West Valley College is committed to your academic success. **Critical factors to your success** are a clear understanding of requirements and procedures that will help you achieve your academic goal. **For specific information and dates availability for different services, please go to the college main website at westvalley.edu**

In addition to our commitment, the California Community College system established a state-mandated partnership between West Valley College and its students. 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.

We provide services to help you be successful. You do your part by utilizing these resources and striving to succeed.

**Assessment** is testing in reading, mathematics, and writing to help you determine the appropriate level of courses to take. If you haven’t already completed assessment, do so before registering for your classes. Testing dates can be obtained from the schedule of classes, Admissions, Counseling, or the web page.

**Reading Comprehension Assessment**

You will have 45 minutes to answer 45 questions. The result will indicate whether you have met the California Community College graduation requirement for reading. If not, it will recommend placement in a reading course.

**English Writing Assessment**

You will have 45 minutes to write an essay on a topic provided at the start of the test. The result will recommend placement in English 903, 905, or 1A.

**ESL Assessment**

If you are a non-native speaker of English and would like to take ESL courses in writing and grammar, reading and vocabulary, or listening and speaking, you can take the ESL assessment for placement in such courses.
**Reading Course Sequence**

![Reading 961 → Reading 960 → Reading 53](image)

**Note:** Passing Reading 53 or testing at or above the 12th grade reading level will satisfy the reading proficiency requirement for obtaining an associate's degree at West Valley College.

**English Writing Course Sequences**

![English 903 → English 905 → English 1A → English 1B or 1C](image)

**Note** To obtain an associate's degree from West Valley College, you must pass English 1A. To transfer to a four-year college, you usually need to pass English 1B or 1C.

**Math Sequences Based on Educational Goals**

**Math Sequence for Graduation with an Associate's Degree**

![Math 902 or 902P → Math 103 or 103R → One of the following: Math 104, 105, 106, 106R, 107](image)

**Note** Students who complete Geometry, Intermediate Algebra, or a higher-level course with a C or better in high school have fulfilled the Math graduation requirement. A high school transcript showing satisfactory completion of such a course must be submitted to the assessment office.

**Math Sequence to Meet Admission Requirements for Cal State Universities (CSU)**

![Math 902 or 902P → Math 103 or 103R → Math 106 or 106R → one of the following: Math G*, D**, 1, 2**, 8, 10, 12, 14](image)

*This course has a prerequisite of Math 106, 106R, or 107
**These courses have a prerequisite of high school or college geometry (Math 104)

**Note** All students need to take one transferable math class, defined as a math class beyond Algebra 2, for admission to CSU. Many students also need to build their math skills before taking transferable math. Please see a counselor for help with math placement.

**Math Sequence to Satisfy the IGETC Pattern for Transfer to UC or CSU Campuses**

![Math 902 or 902P → Math 103 or 103R → Math 106 or 106R → one of the following: Math 1, 2, 8, 10, 12](image)

**Please note** Some majors require specific math classes. See a counselor for more information.

**Math Path for Majors that Require Calculus (Engineering, Architecture, Computer Science, Mathematics, and Many Science Majors)**
Tip #1 Math is sequential. It is very difficult to skip a level.

Tip #2 If it has been a long time since you have taken a math class, you may want to go back and retake what you completed in high school.

Orientation provides information about enrollment procedures, programs of study, student services, and college resources. Students who do not complete orientation online can complete it by taking a half unit class called Counseling A.

Advising and Educational Planning Counselors are here to help you achieve personal, career, and educational goals. We recommend that you develop an educational plan with the help of a counselor. An educational plan is a road map that identifies all the courses you need to take to reach your goals. Counseling appointments are available by calling (408) 741-2009.

BEFORE WE BEGIN........ A completed West Valley College application must have been submitted PRIOR to completing this orientation. We cannot give you credit for the orientation until this happens. Complete the assessment test for reading and writing, and math placement before orientation.

It is expected that you spend at least eight hours on this to be granted completion of orientation. After you finish reading this document, you must go back to the main westvalley.edu main website and locate the links to complete the following:

- Educational plan for the Associates’ degree using Advisor on “mywebservices”.
- Become familiar with number of units required for associates’ degrees, career certificates, and transfer programs.
- Understand pre-requisites, co-requisites
- Process for different academic programs

READY....Get SET .... GO!

Read through the information carefully. You will encounter short quizzes that will test your understanding of the information presented. The purpose of these quizzes is simply to provide you with immediate feedback to see if you are ready to
West Valley College provides counseling services and programs throughout the campus. Counselors are trained to assist students through personal, academic, and career counseling. Because we recognize that our student body is diverse and "one size does not fit all," counselors also support students through a variety of specialized programs. They also teach classes in areas including career development, college success, self-assessment, study skills, personal growth, and cross-cultural studies. Counselors are available to see students for scheduled and drop-in appointments during morning, afternoon, and evening hours. Each year, the counseling department has over 20,000 student contacts!

Counseling Services

- Personal, academic and career counseling
- Orientation to college
- Transfer planning
- Development of educational plans
- Help with academic difficulties
- Advocacy for students
- Instruction of counseling classes

Specialized Counseling Programs

- Athletics
- Career Programs
- Distance Learning
- Disability and Support Student Program (DESP)
- Educational Transition (ET) and Adult Re-Entry7
- Extended Opportunity Programs and Services (EOP&S)
- Honors and UCLA TAP Program
- International Students
- PUENTE Program
- SUCCESS Program
- TRIO
- Veterans Program

To contact the Counseling Department or schedule an appointment, call 741-2009 or visit the college web site.
Financial Aid

Students at West Valley College receive financial assistance in the form of grants, scholarships, loans, and part-time employment (called work-study). To qualify for financial aid benefits, you must meet federal, state, and/or institutional requirements. The first step in applying for financial aid is to fill out both a Free Application for Federal Student Aid (FAFSA) and a Board of Governors Fee Waiver (BOGW). Both are available in the financial aid office. The FAFSA can also be accessed online at FAFSA Online; the BOGW application can also be found in the schedule of classes.

TYPES OF FINANCIAL AID AVAILABLE

Grants  Financial aid money that does not have to be repaid. Common grants include the Cal Grants A, B, and C and the federal Pell Grant. Most grants are based on financial need, but some also require meeting certain academic criteria. For example, the Cal Grant A requires a minimum of a 3.0 GPA. To receive the most money for grants, you need to enroll in 12 or more units.

Educational Loans  Money loaned to students to help pay their college expenses. Typically, no payments are required until 6 months after a student stops attending school at least half-time. Interest rates are usually very low, and some loans don’t accrue interest until after you finish your education.

Work-Study  Part-time jobs on campus allowing students to earn money to pay for college. Students must qualify for financial aid to be eligible for these jobs.

BOG Fee Waiver  A waiver of all enrollment fees for eligible California residents. Complete a BOGW application prior to registration.

Emergency Book Loans  No interest loans of $50 to $100 provided by West Valley College to students. The loans are available at the start of each semester and must be repaid in two months.

Scholarships  Funds made available by sources generally other than the government, such as private businesses, organizations, clubs, or colleges, to help students with the costs of their education. Generally, students must compete for scholarships. Awards are based on many different criteria; they may or may not depend on financial need, be aimed toward a specific major or type of student, or require a high GPA.

West Valley College Financial Aid Office: (408) 741- 2024
Apply early each year for the FAFSA. Although you can apply for Federal financial aid at any time, it is best to apply between January 1 and March 2 to receive priority consideration for the next school year.
Disability & Educational Support Program (DESP)

The primary purpose of the Disability & Educational Support Program is to integrate all students with disabilities into classes and programs with their fellow students consistent with the Rehabilitation Act of 1973, Title V regulations, and the Americans with Disabilities Act. A variety of supportive services and special classes are provided in an effort to eliminate barriers, maximize independence, and promote educational opportunities that support students' educational or vocational goals.

Programs and Services

- Counseling
- Learning disability assessment
- Communication disability assessment and services
- High-tech center
- Adapted PE classes
- Mobility assistance

Support Services

- Test-taking accommodations
- Use of computers for tests
- Tutoring
- Note takers
- Sign language interpreters
- Tape recorder loan
- Text to Braille machines
- Text reader and enlarger
- Liaison with faculty and campus programs, community resources

For more information, please call the Disability & Educational Support Program Office at (408) 741-2010
The Educational Transition (ET) Adult Re-entry Program at West Valley College can provide adult re-entry students with needed support and guidance as they make the important decision to return to college or begin your educational experience. ET offers a wide range of services for adult learners plus friendship, encouragement, and support to help students feel confident and successful in achieving their goals.

Services Provided

- Academic, Career, and Personal Counseling
- Workshops, Support Groups
- Grant-Funded Services
- Back To School Welcome
- School & Community Resources
- Re-entry Student Peer Advising

For more information, please contact us at 741-2022

Transfer/Career Center

The Transfer/Career Center provides a wealth of services and resources to help you explore college majors or careers or to make a smooth transition to a 4-year college.

Transfer Services and Resources

- Transfer counseling
- Information on admissions and transfer requirements
- Transfer admission agreements (T.A.A.’s) with 13 colleges.
- Course, major, and general education articulation agreements
- College catalogs, videotapes, and brochures
- CSU and UC Application workshops
- Help using the ASSIST (articulation) database
- Essay-writing workshops
- College representative visits
- Eureka database for exploring college majors, programs, and financial aid
- Assistance with financial aid process and scholarships

Career Services and Resources

- Career counseling
- Career exploration classes
- Eureka database for exploring occupations and educational programs
- Self-assessment classes
- Career-related workshops
- Job search classes and assistance
- Online career resources
- Career-related books and videotapes
- Assistance with resume writing and interviewing

**Tutorial Services**

At West Valley College Tutorial Services, we understand that everyone needs a little help sometimes. It is our goal to provide that help when it comes to understanding a particular subject of study. We strive not to simply provide answers, but to empower students with the tools necessary to find the answers on their own.

**Tutorial Services is located in the Library Building** on the West Valley campus.

**Services Provided**

**Free scheduled tutoring:** Students can receive one (1) hour per week of one-to-one tutoring in any available subject except math. Scheduled tutoring is offered in the following subjects:


**Free drop-in tutoring:** Students can receive tutoring with no appointment necessary in the following subjects:

All math (including statistics), Accounting, Chemistry, Economics, Physics

**Hours and Contact Information** Please feel free to contact us at (408) 741-2027 or by visiting our [website](#).

**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.
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:

Student Health Services

The mission of West Valley College Student Health Services is to strengthen student learning, retention and success. To facilitate these goals, we support the physical, emotional and social well-being of students through health care and education.

Services Include

- College Health Experienced RN
- Family Nurse Practitioner
- Planned Parenthood
- Personal Counseling
- Smoking Cessation Counseling
- Drug and Alcohol Abuse Counseling
- Community Resources

Hours and Contact Information

Please feel free to contact us at (408) 741-2027 or by visiting our main website and search for Health 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.

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
- 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

**Educational Programs**

**Certificates**

A certificate program is a short-term course of study, typically in an occupational, technical, or business field (e.g., marketing, fashion design, web design). Certificates focus exclusively on preparing you for a specific occupation or area of employment and usually do not require general education courses as part of the program. Earning a certificate may help build your skills, broaden your employment opportunities, or advance your career. Completion of a certificate program takes approximately 1 to 4 semesters of full-time study.

West Valley College offers 91 certificates in 29 areas of study. Below is a list of the current certificates available to students. Most of the programs are linked for complete descriptions through the Career Programs web page. Also consult the college catalog for specific and updated information on each certificate program.

**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.

**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.

**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.

Career and Certificate Programs can be found on the main college main page under degrees and certificates button.
Associate Degrees

An associate’s degree is the first college degree you can earn. It signifies the completion of a minimum of 60 semester units of college work, including the units necessary to complete a major plus general education (GE) courses. Associate of Arts (A.A.) degrees are given for non-technical majors (such as Liberal Arts or Communication Studies); Associate of Science (A.S.) degrees are given for technical or occupational majors (e.g., Chemistry or Computer Science). West Valley College offers a total of 60 associate's degrees ranging from Business to Computer Arts and Animation. The college awards hundreds of degrees every year to students who are planning to enter the work force or transfer to a four-year college. A list of associate degrees can be found on the main college main page under degrees and certificates button.

Transfer Opportunities

Many students attend West Valley College to fulfill their lower-division (first- and second-year) requirements for a bachelor's degree. Public universities in California allow students to complete up to 70 of the required 120-132 semester units for a bachelor’s degree while attending a community college. West Valley has agreements with hundreds of universities (called articulation agreements) that help ensure that the classes you take will be accepted by the university you transfer to.

- West Valley College has Transfer Admission Agreements (TAAs) with thirteen universities, which guarantee admission provided that the student achieves the required GPA and course requirements (see the transfer center link on the main college page for details).
- West Valley has one of the highest transfer rates for community colleges in the Bay Area.
- Public universities in California give transfer preference to community college students over students from other four-year institutions.
- In terms of academic performance, West Valley transfer students do as well as or better than students who have gone directly from high school to four-year colleges.
What does it take to transfer? There are two ways to meet admission requirements to public universities in California. Students who were eligible out of high school may apply to a four-year school at any time based on high school grades, course work, and SAT or ACT scores.

If you were not eligible out of high school, you will not be admitted to a four-year college unless you meet the requirements for junior-level transfers.

Junior-level transfers are defined as having:
- 60 transferable units or California State Universities (CSU)
- 60 transferable units for University of California (UC)

The minimum GPA is 2.0 to be eligible for CSU and 2.4 to be eligible for UC. Please be aware that many CSU and UC campuses require a much higher GPA. The higher your GPA, the more transfer options you will have. If you are interested in attending a private or out of state college, please see a counselor, as transfer requirements vary. There is much to know about transfer admissions. If you are interested in transferring, we recommend that you make an appointment with a counselor after you begin your first-semester classes.

Educational Planning

Academic Goal Setting

Your academic success depends on the identification of realistic academic goals. One way to identify a major and a career path is by taking advantage of counseling courses. The college catalog has most of the information about West Valley College that you need as a student. The catalog can be purchased at the Viking Bookstore for $3.00 or can be accessed online through the main college website. This publication is printed every year and includes information such as admission requirements, degree and certificate programs, definition of courses and transfer information. It is strongly recommended that you become familiar with the catalog, as it will provide you with a foundation of our offerings, your rights as a student, and information on campus policies and procedures. As a student, you have the option of meeting the requirements listed in the catalog that were in effect when you began at West Valley as long as you maintain continuous enrollment.

Class Schedule

The schedule of classes lists the courses offered each semester as well as the times, instructors, and locations. The schedule also includes registration information and the college calendar, which gives important dates such as drop dates, final exam week, and holidays. The schedule also lists section numbers, which are needed for registration.
Also included is a map of the campus, which will enable you to find all classrooms and college services. The schedule is available on campus beginning in April for Fall and Summer classes, and in October for Spring classes. The schedule is also available from the WVC general website Classes page.

**Registration Process**

After you have completed the orientation and assessment tests, you will be ready to select your classes. You may have to wait for your registration date, which will be available through WebServices.

Log on to the Web Advisor. You will need to know your college ID number as well as your PIN number and when it’s your first time, the computer system will have as your password your birth date (062990).

![Diagram of Registration Process]

**Tips for Successful Registration**

1. To ensure that your registration is completed, don’t hang up until the very end, when the telephone registration system says "goodbye."

2. If a class you really want is full, you still may get a spot by "crashing" the class, which means you simply show up the first day and see if the instructor is adding students.

3. You must clear any prerequisites before registering for a class. You can do this by submitting high school or college transcripts to the assessment office, located in the counseling building.

**ADDs AND DROPs**

Once classes begin, an instructor may add students to the class by providing the student with a unique Add Code. The instructor then gives an add form with instructions that notes how to use the ADD CODE. The add form can only be processed via MyWebServices and will expire on the date shown.

*Sample “Add” form:*

**Add Code Slip via the Web**

Course and Section #_____________________ ADD CODE # ___________ *(Only issued by Instructor, e.g. – CHS 63 - #1234)*

Use the four digit ADD CODE to add this semester length course via the Web. You must use this Add Code before the deadline. This number can only be used once. Always confirm your schedule through MyWebServices (www.westvalley.edu). If you need assistance, come to the Admissions & Records Office. You are expected to meet all deadlines for adding and dropping courses.

**DROPs**

Students may drop or withdraw from class(es) via MyWebServices through the end of the twelfth week (or for short courses, through the first 75% of the course).

Students need to drop a course or completely withdraw from the college within the first two weeks each semester in order to have no record appearing on the student’s transcript.
College Policy states that it is the student’s responsibility to drop courses formally and students should not rely on faculty to drop them from their rosters. Students can use the web drop themselves from a course.

**Advanced Placement (AP) Credit**

West Valley College will grant college credit toward an AA/AS degree to students who earn scores of 3, 4, or 5 on Advanced Placement examinations given by the College Entrance Examination Board (CEEB). To receive credit, students must send an official copy of the AP results for evaluation to the Records Office at West Valley College. To use AP results for completion of GE areas for transfer using either the CSU GE or IGETC pattern, students must request GE Certification from West Valley upon transfer. In addition, to determine how AP credits will be used at the four-year school, major preparation, please consult the catalog of the transfer school or see a West Valley College counselor. Duplicate credit will not be granted to students who have AP scores and take the equivalent college course at West Valley. The catalog includes a chart which shows how Advanced Placement credit is awarded at West Valley College. Also included are how AP subject exams are used for both the CSU general education pattern and IGETC.

**Unexcused Absences/Drops:**

Students are required to attend class on a regular basis. An instructor will drop from the class rolls a student who has not appeared in class during the first 1/6th of the total scheduled class meetings. An instructor may drop a student when the student’s accumulated unexcused hours of absence exceed ten per cent of the total number of hours the class meets during the semester. A student may also be dropped from class if, in the instructor’s judgment, the student is no longer participating in class assignments and activities at a minimally acceptable level.

**COURSE INFORMATION SHEET – “SYLLABUS”**

The course information sheet (also called a “green sheet” or syllabus) contains information about classroom procedures, requirements, and grading policies. This information should be explained to students in class at the beginning of the semester or term. A copy of the information sheet for each course taught should be provided to the Division’s Senior Office Coordinator the first week of each semester.

**Syllabus Disclaimer Statement**

As classes can move at different paces and present different needs, it is realistic that instructors will need to adjust their syllabus over the course of the semester. Instructors may wish to include the following disclaimer statement to ensure that students understand that the instructor has that prerogative:

*The instructor may make changes to the syllabus during the semester. It is the student’s responsibility to stay informed of these changes. Students may contact the instructor during office hours and before/after class, time permitting. Students may also wish to have a study partner whom they can contact if they miss a class.*

**DISTANCE LEARNING**

West Valley College has an exceptionally well-developed and sophisticated Distance Learning program. Faculty members routinely use a variety of delivery systems, including self-paced, modular scheduling, telecourses, online and hybrid courses, directed and independent studies, and contract education. These options allow students to select courses to meet their specific needs. In addition, the traditional methods of delivery such as lectures and labs continue to be upgraded through the use of technology. The commitment to develop instructional technology continues through the upgrading of computer laboratories, media-ready classrooms and the further growth and development of online and hybrid courses.
Of particular assistance to instructors is the Angel Learning course management system for online course development and management adopted by the WVMCCD for all classes. Those teaching both online courses and traditional classroom courses benefit from the Angel system which allows for online grade tracking, instructor/student e-mail, online testing, and access to learning materials. Several hundred West Valley College courses are within the Angel system and offer students a variety of Web-based access points to their instructors and course content. When logging into the system, faculty see a listing of classes that they are teaching, and students can see a list of classes that they are taking.

**BOOKSTORE**

**TEXTBOOKS, INSTRUCTIONAL PACKAGES, and TEXT REQUISITIONS:**

Please be aware that our Campus Bookstore has moved to a new temporary location during the 2010-11 academic year to accommodate a renovation of the Campus Center. The temporary location is east corridor of the Applied Arts and Sciences Building. The Viking Bookstore is contracted through Barnes and Noble.

The College has a "book loan" program administered through the Admissions and Records office whereby students are loaned money to purchase their textbooks and then repay that loan. There are also textbooks held on reserve in the Library for student use.

**Online Orders:**

1) Submitting online book: please log in, fill out the information in the 5 step process. Once the book order is completed and submitted, you will receive an email confirmation that the bookstore received your order.
2) Use the following link to submit your order online: https://secure.bncollege.com/webapp/wcs/stores/servlet/FacultySplashLoginView

**Time Management and Units**

The majority of our students work while attending West Valley College. The number of units you should take depends on the number of hours a week you will have to devote to your education. As a general rule, expect two hours of homework for every hour you spend in class. Full-time attendance at West Valley is 12 units or more per semester. There is no penalty for attending part-time; it just may take you longer to reach your goal.

**Tip #1** Some students need to attend school full-time to be covered by their parents' or guardians' insurance policies.

**Tip #2** To maintain your eligibility to play intercollegiate sports, you need to attend college full time.

**Tip #3** Financial aid depends on the number of units taken. The more units you enroll in, the more money you are eligible to receive.

**Tip #4** If you are working more than 20 hours per week, we recommend that you attend part-time.

**Time Required by Classes**

<table>
<thead>
<tr>
<th>Number of Units/ Class Hours Per</th>
<th>Expected Study</th>
<th>Total Hours per Week</th>
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**Course Selection**

Your selection of classes will depend on your academic goal: a certificate, an associate's degree, or transfer to a four-year college. Some tips for proper class selection follow.

**Advice for students seeking a certificate of achievement**

1. Read the information in the college catalog pertaining to your desired certificate. Pay careful attention to the list of required courses.

2. Read the descriptions of all the required courses, paying close attention to pre-requisite information.

3. Use the class schedule to plan your classes, starting with the required introductory courses and working your way to the more advanced courses.

4. See a counselor for additional assistance in planning your classes.

**Advice for all students seeking college degrees**

1. Fulfill your English and math requirements early.
   - Strong writing skills will help you get better grades in your college-level classes.
   - The longer you wait to take mathematics, the more you forget of what you knew before.
   - Finishing English and math early makes you a better candidate for transfer to many four-year schools.

2. If you are undecided on your major, start with GE classes and consider taking Counseling 5: College Success, or Counseling 12: Careers and Lifestyles. These courses cover career decision-making and can help you begin the process of choosing a major and/or career.

**Advice for students seeking associate degree**

1. To earn an associate's degree, you need to fulfill two sets of requirements: WVC graduation requirements and the specific requirements for your major.

2. If you are undecided on your major, you can begin by selecting courses from the General Education pattern listed on the catalog).
3. If you know your major, take classes from both your major and the GE requirements.

4. Pay careful attention to the list of required courses for your major, as detailed in the catalog.

5. Carefully read the descriptions of all the courses for your major, paying close attention to prerequisite information.

6. Use the schedule of classes to plan both your GE and major courses.

7. In your major, start with the required introductory courses and work your way to the more advanced courses.

8. See a counselor for additional assistance in planning your classes.

Advice for students seeking transfer to a four year college

1. All universities require general education course work as part of their graduation requirements. It is recommended that you fulfill your lower-division general education requirements before transfer unless you are in a high-unit major, such as engineering or science. In these majors it generally acceptable not to finish all of your GE prior to transfer (see a counselor for details). Private universities have their own unique GE patterns. If you'd like to transfer to a private college, please see a counselor for help with selecting appropriate classes. If you are considering a CSU or UC campus, you will want to pick your GE classes from the following two patterns.

- **CSU GE Breadth Pattern**: This pattern meets lower-division GE requirements for all 23 state universities in California.

- **IGETC Pattern**: This pattern meets lower-division GE requirements for all 10 UC campuses, the 23 state universities, and many private colleges.

   If you know you want to transfer to a CSU campus, follow the CSU GE pattern. If you want to transfer to a UC or are not sure where you want to go, the IGETC pattern is for you.

2. If you know your major, start early by taking required preparation courses. A counselor can assist you in determining the courses that particular four-year colleges require for your intended major. You can also visit the assist.org web site, which lists the courses students should take at West Valley to prepare for specific majors at public schools.

3. A well-balanced first-semester course load should include GE courses from different areas and, if you know your major, introductory courses for that major.

Transfer Tips

**Tip #1** Overlapping major courses with GE requirements will enable you to meet your transfer requirements more quickly.

**Tip #2** To determine if a course is transferable, review the description in the back of the college catalog. It will list whether a course is transferable to the CSU and/or UC systems.
Tip #3  Both UC and CSU give priority consideration to junior-level (upper-division) transfers. You will need a minimum of 60 transferable units for CSU and 60 transferable units for UC to be considered a junior-level transfer.

Tip #4  You can transfer a maximum of 70 units from West Valley to a CSU or UC campus.

TIPS FOR ACADEMIC SUCCESS

- Explore your career interests early if you are undecided about what you want to major in. Consider taking an introductory course in a potential major or enrolling in a career decision/life planning class such as Counseling 12 or 5.

- Pay careful attention to prerequisites. The web advisor or touch-tone registration system WILL block you from registering for a class if you have not met a prerequisite.

- Try to balance each semester’s class schedule. Plan to intermix general education courses with your major requirements. If at all possible, avoid a semester full of rigorous courses.

- Get to know your classmates. They can fill you in when you miss a class, help you study for exams, and provide you with their experience of the college.

- Consider taking a course in the summer to lighten your load during the regular academic year.

- Remember that 12 units is considered a full-time load for the purposes of financial aid, insurance coverage, and eligibility for intercollegiate sports.

- Pay attention to deadlines! You can find them in the schedule of classes.

- Get to know the college catalog. It is an invaluable resource.

- Become involved in college activities. Join clubs and attend college events.

- Use the Counseling Department. We are here to help you!

Follow-Up

If you have any questions or are unsure what classes to take, we encourage you to contact the Counseling Department at (408) 741-2009 to meet with a counselor.

We strongly recommend that all new students make a counseling appointment during their first semester. You can set up your appointment by calling (408) 741-2009 once the semester begins.
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. **Students must pay their enrollment fees and charges by the established deadlines or their classes will be automatically dropped.** Check the college Admissions and Records for specific semester information.

**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 transcripts 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. 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.

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
# Glossary of College Terms

**Academic Appeals Committee**  
A committee of faculty members and administrators that handles student appeals for interpretation and waivers of academic regulations.

**Academic Renewal**  
A policy enabling students to disregard up to two semesters of previous sub-standard course work based on academic improvement. For details, see the college catalog.

**Accredited**  
Having been certified as fulfilling acceptable academic standards. Accredited institutions recognize and accept courses taken at other accredited colleges. West Valley College is accredited by the Western Association of Schools and Colleges (WASC).

**Articulation Agreement**  
A formal, written agreement between West Valley College and a four-year institution that allows students to complete West Valley courses in lieu of those offered by the four-year college. Courses taken under an articulation agreement can be used to satisfy admission, general education, and major requirements.

**Assessment Tests**  
Tests in reading and writing to help students determine appropriate course placement. Assessment tests are strongly recommended before registering for classes in your first semester.

**Associate's Degree**  
A degree awarded by a community college after successful completion of a course of study of at least 60 semester units (2-3 years of full-time study).

**Bachelor's Degree**  
A degree awarded by a four-year college or university after successful completion of a course of study that is typically 120 semester units (4-5 years of full-time study).

**Catalog Rights**  
Students' right to follow the requirements in the catalog for the year they start their education at a college or university, as long as they maintain continuous enrollment. Continuous enrollment at West Valley is defined as completing at least one course in an academic year (fall, spring, or summer).

**Certificate of Achievement**  
A document issued by a department indicating completion of core requirements, generally within an occupational program (e.g., Interior Design, Paralegal Studies, Fashion Design, Marketing and Sales). Note that not all occupational programs offer certificates. Please check the catalog for more information.

**Credit by Exam**  
College credit given when an instructor permits a student to take a course examination without attending the course and the student successfully completes the exam. Students who have independently obtained the information presented in a course may benefit from this approach. To obtain more information on credit by exam, see...
<table>
<thead>
<tr>
<th>Term</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>Class Audit</td>
<td>Registration to attend a class without taking tests or completing assignments. Each college department determines which courses may be audited, and the instructor's prior approval is required. Auditing is allowed on a space available basis.</td>
</tr>
<tr>
<td>College Catalog</td>
<td>An annual West Valley College publication that lists policies and procedures, admission requirements, degree and certificate programs, course descriptions, and transfer information.</td>
</tr>
<tr>
<td>Co-requisite</td>
<td>A course that a student must simultaneously take in order to enroll in another course. For example, Psychology 2 has a co-requisite of Math 10, so a student taking Psychology 2 must simultaneously take Math 10.</td>
</tr>
<tr>
<td>Course Repetition to Improve GPA</td>
<td>Repetition of a course where a sub-standard grade (D or F) was earned. A student may repeat a course only once without approval. Only the most recently earned units and grade will be used in calculating the GPA and total units.</td>
</tr>
<tr>
<td>Crashing a Class</td>
<td>Showing up at one of the first sessions of a course in which the student is not formally enrolled, and requesting the instructor's permission to enroll in it. This is the only way to enroll in a class that has already started or has filled during registration.</td>
</tr>
<tr>
<td>Credit/No Credit Option</td>
<td>The option to take a course without receiving a letter grade. If a course offers this option, its description in the college catalog will say so. To earn credit, a student's work must earn the equivalent of a C grade or better. The marks of Credit (CR) and No Credit (NC) are not computed into the student's GPA, but CRs do count toward the student's required number of units.</td>
</tr>
<tr>
<td>CSU GE Pattern</td>
<td>A series of approved courses that a community college student can use to satisfy lower-division general education requirements at any CSU campus.</td>
</tr>
<tr>
<td>CSU System</td>
<td>A state university system comprising 23 public campuses throughout California. Often referred to as state universities or CSU's.</td>
</tr>
<tr>
<td>Disqualification</td>
<td>The consequence when a student on probation fails to improve based on the criteria listed in the catalog. Such a student may not enroll in courses unless he or she successfully petitions for readmission. Please see a counselor for more information.</td>
</tr>
<tr>
<td>Doctorate (Ph.D., Ed.D, or M.D.)</td>
<td>The highest educational degree awarded. A doctorate typically requires completion of 90 or more units beyond a bachelors degree.</td>
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<tr>
<td>Dropping/Withdrawing from a Course</td>
<td>Two ways of leaving a class before completing it. Students may drop classes within the first two weeks of the semester and have no</td>
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</table>
record on their transcript. Students may also withdraw from the third to the fourteenth week but will receive a W (withdrawal) on their transcript. W's are not figured into the GPA, but excessive W's can put a student on progress probation. Check the college calendar found in the schedule of classes for drop dates.

**Educational Plan**  
A planned course of study that outlines the courses needed to meet general education, transfer, certificate, and/or associate's degree goals.

**Elective**  
A course in a student's program that is open to choice. Some departments recommend particular electives in addition to the required courses. More often, however, students choose free electives.

**Final Exam Schedule**  
The list of the days and times of final exams. Note that final exam times may be different from regularly scheduled class times. The final exam schedule can be found in the schedule of classes.

**Financial Aid (grants, loans, work-study, scholarships)**  
Support for students to help meet the costs of paying for college. Financial aid programs are offered through federal and state governments, colleges and universities, and public and private sources.

**Full-time Student**  
A student enrolled in 12 or more units during a regular semester.

**GE Certification**  
A formal document of completion of lower-division general education requirements for public four-year schools. A student can receive GE certification at a community college. Once a student completes all the approved courses, he or she must request certification in the Admissions office.

**GPA**  
The numerical average computed by dividing the total grade points by the total credit hours attempted. A cumulative GPA is the total grade points on a student's record divided by the total hours attempted.

**General Education (GE)**  
A series of courses required for degrees that provide with a breadth of understanding.

**Graduation Petition**  
A formal request a student must file after completing all graduation requirements in order to receive an associate's degree at West Valley. Graduation petitions must be filed in the Admissions office before the posted deadline listed in the schedule of classes.

**Graduation with Honors**  
Graduation from West Valley with an overall cumulative GPA of 3.00. Honors graduates receive special recognition at commencement, and the Honors designation appears on their transcripts.
<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
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<tbody>
<tr>
<td>IGETC (Inter-segmental General Education Transfer Curriculum)</td>
<td>A series of approved courses that a community college student can use to satisfy lower-division general education requirements at any CSU or UC campus (see a counselor for limitations).</td>
</tr>
<tr>
<td>Incomplete</td>
<td>A designation that a student may request an instructor to issue if the student does not complete work in a course due to emergencies or other justifiable reasons. The instructor tells the student what work remains to be completed. Students have one year to make up this work. Students who fail to do this will receive a grade based on the partial work they did submit in the course.</td>
</tr>
<tr>
<td>Lower-Division Transfer</td>
<td>A student who transfers with fewer than 56 transferable units to the CSU system or 60 transferable units to the UC system. Lower-division transfers are held to different, and often more difficult, admission requirements than upper-division transfers. Students considering applying as lower-division transfers are advised to consult with a counselor, as some colleges do not admit lower-division applicants.</td>
</tr>
<tr>
<td>Major Preparation</td>
<td>Required lower-division courses that help prepare students for upper division or advanced course work for a major offered at a four-year college.</td>
</tr>
<tr>
<td>Master's Degree</td>
<td>An advanced degree beyond a bachelor's degree. A master's degree (M.A., M.S.) commonly requires completion of 30 to 60 units beyond a bachelor's degree.</td>
</tr>
<tr>
<td>Matriculation</td>
<td>A set of state-mandated requirements that West Valley must follow to help its students succeed.</td>
</tr>
<tr>
<td>Maximum Unit Load</td>
<td>Students may enroll for a maximum of 18 units during a regular (fall or spring) semester and 6 units during a summer session. The registration system will prevent students from enrolling for additional units. Students can petition for &quot;over maximum units&quot; by meeting with a counselor who carefully assesses whether or not it is in the best interest of the student to attempt the additional units.</td>
</tr>
<tr>
<td>Pre-requisite</td>
<td>A requirement that must be met before enrolling in a particular course. Common prerequisites are completion of a prior course or a placement test result.</td>
</tr>
<tr>
<td>Private/Independent College</td>
<td>A college or university that is funded primarily by private resources rather than the state. Examples include Stanford, Santa Clara, and USC.</td>
</tr>
<tr>
<td>Probation</td>
<td>The consequence of failing to meet minimum academic standards set by the college. A student will be placed on academic probation if, after completing 12 or more units, he or she has a GPA below 2.0. A student will be placed on progress probation if he or she fails to complete 50% or more of the classes attempted, after attempting</td>
</tr>
</tbody>
</table>
A twice-yearly West Valley publication that lists the courses offered in a semester as well as their schedules, instructors, and locations. The schedule also includes registration information and the college calendar, which gives important dates such as drop dates, final exam week, and holidays.

An automated system through which students can register for their classes at West Valley College. Instructions for using the system can be located in the schedule of classes.

A contract between West Valley College and a four-year university that guarantees admission to a given student so long as the student meets specified course work and GPA requirements.

An official copy of the student's academic record showing courses completed and grades and credits earned. The first two sets of transcripts can be sent for free through the Admissions and Records Office. Additional copies are available for a small fee.

Courses that are approved to transfer to a four-year college or university. These courses can be taken as general education requirements, for major preparation, or for elective credit. Please check the course descriptions in the college catalog to determine which courses are transferable to CSU and/or UC.

A 10-campus public university system in California. Often referred to as UC or University of California.

A measure of academic credit. One unit generally equals one hour per week of classroom time for a lecture class. Lab and activity classes generally require more class time per unit.

A student who transfers with a minimum of 56 transferable units to the CSU system or 60 transferable units to the UC system. Upper-division transfers are also known as junior-level transfers.

An online web-based registration system that allows students to sign up for classes, view unofficial transcripts, or check grades. Web Advisor can be accessed from any remote location with access to the web.

On-the-job experience that may earn a student academic credit at West Valley. These units are transferable to the CSU system but not to the UC system.

The minimum requirements for attending West Valley. Any person may attend West Valley who is a high school graduate, has passed the State Proficiency Test, has obtained a G.E.D., or is at least 18 years of age. Students whose legal residence is outside California or
who have not resided in the state for one year and one day before the first day of the semester may apply for admission as nonresident students (who are subject to higher fees). High school students may enroll with permission from their high school.

WVC Graduation
Requirements

The minimum criteria for earning an associate's degree at West Valley College. The student must complete a minimum of 60 passing units of college work (at least 12 of which must be completed at West Valley); achieve at least a "C" (2.00) cumulative GPA; fulfill the requirements for a major; demonstrate proficiency in reading, writing, and mathematics; and complete the general education requirements outlined in the college catalog.