

SECTION 5

***PROGRAMS AND SERVICES
FOR STUDENTS***

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ADMISSIONS AND RECORDS

The Admissions and Records area supports all students at West Valley College through the application, registration, student transaction, and records management processes. A&R is a key element of the student services experience and matriculation process. It supports the open enrollment aspect of the West Valley College mission in supporting the appropriate and applicable regulatory and legal mandates: residency, FERPA, Ed Code and Title 5, etc. A&R interfaces with the other student service programs supporting the needs of students and regularly interacts with the Instructional areas supporting any shared functions. Admissions and Records is a key gateway to the college experience.

BOOKSTORE

Barnes & Noble operates the campus bookstore for the convenience of students in securing textbooks, reference books, art and office supplies, and sundry items.

PLEASE NOTE: The bookstore has relocated from the Campus Center to the east wing of the Applied Arts and Sciences Building for the 2010-11 academic year.

Phone (408) 741-2015

Bookstore Manager: Steve Higgenbotham

The bookstore accepts personal checks and bankcards with proper identification. Receipts are required for any exchange or refund. It is the policy of the Bookstore to buy back used books during finals week, provided that the textbook(s) is being used for the upcoming semester or term. The bookstore operates at hours convenient to students.

Students may also order books online through the West Valley College web site: **www.westvalley.edu** - Click on “**Student Services**” on the top bar of the home page. Under “**Bookstore**”, click on “**Order Your Textbooks Today.**”

CalWORKs PROGRAM

The **California Work Opportunity & Responsibility to Kids Program**, or CalWORKs is designed to provide students receiving TANF (*Temporary Aid to Needy Families* public assistance) an opportunity to obtain an education and earn a vocational certificate or degree in a variety of high demand occupational fields. The goal of the program is to assist students to succeed in school, obtain family-supporting employment and become economically self-sufficient. The program partners with County Social Services and CalWORKs students engage in pre-collegiate basic skills, vocational training, certificate and degree programs, transfer to further educational goals.

Refer to web site: **<http://www.westvalley.edu/careers/calworks.html>**

CAREER PROGRAMS CENTER

The **Career Programs Center** serves as the college’s connection between students and instruction for career exploration, job placement, workplace learning and career advancement. The center supports faculty, staff, students, employers, and the community to meet educational, employment, and economic needs. The staff provides program

information on Career Programs degrees and certificates, labor market information, career and academic counseling. The Career Programs Center houses the CalWORKS Program, Job Placement services and the Work Experience Program, and is located in the Applied Arts and Sciences Building, Room 35.

Refer to web site: <http://www.westvalley.edu/careers/>

Job Placement Services

A Career Placement Advisor provides job placement services both individually and in groups to students and the public in the areas of job search, networking, career transition, resume development, interviewing and job readiness. As a stakeholder and partner with CONNECT! - (the workforce investment collaborative of Silicon Valley) - job placement referrals are extended to adult learners who many not have known of these services. Students who participate in programs such as Educational Transition, (ET), EOPS, and DESP are also referred to Job Placement for help specifically related to their employment needs. The Career Programs Center hosts a job fair each year, as well as other career development events. Phone: (408) 741-2508.

Refer to web site: <http://www.westvalley.edu/careers/jobplacement.html>

Work Experience Program

Work Experience education offers qualified students working and learning in jobs related to their career and educational goals and the opportunity to earn college credit. One of the benefits of this program is the community and college interaction, which involves employers, students and faculty in a positive learning and skill building effort. The Work Experience Program offers three General Work Experience courses in 2, and 3 units as well as four Occupational Work Experience courses in 2, 3, and 4 units.

General Work Experience courses involve the supervised employment of students in positions that will develop their general job skills, vocational awareness, and understanding of the requirements for successful employment. No more than six (6) units of general work experience may be counted toward the associate degree.

Occupational Work Experience courses also involve supervised employment of students, but employment that is directly related to their selected field of study, thereby extending the learning experiences of the classroom to the field. No more than sixteen (16) units that are directly related to occupational work experience, whether from one department or from multiple departments, may be counted toward the associate degree.

Each student participating in the program is assigned to a faculty advisor who meets with the student and his/her employer to discuss and develop learning objectives. Work Experience units satisfy a portion of the requirements for a 2-year degree and are transferable to most of the state colleges and universities. To register for Work Experience, students must attend an orientation session as listed in the class schedule. Students cannot register online for Work Experience class sections.

Refer to web site: <http://www.westvalley.edu/careers/workexperience.html>

CAMPUS CENTER

Student life is a vital part of the educational experience at West Valley College. Students' involvement with the Associated Student Body, (ASB) and various student clubs enables them to explore and develop their talents, network with others, and realize their leadership potential.

PLEASE NOTE: Although the Campus Center facilities have been previously located in the building next to the Counseling building, those facilities will be renovated during the 2010-11 academic year. The Campus Center will be moved early in the fall 2010 semester to temporary modular buildings set up in the area between the Applied Arts and Sciences Building and the Science and Math Building. Michelle Donohue is the Director of Student Activities and Campus Center. Phone: (408) 741-2185

Food Service/Cafeteria is will also be located in the temporary modular buildings. These buildings will contain one meeting room available for staff/student use. It will be called the Study/Reading Fireside Lounge, and will have a seat capacity for up to 25. This room can be reserved by calling Nick Bidel or Hugh Leonard. Phone: (408) 741-4081. (*See "WVC or Off-Campus Room Reservations" in Section 4, Page 20.*)

The temporary Campus Center will also house resource materials for students, including:

- Campus Maps
- Clubs and Student Activities
- Housing information
- Bus Schedules
- Schedules of Classes and Student Handbooks
- Athletic Schedules and Campus Activity Boards
- Lost and Found (also through Campus Police*)
- Blood Donor information
- Health and Dental Insurance information

*Campus Police will relocate to the modular building in the P.E. area, to the north side of the swimming pool in late October of 2010.

Refer to the Campus Center web site: <http://www.westvalley.edu/stuact/campuscenter/>

CHILD DEVELOPMENT CENTER

The early childhood programs offered through the Child Development Centers at West Valley College provide convenient and affordable child care and education services for students who might otherwise be unable to attend college. The program is for children 2 to 5 years of age; children must be two years old prior to enrollment in the program. Services and subsidized tuition are available for low-income families and families with special needs, including parents with disabilities. Students, staff, faculty and community families are eligible for the program. Eligibility is determined based on family size, gross monthly income, and reason for needing childcare. This program is an integral part of our Child Studies Department Early Childhood Education Teacher Training Program.

For more information on the Child Development Center, located in AAS 50:

Phone: 408 741-2409

Email: cheryl_massa@wvm.edu

Also refer to the Child Development Center web site:

<http://www.westvalley.edu/services/childcenter/>

COLLEGE ADVANTAGE PROGRAM

The College Advantage Program is open only to Los Gatos-Saratoga Union High School District seniors. It is designed for high achieving seniors, with a grade point average of 3.5 or higher, to complete their senior year at West Valley College while taking college level courses not offered by their respective high school. Students are to be on-line to graduate and possess the ability to deal with the independence of a college campus, including a strong work ethic, good study skills, and motivation.

The program will place these students on the West Valley College campus for all of their classes for their senior year, obtaining an early start on transferable college credits. The students are concurrently enrolled at the home high school as well as at West Valley College and can take at least six (6) college units each semester and no more than eleven (11) college units each semester. Concurrent high school students do not pay tuition for their college courses. This necessitates certain registration requirements that have been included as part of the application process for the program, which involves forms, essays, letters of recommendation and interviews. To assist the students through this process, the application packet outlines the necessary steps and information for those interested in the program.

For more information, contact Patti Yukawa, College Advantage Counselor in the Counseling Department:

Phone: (408) 741-2401

Email: patti_yukawa@wvm.edu

COUNSELING AND STUDENT DEVELOPMENT SERVICE

To foster and encourage student development, West Valley College offers comprehensive programs in counseling, advising, and special services. The College maintains a Counseling Center staffed by diversely experienced counselors who provide advisement and resource information towards enhancing student success. Counseling activities play an instrumental role in retention of students, increasing graduation rates, and encouraging transfer. Counseling classes not only meet GE requirements for associate degrees and transfer but also focus on techniques for students to succeed in college.

The Counseling Department has many special programs such as Puente, Success, and International Students Program whose goals are to increase the success rate of minority students in higher education.

The primary goal of the College's Counseling Department is to provide opportunities for students to clarify their values and goals, to make decisions and develop self-confidence, self-direction, and self-esteem.

Toward this goal, the following Counseling programs and services are offered:

- **Academic Counseling:** This begins with educational goal-setting, exploring educational options and opportunities, evaluating educational potential, and providing the student with clear, concise and up-to-date educational information of all types.
- **Career Counseling:** This service provides the student with an opportunity for clarification, assessment, and integration of career and educational goals, study of careers and life-styles, vocational and career testing, and presentation of resource speakers and special career counseling events and courses.
- **Personal Counseling:** Personal counseling is provided on a limited basis to students who need and seek assistance in resolving personal, relational, self-identity or health-related problems which are limiting or interfering with the student's ability to successfully pursue a college education.
- **Testing and Assessment:** Aptitude, ability, interest, achievement and personality testing and assessment provide students with information about themselves. This provides students with data necessary for continued growth and development as students in the College. A variety of counseling courses cover such topics as College Survival Skills, Careers and Life-Styles, Job Search Methods, Communication, Study Skills, and a wide range of personal growth subjects. The courses offer students academic exploration, career and personal development within a structured group setting.
- **Transfer/Career Resource Center:** This is located in the front of the Counseling building and has the dual mission to assist students in preparing to transfer to a four-year school and to assist students in making career choices.

The Transfer function, supported by a Transfer Advisor, provides detailed information about requirements of institutions, application assistance, career advisement, and other transfer information. Representatives from four-year schools are scheduled through the Transfer Center on a regular basis. A transfer fair is held in the fall every year where over thirty colleges and universities are available to discuss their transfer programs.

The Career Resource function is broad in scope and is primarily self-service. Career classes, individual student use of career materials and library, and exploration of possible areas provide a diversity of career assistance.

The Transfer/Career Resource Center has an array of computer-based information, college catalogs, books and other materials that assist students in exploring the transfer process and careers.

Phone: (408) 741-2009

Refer to the Counseling Department web page:

<http://www.westvalley.edu/services/counselingservices.html>

DISABILITY AND EDUCATIONAL SUPPORT PROGRAM (DESP)

The Disability and Educational Support Program (DESP) is the primary organization at the College that promotes and facilitates the diversity and inclusion of students with disabilities. It promotes integration of disabled students into classes and programs across campus. It is a program that insures that the college, including instructors, complies with existing federal and state laws pertaining to the education of students with disabilities. In addition, it promotes the development of a learning community for students, through department courses, accommodations and activities and through interaction with other campus departments and programs.

Academic classes taught within the department include Learning Skills courses, are pre-collegiate basic skills classes, primarily in writing, reading, arithmetic and learning strategies. Course offerings are listed under DESP in the College catalog.

Services include:

- | | |
|-------------------------|-----------------------------|
| - Interpreters | - Registration priority |
| - Note Takers | - Liaison with faculty |
| - Readers | - Community liaison |
| - Mobility assistance | - Tutoring |
| - Special parking | - Test taking assistance |
| - Vocational counseling | - Braille transcription |
| - Specialized equipment | - Counseling and Assessment |

There are many other services offered based on individual situations and needs. Referral and liaison with the State Department of Rehabilitation is provided where students may qualify for vocational and financial assistance while attending college.

Specific DESP programs include:

- **Adaptive Physical Education:** Physical Education courses designed for students with disabilities.
- **Learning Disability Services:** Assessment of learning problems as well as instruction for students with learning disabilities.
- **Communication Disability Services:** Hearing screenings and assistance for hearing impaired students. Evaluation and instruction for people who demonstrate communication difficulties including dysfluency, articulation, as well as voice and language challenges.
- **Assistive Technology:** A variety of assistive technology and adaptive devices are available in the DESP Computer Lab. They may be moved or installed in other classrooms on an individual as needed basis. DESP provides evaluation and training in the use of computer technology to assist students in the achievement of educational and/or vocational goals.

If you feel your students would benefit from DESP, contact the Coordinator in the Learning Services building.

Phone: (408) 741-2010

Refer to web site: <http://www.westvalley.edu/desp/>

EDUCATIONAL TRANSITION

The Educational Transition (ET) Program is a re-entry program designed for adults who have had a break of several years in their schooling and now wish to continue or begin their college education. The ET Program offers multi-component support services to decrease barriers and facilitate access, retention and success for distinctive adult populations that may have economic, cultural, linguistic, familial, academic, personal or geographic challenges. Enrollment in a West Valley course is the only requirement for accessing on-going ET services.

Re-entry students are:

- Adults whose college careers were interrupted because of work family or personal circumstances.
- Adults who decided not to go to college after high school, but who now recognize its value to their lives.
- Adults who want to improve specific skills or fulfill particular goals
- Adults who want a career or life-style change

The ET Program provides pre-entry, academic and career counseling and other support needed to help an adult student feel confident, successful, and welcome at the college.

Phone: (408) 741-2022

Refer to the ET web page: <http://www.westvalley.edu/et/>

EXTENDED OPPORTUNITY PROGRAM AND SERVICES (EOPS)

EOPS offers educational support services and grants to students affected by language, social, and economic hardships, and assists those students to successfully achieve their educational goals. The EOPS staff is bilingual and reflects the multi-ethnic population of the college.

EOPS educational support services include:

- Academic, career, and personal counseling
- Assistance with registration and selection of classes, and priority registration
- Orientation to college
- Monitoring of student's academic progress
- Contact with instructors and other college student services personnel
- Tutorial assistance
- Help with Financial Aid forms
- Outreach and recruitment
- Information and assistance with transfer process to four-year colleges and universities
- Cultural awareness activities
- Summer Readiness Program for incoming first year students

Phone: (408) 741-2023

Refer to the EOPS web page: <http://www.westvalley.edu/eops/>

FINANCIAL AID

The Financial Aid Office at West Valley College provides current and potential students with complete information on various student financial assistance programs available. The office coordinates and provides information about programs funded by the federal, state, and local agencies. These come in the form of grants, fee waiver, part-time employment through federal work-study, student loans, and others.

Federal programs include:

- Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Work Study (FWS)
- Stafford Loan

State programs include:

- Board of Governors Fee Waiver (BOGW)
- Cal Grant
- Extended Opportunity Program and Services (EOPS)

Student Financial Aid is money awarded to eligible students to assist them in meeting their educational expenses while attending college. It is intended to supplement and not replace the amount students and their families are expected to contribute. Some awards are subject to the availability of funds.

Board of Governors Fee Waiver (BOGW): This grant pays the enrollment fee and one half of the parking fee for all applicants who meet eligibility of being a California resident for one year, along with one of the following requirements:

- Currently receive benefits from AFDC or SSI, or General Assistance/General Relieve or be eligible for a Deceased/Disabled Veteran's Department Fee Waiver.
- Meet specific income levels.
- Have demonstrated financial need and have qualified for financial assistance such as Pell, FSEOG, Cal Grant, or EOPS.

Veterans Administration Educational Benefits: Veterans enrolled at WVC may be eligible for benefits under the Veterans Administration Educational Program. Included in these benefits is a monthly allowance. Most, but not all, of the courses at the College are approved for payment of VA benefits.

Scholarship Program: The WVC Scholarship Program is administered through the Financial Aid Office. Funds are provided by the WVC Scholarship and Development Fund (Payroll Deduction Program from staff Donors), the West Valley-Mission College Foundation, and other organizations and individual donors. The application process takes place during the months of December, January and February. Scholarship awards are made for the following school year. The Financial Aid Office also maintains information on various scholarships offered and administered by outside donors and organizations.

Phone: (408) 741-2024

Refer to Financial Aid web page: <http://www.westvalley.edu/financialaid/>

GENERAL INFORMATION

College Catalog

The official catalog is revised and published annually, and is usually available mid-April for the upcoming academic year. The catalog contains comprehensive information on West Valley College, including:

- General admissions and residency requirements
- Advanced placement and credit by examination
- Registration fees and charges
- Academic regulations
- Grading system
- Final examinations
- Academic probation and disqualification
- Graduation requirements for the Associate Degree
- General Education Transfer Requirements for California State University
- Code of student conduct and disciplinary sanctions
- Student family educational rights and privacy act
- Student grievances
- Complete course descriptions and program requirements

Faculty members may secure a copy of the most current Catalog from the Senior Office Coordinator in their Division Office. It is also online via the WVC website:

<http://www.westvalley.edu/catalog/>

Fees and Charges

All fees and charges are subject to change by action of the California Legislature, the CCC Board of Governors, or the Board of Trustees of the West Valley-Mission Community College District. Fees are due and payable at the time of registration, with a 10-business day grace period.

Basic fees: Students are required to pay certain fees at the time of registration, or when requesting certain documents from the College. Included in these fees are transcript or document fees a campus center fee, a parking fee, and health fee. The amount of each of these basic fees is published in the Schedule of Classes, and in the College Catalog.

Campus Center Fee: A Campus Center fee is required of all students taking classes that meet on the West Valley College Campus. Currently, it is \$12.00 if a student is taking six or more units, and \$6.00 for .5 to 5.5 units.

Associated Student Services Card Fee: This membership supports a wide range of student services, activities and program. All students enrolled are automatically assessed a membership fee of \$4.00 per semester, (excluding summer and winter sessions). Should a student choose not to be a member, the fee is refundable.

Community College Enrollment Fee: Fees shown in the class schedule or college catalog are those in effect at the time of publication and are **subject to change**. The current enrollment fee is \$20.00 per semester unit. Using the BOG Waiver through the Financial Aid Office may exempt the enrollment fee for low-income students.

Health Fee: A health education/health services fee is required of all students. Currently, the fee per fall or spring semester is \$17.00; summer session is \$14.00. This fee is mandatory for all students who have the opportunity to use this facility. Students who feel they should not be assessed this fee must contact the Financial Aid office in the Admissions and Records Building.

Parking Fee: Parking permits are required at all times except in visitor parking. Daily parking permits can be obtained at red or yellow machines throughout parking lots. There is a grace period the week before the semester begins and during the first week of the semester. There is no grace period during the Summer Session.

A semester-length student parking permit may be purchased at the Admissions and Records Office or ONLINE @ <http://www.westvalley.edu/parkinginfo/> (Click on "Get your Parking Permit"). Due to construction projects, there may be sporadic closures of certain parking areas or roadways. Refer to the web site for parking and traffic related construction updates as well as maps of the affected areas.

Four-wheel vehicle permits are \$40.00 for fall and spring semesters, and \$20.00 for summer. Daily permits may be purchased at any of the daily permit dispensers located in each of the student parking lots. Motorcycles do not need to display a parking permit; however, they are required to park only in designated motorcycle parking areas. Vehicles properly displaying a valid Disabled Parking Placard, issued by the California Department of Motor Vehicles, may park in student or staff parking stalls without displaying any other permit.

Non-Resident Tuition: In addition to basic fees and enrollment fees, non-residents of California are required to pay tuition \$199.00 per semester unit. Non-resident students are those who have not resided in the state of California long enough to meet the California residency requirements, or international students, or aliens whose status of length of residence has prevented them from meeting the residency requirement. A California resident is one who has resided in the state at least one year and one day before the beginning of the applicable semester and has proven clear intent to become a California resident.

For nonresident students who must withdraw from the college or reduce their program of study, for semester length the following tuition refund schedule applies:

- Full refund: Through the second week of instruction.
- Two-Thirds: During the third and fourth weeks of instruction.
- One-Third: During the fifth and sixth weeks of instruction.

No refund will be made after the sixth week of instruction. Short-term classes go by percentage of class meetings.

Frequently Asked Questions by Students

Also, refer to the West Valley web site: <http://www.westvalley.edu/faq.html>

How do I register for classes?

If you did not attend in the previous semester, you will need to file an application. If class has not started and is not closed you may register via phone or web. If class has begun or is closed you will need to obtain an add code from the instructor.

How do I get a listing of classes I have registered for?

A record of registered classes is downloadable on the web or in person at the Admissions and Records office.

Where do I get an Add code?

ADD codes are obtained through the Instructor and may be added using T-REG or My Web Services.

Do I need my instructor's signature to drop a class?

Generally, no signature is needed, except for classes in Photography, Chemistry and PE (if a locker was issued).

How do I know which books I need for my class?

The instructor generally provides this information in the class syllabus (green sheet); Login to My Web Services, go to student menu and then click on the link "My Textbooks".

I went to my class and no one showed up. Does this mean my class was canceled?

No, there is usually a sign posted for canceled classes. If no one is there after 15 minutes of start time, check your class schedule. If no errors are apparent, you can check with the Division Office.

When is the last day to drop with a full refund and without a "W"?

You can use MyWebServices to drop your classes. The deadline to drop full semester-length classes without a "W" and receive a refund is two weeks after the start of the semester. You may still drop without a "W: one week later, but no refund will be issued. For short-term classes that meet less than 5 class meetings, you must drop before the class begins to avoid a "W: on your record and receive a refund.

Can I register for a class that begins tomorrow if isn't listed on the closed class list?

As long as the class has not started and there is room, you may register via the phone or web registration systems.

I am unable to attend the first class meeting(s). What should I do?

Obtain the instructor's email and/or telephone extension number and leave a message. Instructor e-mail and phone numbers can be located: www.westvalley.edu, select tab at top of screen "[Faculty and Staff](#)". Then click the link for [faculty and staff listing](#).

How do I pay for my classes?

There are several ways to pay your fees. Login to My Web Services, select the student menu and then click on the link titled "Pay on My Account". On campus at the Cashier's Window located in the Admissions and Records Office. On T-REG (phone registration) you can pay using your Visa or Master Card to pay for current semester fees. You may Fax your payment with you Visa or Master Card to (408) 867-5033. You may also pay by sending your payment U.S. mail to:

West Valley College
Attn. Cashiers Office
14000 Fruitvale Ave.
Saratoga, CA 95070.

How do I get my loan check?

The student picks up loan checks in person. They should go to Financial Aid first to get a release form and then to the Cashier's Window in Admissions and Records to pick up their check.

I was told that I'd get the Board of Governor's Fee Waiver (BOGW) and that my fees will be waived? Why am I being charged a fee?

The fees waived by the BOGW are the cost per unit Enrollment fee. Parking permits for Spring and Fall are discounted for BOGW recipients. Other fees such as, Campus Center, student Health fee, ASB and web registration fee, are the responsibility of the student.

I am a high school student and I was wondering how my school will know what grade I got in my class?

Students must request an official copy of their transcript at Admissions and Records.

Do I need to take the assessment test in order to register for my classes if I don't want a degree?

Assessment is not required to register in classes other than English and ESL.

How can I study for my class when I can't afford to buy the book?

Emergency book loan assistance is available through the Dean of Student Support Services Office the first week of the semester for Fall and Spring. This is an interest free loan. Due to limited funding, there is no book loan program during the summer.

What does it mean to audit a class? How do I sign up for the class when I audit? What about high school students?

Some departments allow students to audit their classes for a reduced fee. Audit slips are obtained through the Division Office, signed by the instructor and processed at the Cashier's Window. No academic credit, record or grade is given. Concurrent enrollment students are not allowed to audit.

How do I prove I have met a course prerequisite?

If a prerequisite course was taken at West Valley College or Mission College, the system will automatically verify it and allow registration. If taken at another institution, an

unofficial transcript, grade report or in progress print out should be submitted to the Assessment or Admissions and Records Office. Students also have the option to submit a challenge form along with supporting documents at the time of registration. (Registration is allowed while departments review the challenge form.) Final decision will be made within 5 working days of submittal. If denied the student will be dropped from the class.

When can I make an appointment to see a counselor?

Appointments may be made by dropping into the Counseling Center located behind the Admissions Building, or by calling 741.2009. Drop-in counseling is also available. Drop in counseling is for quick questions (10 minute maximum time allowed). Counseling hours are Monday through Thursday 8:30am-7pm, Friday 9am-2pm. You can find open hours and phone numbers on the [campus services](#) page.

Schedule of Classes

A schedule of classes is published in printed form and posted on the West Valley College web site, (www.westvalley.edu), prior to each semester. It is provided to students, staff, and community members free of charge. The Summer Session and Fall Schedules are combined for classes offered June through December, and the Winter Session and Spring Schedules are combined for classes offered January through May.

Included in the schedule of classes is information pertaining to:

- Registration Information
- Listing of courses being offered; location, times, online, tele-courses, etc.
- Orientation, Assessment
- Add and Drop procedures
- Financial assistance
- Fees and Tuition
- Challenges: Prerequisites, Co-requisites, Academic Appeals Process
- Transfer Admission Agreements
- Final Exam Schedule
- West Valley College Map

Student Services Non-Discrimination Policy

With respect to student rights and responsibilities, the West Valley-Mission Community College District affirms its commitment to maintaining an environment of equal opportunity in every aspect of its educational programs and activities, which prohibits discrimination based on sex, color, religion, age, physical or mental status, parental status, or sexual orientation, as well as its commitment to maintain an environment free from sexual harassment and intimidation.

HONORS PROGRAM

The Honors University Transfer Program at West Valley College emphasizes connections in subject matter across the disciplines, collaborative and experimental learning (working in groups, doing field research, attending cultural events), and higher levels of critical thinking with an emphasis on writing skills. To qualify, a student must:

- Earn a GPA of 3.25 or higher in at least 9 units of transferable work at WVC
- Complete English 1A with a grade of A or B (or take 1A concurrently with first semester of Honors courses and earn an A or B)
- Schedule an interview with the Honors Coordinator
- Students may qualify directly out of high school with a qualifying GPA.

This program benefits students in the following ways:

- Provides an interdisciplinary approach to fulfilling IGETC requirements.
- Limits class size to 20 students for more individual attention from instructors.
- Emphasizes skills needed in university-level work such as written analysis, research, collaborative learning, and oral presentation.
- Results in an AA degree in Liberal Arts with Honors upon completion of six courses (18 units) with a GPA of 3.25 or higher.
- Earns priority consideration for transfer admissions into majors in the College of Letters and Sciences of highly competitive universities such as UCLA, University of Southern California, UC Santa Cruz, UC Irvine, UC Riverside, Pomona, Pepperdine, Chapman, and Santa Clara University.
- Qualification for scholarships and grants available only to Honors students at UCLA, USC, and Pomona.
- 97% successful transfer rate from Honors Program to 4-year universities.

Ann Malmuth-Onn is the Honors Coordinator. The Honors Office is located in Room 16 in the Counseling Building.

Phone: (408) 741-2614

Web Page: <http://www.westvalley.edu/acad/honorsprg/honorspg.html>

INTERNATIONAL STUDENTS

West Valley College welcomes international students with a comprehensive curriculum that includes:

- University transfer courses
- Occupational training programs
- Personal or skill development opportunities

Admission Standards: The Committee on International Students will select for admissions those students with a successful academic record. The college has established specific admission guidelines and will usually not admit an international student on academic probation status at any other college, university, or one who is "out of status" per Immigration guidelines.

For additional information on International Student Admission Requirements, application deadline dates, and counselor contacts, see the WVC International Students web page: <http://www.westvalley.edu/services/international/>

MATRICULATION

Matriculation is a process that enhances student access to the California Community Colleges system and promotes the efforts of students to be successful in their educational endeavors. The goals of matriculation are to ensure that all students complete their college courses, persist to the next academic term, and achieve their objectives through the assistance of the matriculation process components: admissions, orientation, assessment and testing, counseling, and student follow-up. Director of Matriculation is Dr. Angelica Bangle, and her office is in the Counseling Building.

Phone: (408) 741-2136

MIDDLE COLLEGE PROGRAM

The Middle College Program at West Valley College offers a special opportunity to students who are seeking a more challenging academic program and who have the social and academic skills to successfully function in college level classes. Students also need to be motivated to do independent research and to report their findings in both oral and written form. Students selecting and qualifying for the program are usually seeking a wider choice of electives and are usually anxious to get an early start on college credits.

The program is housed entirely on the West Valley College campus, so students are no longer actively involved on their campuses of origin. They do, however, receive a diploma from their “home” high school, and they are allowed to participate in that school’s graduation ceremonies.

Students are enrolled in a weekly in-class four-hour high school program, which they supplement with six or more college units per semester. The four-hour program for juniors includes:

1. U.S. History (3 hr.)
2. English 11 (3 hr.)

The senior program includes:

1. English 12 (3 hr.)
2. Govt./Econ. (3 hr.)

To qualify for the program, students must have completed 110 academic units, with recommended minimum GPA of **3.0**, and be 16 or 17 years of age at time of enrollment or during the academic year. They must also enroll in and PASS a minimum of two (2) West Valley courses per semester, for a minimum of six (6) units.

The Outreach Office coordinates information sessions with instructions and application packets for parents/students each semester. More information can be obtained through the high school instructors assigned to this program:

Josh Hancock and Annie Blank, located in the Counseling Building, Room 12.

Phone: (408) 741-2829

NON-SMOKING POLICY:

West Valley and Mission Colleges are non-smoking campuses as implemented with the WVMCC District Policy approved 8/7/08 as follows:

2.9 NON-SMOKING POLICY

It is the policy of the District to provide a safe learning and working environment for students and employees. It is the intent of the District to provide a smoke-free environment to the greatest extent possible

2.9.1 - Smoking is prohibited in all indoor locations within the District.

2.9.2 - Smoking is prohibited in all areas of the Mission and West Valley campuses except in parking lot areas that are at least twenty five (25) feet away from buildings and pathways.

For Smoking Cessation Support, call WVC Health Services at (408) 741-2027

OUTREACH

The Outreach Program is responsible for carrying the message of access to the college throughout the community. Outreach distributes information on college planning, admission requirements, degree and certificate programs, guaranteed transfer programs, financial aid, campus life, student services, and much more. Through on and off-campus programs, students, parents, counselors, and career coaches are provided with detailed information on how to benefit from the variety of educational opportunities offered at the college.

The Outreach Program facilitates:

- **High School Outreach:** Our Outreach team directly reaches high school students and their parents, in close cooperation with high school career counselors, to help high school students make a successful transition to college.
- **Early Admissions Program:** This brings West Valley College orientation and assessment testing directly to high school seniors at 15 area high schools.
- **Concurrent Enrollment Program:** Concurrent Enrollment enables eligible high school students to earn college credit for courses taken at the college, (up to 6 units per semester, 5 units for summer and winter sessions), while they are still enrolled in high school. With prior approval from a high school principal or designee, the student may also receive high school credit for the college work.
- **Workshops & Campus Tours:** Throughout the year, the Outreach Office provides workshops to high school students and their parents to share valuable information about planning for college and financial aid opportunities.
- **Information Tables:** At the start of each semester, Information Tables are strategically placed in high-student-traffic areas across campus, Information tables are set up, supplied and staffed to assist and direct students.

- **Community Outreach:** The Outreach office works with community organizations to offer college planning and financial aid workshops, prearranged campus tours to organization members, and provides informational exhibits at community events.

Refer to the Outreach web page: **<http://www.westvalley.edu/or/outreach.html>**

The Outreach Office is located in the Admissions and Records Building. The Outreach supervisor is Joe McDevitt. Phone: (408) 741-2672

PUENTE PROGRAM

Puente translates to “bridge” in Spanish. The mission of the Puente Program is to increase the number of educationally underserved students who enroll in four-year colleges and universities, earn degrees, and return to the community as leaders and mentors to succeeding generations. Puente is a year-long program that consists of three equally important parts: counseling class, writing class, and mentor connection.

Puente integrates the skills of an English instructor, a Mexican-American/Latino counselor, and Mexican-American/Latino mentors into a team structure. Working together, they provide students with writing instruction that facilitates improvement in all courses. The counselor and mentors also offer individual, academic, personal, and career counseling, and contact with professionals who offer a vision of career access and commitment to the community. Mentors invite students to professional conferences and work-related activities, and provide resources for student writing assignments.

Refer to the Puente Program web page:

<http://westvalley.edu/la/english/puente/index.html>

STUDENT GOVERNMENT AND ACTIVITIES

The Associated Student Body (ASB) formulates and executes student body policies, prepares its own budget, and plans and implements social, club, and student awareness programs. ASB participation provides students with practical leadership training and education in government and leadership functions. The ASB elects the student trustee to sit on the District Board of Trustees, and along with appointments to committees on campus, students help formulate and influence education decisions. Student activities include both educational and social events sponsored by the ASB and the many diverse students clubs. The ASB office is located in the temporary Campus Center modular buildings between AAS and Science and Math.

The Inter Club Council (ICC) serves the campus as the organization that oversees and finances all 25 recognized and chartered student clubs. The ICC's mission is to support club officers and members, student events and activities, and fundraising efforts that promote student life at West Valley College.

Phone for ASB President: (408) 741-2107

Refer to web page: **<http://westvalley.edu/stuact/as.html>**

STUDENT HEALTH SERVICES

The Student Health Center provides care for on-campus injuries and symptoms of illness. There is a self-help medication center, health education, nursing, and medical assessment and advice. Also available is limited physician and medical services, referral information and personal counseling. Student Health Services collaborates with other college programs, as well as off-campus resources, to promote health and wellness educational activities and events throughout the year.

The Student Health Center is located next to the EOPS office, in the middle of the campus, behind the Learning Services building.

The Program Coordinator is Becky Perelli, RN, MS.
Phone: (408) 741-2027

For more information on clinical and wellness services, clinic hours, Tuberculin Skin Testing, personal counseling, and other health related resources, refer to the WVC Student Health Services web page: <http://www.westvalley.edu/services/health/>

In case of medical emergency on-campus, 9 – 911 should be called.

SUCCESS PROGRAM

Students Using Cross-Cultural Educational & Support Services, or SUCCESS program, seeks to assist students in developing skills for a successful college experience. The Program targets African Americans yet includes those from other ethnicities who feel that they might benefit from the services of the program. The purpose of the SUCCESS Program is to provide academic and personal support that will significantly increase graduation and transfer rates. The courses offered by the Program focus around the African American experience.

Carolyn Nash is the program counselor, and is dedicated to providing every SUCCESS student with the proper guidance necessary to transfer successfully. Her office is located in the Counseling Building.

Phone: (408) 741-2608

Refer to web page: <http://www.westvalley.edu/services/success.html>

TRANSFER AGREEMENT PROGRAM

A Transfer Admission Agreement (TAA) is a "contract of understanding" between a student and a university guaranteeing that upon completion of the conditions of the agreement the student will be admitted to the university for the agreed upon term of enrollment. Courses and programs, which provide comprehensive lower division instruction with full transferability through articulation agreements and transfer guarantees for students who have educational goals beyond the associate degree.

Participating Universities:**University of California**

- Davis
- Irvine
- Merced
- Riverside
- San Diego
- Santa Barbara
- Santa Cruz

Transfer agreements for UC's are all processed ONLINE. Students need to contact a Counselor in the Counseling Department to make sure they qualify.

Private Universities

- Santa Clara University

Honors Program (Honors Program Students Only)

- UCLA (University of California, Los Angeles)

California State University

- Cal State East Bay (Hayward and Concord)
- Monterey Bay

Refer to web page: <http://www.westvalley.edu/services/transfercenter/taa.html>

TECHNOLOGY CENTER

Access to the Internet and availability of computers with course software are two requirements that are becoming standards for most classes at West Valley. The Tech Center provides both of these for any registered student who needs them. This is the electronic study hall with over 700 PC, Macintosh, and Sun computers and a resource library for students. The Tech Center is a state of the art computer center located in the Applied Arts and Sciences Building, (AAS).

Additionally, the Tech Center provides assistance for faculty as they develop and integrate technology into their classroom presentations and online classes. The Technology Center provides support to the computer classrooms and instructional facilities located in satellite locations across campus. The Center coordinates the scheduling of classes and special meetings in the four rooms in the Tech Center and the four computer rooms in the Business Building.

The lab is open to all currently registered West Valley College students and is only available for college course work. All software for classes that require lab usage is supported in the Technology Center. Students wishing to register for the open lab must bring their West Valley College ID with a current semester's sticker (both available at Admissions) to the Technology Center.

Fred Chow is the Dean of Information Technology and Services. His office is located on the second floor of the Fox Center and he directs the primary interface with District Information Systems in coordinating standards for the District-wide technology infrastructure, project coordination, and coordination of desktop replacement for the classrooms, faculty and staff.

Technology Center Phone: 408.741-2666

Refer to web page: <http://www.westvalley.edu/tc/>

TUTORIAL SERVICES

The West Valley College Tutorial Services provides free tutoring to assist students in understanding and improving in a particular subject of study. Tutors review class materials and assignments, and empower students with the tools necessary to succeed in classes.

To be eligible for tutoring, students must:

- Be a West Valley College student
- Be currently enrolled in the subject that he/she wishes to be tutored.
- Have an honest desire to learn the material

Tutoring options include drop-in, scheduled individual sessions, or scheduled group sessions. During drop-in, students show up or walk-in for tutoring based on the published schedules of tutor and subject availability (or subject coverage). Students using drop-in services share the tutors who are on duty with the other students in drop-in area. In addition to drop-in, if a student is in danger of failing or dropping a class, that student can have a private weekly tutor for one hour per week. With a faculty referral, any student can have a free, one-hour weekly appointment with a successful student-tutor. Instructors can also notify the Tutorial Center of potential tutors that could be hired to assist other students. The Tutorial Center is located adjacent to the library.

Phone: (408) 741-2038

Refer to: <http://www.westvalley.edu/ss/tutorial>

For a listing of Student Services Administrators, Program Directors and Staff, along with their respective phone extensions and office locations, please refer to Section 2, page 13.