is the number one top CAHSEE scoring school in California. It was recognized in 2013 with the State of California's highest honor, California Distinguished School, and, in 2015, GECA was recognized by the California Department of Education with a Gold Ribbon Award, and as one of U. S. News' top ten high schools in California.

Students who qualify will attend four years of high school on the Gavilan

College campus and may receive both their high school diploma and an Associate of Arts Degree or 60 transferrable units at the end of 4 years. Students may take up to 11 units per semester of college classes for which they receive both college and high school credit. Tuition and books are free.

Applicants are not required to be in a Gilroy Unified school or live in the Gilroy Unified District. For additional information, call (408) 846-4909.

High Step Program High School Enrichment Opportunity

Gavilan College, in conjunction with area high school districts, offers transfer level courses each fall and spring semester at the area high schools. In recent semesters this has included course offerings at Gilroy, Christopher, Live Oak, Sobrato, Anzar and San Benito High Schools. All courses offered in the High Step program are transfer-level courses accepted at most any university or college. This program is coordinated through the office of Outreach and Recruitment. For general information, call 408-846-4993. The courses selected for offering at the high school campuses varies by semester.

The High Step program is designed for high school juniors and seniors. All concurrent enrollment documents (high school contract forms and requirements) are required. There are many reasons to enroll in the High Step program which include:

- Starting college while enrolled in high school!
- Earning a maximum of 12 college units in two years.
- Courses conveniently offered at the high school.
- Meeting college and university requirements while still in high school.

The Benefits:

- 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.
- Be competitive in the 4-year college and university admission process.

While courses offered through this program are open to all college-aged students, High Step benefits are only included for those who apply through their area high school.

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

Noncredit Program

Noncredit courses are offerings designed to meet the special needs and capabilities of those students who do not desire or need to obtain unit credit. These courses provide remedial, developmental, occupational and other general education opportunities. These courses and programs are further defined categorically under the Education Code, Section 84711, whereby state funding is authorized for specific categories.

All courses are free of charge. Registration will take place in the Admissions and Records office or on site at the first class meeting the student attends. Students should contact the Noncredit office directly if they have any questions at (408) 852-2824.

Basic Skills Program: Instruction in elementary and secondary basic skills and other courses such as remedial academic courses in reading, mathematics and language arts. Instruction serves adults with limited or no formal education, native and non-native speakers of English who wish to improve their basic skills; adults with difficulties in learning; unemployed or displaced workers who lack skills required for entry-level jobs or job training programs; persons referred by mandated programs and adults unable to read, write or compute.

ESL Program: Courses are designed to meet the needs of students whose first language is not English. The mission of ESL programs for adults in California is to equip students with the language and cultural proficiencies required for the eventual fulfillment of personal, vocational, academic, and citizenship for participation in American Society.

Immigrant Program: Courses are provided to persons eligible for educational services in citizenship, English as a Second Language (ESL), and work force preparation courses in the basic skills of speaking, listening, reading, writing, mathematics, decision making and problem solving skills, and other courses required for preparation to participate in job-specific training.

Short-Term Vocational Program: Noncredit and adult education programs in vocational education consist of organized educational programs directly related to the preparation of individuals for paid or unpaid employment, additional preparation for a career, upgrading needed skills and retraining for new jobs and careers.

STUDENT SUPPORT

Matriculation is a process that enhances student access to California Community Colleges and promotes and sustains the efforts of students to be successful in their educational goals. Noncredit support services include:

- Assessment (English, math skills or career interests)
- Orientation (for Noncredit programs and procedures)
- Counseling (to assist students in identifying educational and career goals and developing an appropriate program of study)

ADMISSIONS POLICY

Anyone 18 years old or older can enroll in a Noncredit course. Students can enroll in courses by attending the first class meeting, space permitting, and throughout the semester because these courses are designed to be open entry / open exit. Course and program information can be obtained in the Gavilan

College Schedule of Classes, other publications and through the off-site locations. There are no fees for Noncredit courses.

GRADING

Grades are not issued for Noncredit courses; however, students can request progress reports or Certificates of Completion in enhanced Noncredit courses.

COURSES

Noncredit courses offered in the following categories are listed beginning on page 223:

Basic Skills Courses

ESL Courses

Immigrants Courses

Short-Term Vocational Classes

English as a Second Language

New students who want to take ESL classes at the Gilroy campus will register at the Admissions & Records Office for a placement assessment appointment when completing an application. Call 408-848-4737 or 408-848-4751 to make an appointment or come into Admissions & Records.

Students interested in taking ESL courses in Hollister should call 831-636-3783 or go to the Briggs Building in Hollister to schedule an assessment appointment.

WHO SHOULD TAKE THE ESL ASSESSMENT?

- Students who do not know any English.
- Students who know some English but have not received formal classes in the English language or who took ESL classes more than three years ago.
- Students who attended high school in this country for less than a year.
- Students who attended high school in this country for a few years but are unsure about their level of proficiency in English.

PLACEMENT ASSESSMENT AND ORIENTATION FOR ESL APPLICANTS

Students who want to enroll in ESL classes must:

- Complete a Gavilan College application at Admissions & Records or at the sites.
- Sign up for a testing appointment at Admissions & Records.
- Return for testing, which includes oral and written exams.

The interview information and the test results will be used to advise and place students into the ESL classes that best match their needs. Students will be ready to register for ESL classes at the end of this three-hour placement assessment appointment.

Orientation for new ESL students will be offered several times during the first two weeks of the semester and will be given in English and Spanish in the classroom setting. New students will be contacted for orientation by their ESL instructors.

Parking Fees

All cars parked on campus must display a parking permit.

Visitors may park in Lot F in a 30 minute spot without a permit, or request a guest pass from the staff member they are visiting. Staff passes are required for all staff areas.

Student Parking Information

Student parking is permitted in marked spaces in Lots A, C, E or H, except where restricted to persons with disabilities, staff or visitors.

Day parking permits can be obtained for \$2.00 from machines in Lot A, C, E and H. Machines accept all major credit and debit cards, as well as \$1.00 bills.

Students with Physical Disabilities

The buildings on campus are accessible. The Disability Resource Center (DRC) provides services and classes that equalize educational opportunities for students with disabilities as they move toward their educational or vocational goals. Students requiring academic or physical accommodations because of visual, physical, learning and / or other verified disabilities should contact the DRC at 408-848-4865.

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Catalog Committee: Jan Bernstein Chargin, Kyle Billups, Grace Cardinalli, Pilar Conaway, Bonnie Donovan, Kathleen Moberg, Noemi Naranjo, Kathleen Rose, Candice Whitney

Photography by: Pablo Balancio, Bob Beede, Jan Bernstein Chargin, Noemi Naranjo

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Statement of Accuracy

The Gavilan Community College District has made every reasonable effort to determine that everything stated in this catalog is accurate. Courses and programs offered, together with other matters contained herein, are subject to change without notice by the Administration for reasons related to student enrollment, level of financial support, or for any other reason, at the discretion of the Gavilan Joint Community College District. The district and the college further reserve the right to add, amend, or repeal any of the rules, regulations, policies and procedures, consistent with applicable laws.

