

Payment Policy

Students registering for Summer 2013 and Fall 2013 classes, have a specific time period to pay for their classes. Students will be automatically dropped for non-payment of fees.

Registration Period	Pay by	Drop for non-payment
April 17 – May 25	End of day 5/30	5/31 Drop
May 28 – July 9	End of day 07/11	07/12 Drop
July 10 – August 17	End of day 08/19	08/20 Drop
August 18 – forward	At registration	Next Business day

Community Colleges are required to enforce new regulations concerning dates students withdraw from classes. Effective summer 2012, students that drop a class receive a W much earlier in the semester. Please see pages 25 & 45 for a complete table of dates.

ORIENTATION OPTIONS

Couns 000A – Orientation

Orientation is required for students who have no previous college experience or fewer than 15 completed college units. Complete assessment before attending Couns 000A.

Once you submit your application, you will receive a date when you will be able to register for a Couns 000A class. The Cafeteria may be closed so please bring a snack and/or beverage. Check the schedule of classes for room location.

Summer 2013

Sect #	Date	Day	Time
27945	6/18 & 20	TTH	2:00 pm-6:15 pm
27950	6/24 & 26	MW	5:00 pm-9:15 pm
27946	7/12 & 19	F	9:00 am -1:15 pm
27943	7/16 & 18	TTH	5:00 pm-9:15 pm
27944	7/22 & 29	M	9:00 am -1:15 pm
27952	8/6 & 8	TTH	5:00 pm-9:15 pm
27961	8/12 & 14	MW	2:00 pm-6:15 pm
27949	8/19 & 21	MW	5:00 pm-9:15 pm
27948	8/20 & 22	TTH	9:00 am -1:15 pm

Fall 2013

Sect #	Date	Day	Time
29474	12/2 & 4	MW	2:00 pm-6:15 pm
30192	11/18 & 20	MW	5:00 pm-9:15 pm
30195	12/10 & 12	TTH	5:00 pm-9:15 pm

Students with Disabilities

Students with learning or other disabilities are encouraged to follow these 3 easy steps:

1. Call and schedule a one-on-one appointment with a DESP counselor (408.741.2010) – Please bring any documentation verifying your disability.
2. Complete the assessments in English, reading and math – DESP will make arrangements for accommodations for which a student is eligible.
3. Register and attend Counseling A – Orientation to College class.

STUDENTS WITH PREVIOUS COLLEGE WORK

An orientation is not required for students who have completed 15 college units. However, counselors can help you complete an educational plan, prepare transfer agreements, select a possible major or career, or help with a personal problem. Appointments can be made by stopping by the Counseling Center, located behind the Admissions Building, or by calling 408-741-2009.

Athletic Orientation

New athletes are required to attend an orientation workshop. Athletes and their parents are both welcome to attend the first night. The second night is for the athletes only.

Date	Time	Room
Tues & Thurs. 6/25 & 27	5:00-9:15 PM	PE 2

Graduating High School Seniors

Planning to attend West Valley in the Fall of 2013?

For details please go to:

<http://westvalley.edu/admissions/orient.html>

ASSESSMENT AND ORIENTATION

New students are expected to complete assessment, college orientation, and educational planning BEFORE registering for classes. Students who complete assessment and attend an orientation will receive counseling assistance when scheduling their classes.

Assessment is the process to evaluate skills in reading, writing, math, and English as a Second Language (ESL). After completing assessment, a student will receive counseling assistance in the interpretation of assessment results and selection of courses.

Students exempt from Assessment:

- Anyone who has completed Advanced Placement in English Literature, English Language or Mathematics AB and/ or BC, Statistics.
- Students who are only taking classes that do not require English or math as prerequisites or for personal enrichment.
- Students who have completed an Associate's Degree or higher from an accredited American college or university.
- Students who have completed English, math, and/or reading at another college or university.

Exempt Pre or Corequisite Clearance Process

Clearance of a pre or corequisite requires documentation that verifies previous course completion or skill level attained to register for a specific class. A "C" or better grade is required to clear pre or corequisites. Refer to page 20.

Method A: Bring your unofficial transcript/s to the Assessment Desk in the Counseling Center - Appointment is not required. Method B: Fax your unofficial transcript to (408) 741-4076 and include your WVC student ID number, class requested, and phone number. Method C: Scan and e-mail your unofficial transcript to jeremy.sias@wvm.edu your assessment specialist and include WVC ID number and class requested.

Blocked Registration: If you are blocked from registering for a class because of a prerequisite requirement, follow one of the three methods listed. Note: Unofficial transcripts are used for clearing prerequisites. Official transcripts are required and can be brought to the Counseling Center to complete a WVC evaluation of general education courses completed.

ASSESSMENT, ORIENTATION, OR ASSESSMENT WAIVER

If you determine that there are Prerequisites, Corequisites or Other Limitations on Enrollment

Challenges please refer to page 20 for rights and procedures.

Assessment Session Preparation:

1. Dates and times are subject to change. Check the web site at: westvalley.edu/assess/ for updated information, and additional dates and times for assessments in the **Assessment Center located in the Tutorial Center.** (Check inside back cover of schedule for the campus map.) Or call (408) 741-2035.

2. Arrive early to park and find testing location.

3. No one will be admitted after start time.

(ARRIVE EARLY)

Students are not **required** to complete Assessment and orientation if they:

- are taking courses for personal enrichment only
- have completed an AA/AS degree or higher
- are primarily taking courses at another institution

SPECIAL ACCOMMODATIONS

If you have a verifiable disability, you may request accommodations for assessment. Contact the DESP Office at (408) 741-2010 for further information.

ASSESSMENT DATES

Check westvalley.edu/assess for schedule

Scan this code on a smart phone to view a list of assessment dates.



ESL ASSESSMENT DATES

Date	Room	Time
Mon, 5/20	Fox 120	6:30pm
Mon, 7/29	Fox 120	2:30pm
Thurs, 8/08	Fox 120	2:30pm
Thurs, 8/20	Fox 120	2:30pm
Wed, 8/28	Fox 120	4:00pm

ONLINE ORIENTATION

An orientation option for new students is the online orientation. Go to westvalley.edu/admissions/special.html. Be sure to print out and submit to the Counseling Office the Online Orientation Completion Certification to receive credit for completing the orientation.

NEW International Students

REQUIRED immigration information session for students who have received I-20's from West Valley College for the Spring 2013 semester. Call 408-741-2694 to sign up for your mandatory orientation, on Thursday, 8/22 from 10:00 a.m. - 1:00 p.m. in the Business Division, Room 10.

Couns 002 Academic and Personal Planning (1 UNIT)

Section #	Date	Time	Location
27953	8/29-9/26	2:00pm - 5:15pm	BU 10

Focus on F1 visa students only.

Distance Counseling

Distance counseling is intended solely to assist students in answering basic questions that are academic or procedural in nature. Before accessing distance counseling, visit WVCPortal for more information. Access distance counseling at: westvalley.edu/services/counselingservices.html

CHANGING YOUR CLASS SCHEDULE

Students who have registered may make changes to their schedule in the WVCPortal, through the day before your class begin. Always review current balance after making any changes to your schedule.

Adding Classes

To add a class once the term begins, you must attend the first class meeting (whether you are waitlisted or not). If there are seats available, the instructor will assign students Add Codes for the class. The Add Code is a four digit number that gives the student permission to add the class on our WVCPortal. Add Codes must be used by the last day to add of the term.

It is your responsibility to meet all pre and corequisite requirements prior to registration. Also it is suggested

that students monitor their courses through the WVCPortal on a regular basis. In addition, it is your responsibility to drop the course you added if you no longer want it. Be sure to check deadline dates.

Dropping Classes

The WVC Portal can be used to drop classes before or after the term begins. It is the student's responsibility to officially drop classes.

DO NOT ASSUME THAT YOU WILL BE "DROPPED" FROM A CLASS BY THE INSTRUCTOR. IT IS THE STUDENT'S RESPONSIBILITY TO DROP ALL UNWANTED CLASSES.

No enrollment fee refunds will be made for classes dropped after the published refund deadline in current Schedule of Classes.

Short Term Classes

Students must drop the day before the first class meeting to receive a refund for short term classes that meet for five days or less. Refunds are also issued to students that drop short term classes that meet 5 times or more before 10% of the scheduled class meetings have elapsed.

Audit Information

Students auditing a course are observers in the classroom and not enrolled. To audit a course, students:

1. Attend first class meeting
2. Obtain signed audit slip from instructor (not all courses are auditable)
3. Bring form to Admissions Office during 3rd week of term with \$15 per unit fee
4. High School students are not allowed to audit.

Pass/No Pass Option

Not all classes are available on a pass/no pass or grade option. Check the West Valley College Catalog to determine if your class offers this option. If it does, notify your instructor that you choose the pass/no pass option. This must be done before one third of the class (six weeks for a semester-length class) has passed. If you do not notify your instructor, you will automatically receive a letter grade.

Special Admission of High School Students

This program is a cooperative venture between West Valley College and the local high schools. Under this program students may attend West Valley College as a special part-time student. Students may take college courses to supplement their high school education programs. Basic skills courses are NOT available to concurrently enrolled students. This program is designed for students who can benefit from advanced academic and vocational courses. The high school principal (or designee) determines which students qualify to participate by completing the Concurrent Enrollment Form. This form identifies the specific college courses that may be taken. Students can take one class in the summer and one class in the fall. PE classes are not permitted.

The special part-time high school student enrolled in approved college courses may receive high school and college credit. Some high schools may not allow high school credit.

Concurrently Enrolled Students

Special part-time high school students who are currently in the 11 and 12 grade will need to follow these simple steps:

- Complete an online admissions application (required each semester)
 - Complete a concurrent enrollment form (obtained online at westvalley.edu/apply/concurrent.html)
 - Get signatures from principal or counselor
 - Get signatures from a parent
 - Complete Youth Emergency Card
 - Show proof of completed prerequisites with high school transcript or AP scores or college transcript
 - Complete assessment (English and Math, if applicable)
 - **Summer: Monday, May 20** for seniors, and **Tuesday, May 21** for juniors, between 1-5:30 PM submit high school transcripts along with completed paper work to the Admissions and Records Office to register.
 - **Fall: Monday, Aug 12** for seniors, and **Tuesday, Aug 13** for juniors, between 1-5:30 PM.
 - Purchase parking permits (if applicable) online at westvalley.edu/ select online services.
 - Visit the Viking bookstore to purchase required textbooks
- Questions? Call (408) 741-2672 or go to: westvalley.edu/apply/concurrent.html

Enrollment Changes

The California Community Colleges Board of Governors approved changes that will establish system-wide enrollment priorities designed to ensure classes are available for students seeking job training, degree attainment or transfer and to provide incentives to students who make progress toward their educational goals. New students who have completed college orientation, assessment and developed educational plans (EdPlans) as well as continuing students in good standing who have not exceeded 100 units by April 2014 (not including units in basic English, Math or English as a Second Language) will now have priority over students who do not meet the criteria.

Students that are active-duty military, veterans, foster youth, and participants in EOPS and DESP will continue to have priority registration if they meet the same criteria listed above. The regulations were unanimously approved by California Community Colleges Board of Governors and will be implemented for fall 2014 (registration begins April, 2014). We highly encourage students on academic progress probation and those nearing 100 units to seek guidance from a counselor to carefully plan their remaining courses.