

The following **Career Programs**
are offered at **West Valley College**
Questions about Career Programs?

Call **408.741.2098**

Accounting	741.2427
Administration of Justice	741.2180
Architecture	741.4097
Business	741.2426
Business Administration, Business related certificate programs, Administrative Office Skills, Business w/ International & Foreign Language Emphasis, Retail Management, Real Estate Salesperson	
Child Studies	741.4601
Computer Apps, Microsoft Office	741.2414
Computer Arts: Animation	741.2542
Computer Information Systems	741.2428
Business Applications, Computer Science	
Court Reporting	741.2559
Court Reporting, Note Reading/Scoping Technologist, Computer Aided Medical Transcription, Legal Transcription Technologist, Legal Secretary, Office Assistant Transcription Technologist	
Digital Publishing	741.2435
Digital Media	741.2435
Digital Media Design & Production, Internet Services, Programming Emphasis, Web Design & Production	
Fashion Design/Apparel Technologies	741.2003
Health Care Technologies	741.4019
Massage Therapy, Clinic Assistant, Insurance Billing Specialist, Medical Assistant, Medical Administrative Assistant, Medical Reception, Orthopedic Technician	
Interior Design	741.2049
Landscape Architecture	741.4097
Paralegal Studies (ABA approved)	741.4635
Park Management	741.2622
Photography	741.2547
Physical Education, Exercise Science	741.2005
Advanced Marine Diving	741.4005
Dance Exercise Group	741.2522

Rev. 10/12

“**Why not work
in a career that
you’ll love?**”

PURSUING YOUR CAREER

How to choose the right career for you

What does your “dream job” look like?

Many people end up working in jobs that they aren't excited about. They “fell” into their careers without much thought or planning because they needed a job. You'll spend a lot of time in your life working – why not work in a career that you'll love?

Planning for a great career starts with you:

- Understanding your unique interests and personality
- Knowing what motivates you
- Identifying your specific aptitudes and skills
- Awareness of your core values and beliefs
- Realizing your various career and major options

Pursue your ideal career by planning for it.

If you'd like help in career decision making and learning more about your career and major options, consider enrolling in one of the following Counseling Department classes:

• **Counseling 5, College Success**

A three-unit comprehensive college success course that includes career decision making as well as college success techniques. The goal is to help you succeed in college and beyond. Transferable to UC and CSU.

• **Counseling 12, Careers and Lifestyles**

A three-unit class designed for those who want to explore career options. The major objective is to assist you in choosing and preparing for your unique ideal careers. Transferable to CSU.

prepare for a
degree and
you ^{career}
can ^{you'll}
get there ^{love}
from
here

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California Nonresident Tuition Exemption

*For Eligible California High School Graduates
(The law passed by the Legislature in 2001 as "AB 540")*

GENERAL INFORMATION

Any student, other than a nonimmigrant alien, who meets all of the following requirements, shall be exempt from paying nonresident tuition at the California Community Colleges, the University of California, and the California State University (all public colleges and universities in California).

- Requirements:
 - The student must have attended a high school (public or private) in California for three or more years.
 - The student must have graduated from a California high school or attained the equivalent prior to the start of the term (for example, passing the GED or California High School Proficiency exam).
 - An alien student who is without lawful immigration status must file an affidavit with the college or university stating that he or she has filed an application to legalize his or her immigration status, or will file an application as soon as he or she is eligible to do so.
 - Students who are nonimmigrants [for example, those who hold F (student) visas, B (visitor) visas, etc.] are not eligible for this exemption.
 - The student must file an exemption request including a signed affidavit with the college that indicates the student has met all applicable conditions described above. Student information obtained in this process is strictly confidential unless disclosure is required under law.
 - Students eligible for this exemption who are transferring to another California public college or university must submit a new request (and documentation if required) to each college under consideration.
 - Nonresident students meeting the criteria will be exempted from the payment of nonresident tuition, but they will *not* be classified as California residents. They continue to be "nonresidents."
 - AB540 does not provide student financial aid eligibility for undocumented alien students. These students remain ineligible for state and federal financial aid.
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PROCEDURES FOR REQUESTING THIS EXEMPTION FROM NONRESIDENT TUITION

California Community Colleges: Complete the form on the following page. Submit it to the Admissions Office at the community college where you are enrolled or intend to enroll. You may be required to submit additional documentation. Call the college Admissions Office if you have questions.

University of California: The University of California (UC) system has its own nonresident tuition exemption application and affidavit form, but it will accept the exemption request form used by the California Community Colleges and the California State University. Your campus has established deadlines for submission of exemption requests; however, requests are not to be submitted until you have been admitted to a UC campus. Some students, such as transfer, graduate, and professional students, also must submit their official high school transcripts; check your campus for specific instructions. Once you are determined to be eligible for the exemption, you will continue to receive it as long as you fulfill the eligibility requirements or until the University no longer offers this exemption. The exemption covers the Nonresident Tuition Fee and the Educational Fee differential charged to nonresident students. Applying for the exemption does not alter your responsibility to pay by the campus deadline any nonresident tuition and associated fees that may be due before your eligibility is determined. General information is available at: www.ucop.edu/sas/sfs/Programs_and_Policies/ab540faqs.htm. For campus-specific instructions regarding documentation and deadline dates, contact the campus Office of the Registrar.

California State University: Complete the form on the reverse. Contact the Office of Admissions and Records at the CSU campus where you are enrolled or intend to enroll for instructions on submission, deadline information, and additional requirements. You will be required to submit final high school transcripts and appropriate records of high school graduation or the equivalent, if you have not done so already. Call the Office of Admissions and Records at the campus if you have questions.

California Nonresident Tuition Exemption Request

For Eligible California High School Graduates

Note: This form is accepted by all California Community Colleges and all Universities in the both the University of California and California State University systems.

Complete and sign this form to request an exemption from Nonresident Tuition. You must submit any documentation required by the College or University (for example, proof of high school attendance in California). Contact the California Community College, University of California, or California State University campus where you intend to enroll (or are enrolled) for instructions on documentation, additional procedures and applicable deadlines.

ELIGIBILITY:

I, the undersigned, am applying for a California Nonresident Tuition Exemption for eligible California high school graduates at (specify the college or university) _____ and I declare the following:

Check YES or NO boxes:

Yes No I have graduated from a California high school or have attained the equivalent thereof, such as a High School Equivalency Certificate, issued by the California State GED Office or a Certificate of Proficiency, resulting from the California High School Proficiency Examination.

Yes No I have attended high school in California for three or more years.

Provide information on all school(s) you attended in grades 9 - 12:

School	City	State	Dates:	
			From – Month/Year	To – Month/Year

Documentation of high school attendance and graduation (or its equivalent) is required by the University of California, the California State University and some California Community Colleges. Follow campus instructions.

Check the box that applies to you -- check only one box:

I am a nonimmigrant alien as defined by federal law. [Nonimmigrant aliens have been admitted to the United States temporarily and include, but are not limited to, foreign students (persons holding F visas) and exchange visitors (persons holding J visas).]

OR

I am NOT a nonimmigrant alien. [U.S. citizens, permanent residents, or aliens without lawful immigration status, among others, should check this box.]

AFFIDAVIT:

I, the undersigned, declare under penalty of perjury under the laws of the State of California that the information I have provided on this form is true and accurate. I understand that this information will be used to determine my eligibility for the nonresident tuition exemption for eligible California high school graduates. I hereby declare that, if I am an alien without lawful immigration status, I have filed an application to legalize my immigration status or will file an application as soon as I am eligible to do so. I further understand that if any of the above information is untrue, I will be liable for payment of all nonresident charges from which I was exempted and may be subject to disciplinary action by the College or University.

Print Full Name (as it appears on your campus student records)	Campus/Student Identification Number
Print Full Mailing Address (Number, Street, City, State, Zip Code)	Email Address (Optional) Phone Number (Optional)
Signature	Date

westvalley.edu**9**

Admissions & Records email questions to askwvc@wvm.edu 9 **408-741-20019**
 Cashiers 9 **408-741-20019**
 Transcripts, Registration, Payments, Parking 9 **408-741-20019**
 Main College switchboard **408-867-22009**

Assessment - Assessment Center - Library Building 9 **408-741-20359**
 Assessment provides English, ESL, Reading, and Mathematics testing for placements into courses.
westvalley.edu/assess9

Associated Students of WVC - in the Campus Center 9 **408-741-2107 9**
 Student Government at the College is represented by the Associated Students of West Valley College which annually elects its own administrative officers, student senators, and directors who are provided with practical leadership training and education in the functions of government and leadership. The Associated Student Body elects its own student trustee to the District Board of Trustees.
westvalley.edu/stuact9

Bookstore - in the Campus Center 9 **408-741-20159**
 The Viking Bookstore is professionally managed by Barnes and Noble College Stores. The bookstore stocks all required texts and supplies as well as a variety of WVC imprinted merchandise and giftware. Large selection of rental and used books.
westvalley.edu/services/ and go to bookstore9

CalWORKs Program - in the AAS Building, Career Programs, Room 35 9 **408-741-20989**
 Assists students who receive CalWORKs/TANF (Temporary Assistance to Needy Families). Students may be eligible to receive individual career and personal counseling, services and support to help them succeed in school and meet the requirements of their Welfare-to-Work plan.
westvalley.edu/careers/calworks 9

Campus Center 9 **408-741-20259**
 The Campus Center is the heart and information hub of the campus community and serves as the welcoming "living room" environment for students, faculty, and staff. The Center houses a variety of student support services including, the Campus Information Desk, Event Center, Coffee House, Student and Faculty Dining, Viking Bookstore, Art Gallery, Global Citizenship Center, Associated Student Government, Veterans Resource Center, TRIO, Center for Student Involvement, Leadership, Volunteerism, Engagement & Resources (SILVER) as well as many indoor and outdoor conference and meeting room venues.
westvalley.edu/stuact9

Center for Student Involvement, Leadership, Volunteerism, Engagement & 9 Resources (SILVER) 9 **408-741-20069**
 Focused on student support and retention, the SILVER Center promotes student involvement and civic engagement through campus events and service learning activities sponsored by the Event Program Board as well as leadership development via student clubs and organizations. Opportunities for student involvement include participation in student events, student employment on the Event Program Board, student leadership in our campus Associated Student Government, Inter-Club Council, or with over 35 student clubs on campus. Students are able to complete "community service" hours as part of their required coursework with the SILVER Center.
westvalley.edu/stuact9

Career Programs -in the AAS Building, Room 35 9 **408-741-20989**
 This center offers career information and career counseling. Programs include: Community Education, Foster and Kinship, ATTE, Title IVE, Work Experience, Workforce Development and CalWORKs.
westvalley.edu/careers9

Child Development Center - office is in the AAS Building 9 **408-741-21529**
 The Child Studies Department at West Valley College offers an early childhood program for children 2 to 5 years old. Students, staff, faculty and community families are eligible for the program. This program is an integral part of our Child Studies Department Early Childhood Teacher Training.
westvalley.edu/services/childcareinfo 9 <http://www.wvc-cdc.org9>

College Outreach - in the A & R Building 9 **408-741-26729**
 Call to arrange a campus tour.

Counseling Center - in the Counseling Building 9 **408-741-2009**
 The Counseling Center has professional counselors who can help complete an educational plan, prepare transfer agreements, choose classes, select a possible major or career, solve an academic problem, or address a personal problem. The following programs are included: Athletics, Middle College, Honors, International Students, Puente, SUCCESS.
westvalley.edu/services/counselingservices9

Please check the web for hours of operation

Disability and Educational Support Program (DESP) 9 **408-741-20109**
 - in the Learning Services Building 9
 DESP assists students with disabilities to achieve their educational or vocational goals. Course offerings are listed under Disability and Educational Support Program and Physical Education - Adapted.
westvalley.edu/desp9

Extended Opportunity Programs & Services (EOPS) And 9 Cooperative Agencies Resources for Educational Care (CARE) 9408-741-20239
 EOP&S offers educational and support services to students who are low-income and educationally disadvantaged. CARE students must be at least 18 years of age and single heads of household receiving CalWorks/TANF/AFDC.
westvalley.edu/eops9

Financial Aid - in the A & R Building 9 **408-741-20249**
 The purpose of financial aid is to assist eligible students in meeting education costs while attending school. Apply online at westvalley.edu/services/financialaid/steps.html or visit our office.
westvalley.edu/financialaid/links.html9

Health Services 9 **408-741-20279**
 The health fee paid at registration supports a variety of free and low cost health services for students. This includes mental health services.
westvalley.edu/services/health9

International Students 9 **408-741-2528 & 408-741-26949**
 Students who plan on attending West Valley College on a student visa (F1). Requires special application to the college, application fee (\$100) and bank statement as well as TOEFL minimum of 500 paper or 61 internet based TOEFL score. To see other requirements for admission please call or visit our website.
westvalley.edu/services/international/9

Library Services 9 **408-741-20289**
9 Reference Desk 9 **408-741-2029**
 The Library offers a wide variety of resources and services. These include reference assistance, orientations, and classes in how to use the library and do research. Online databases and a library catalog are accessible 24/7.
westvalley.edu/library9

Technology Center 9
 The Technology Center is closed effective Fall 2013.

Transfer Center - in the Counseling Building 9 **408-741-20409**
 The Center assists students in preparing to transfer to four-year schools and provides detailed information on transfer-institution requirements and assists with completing Transfer Admission Agreements.
westvalley.edu/services/transfercenter9

TRIO/Student Support Services 9 **408-741-25039**
 Student Support Services/TRIO provides extensive academic and personal support services to eligible students as determined by federal guidelines. The goal is to increase the retention and graduation of students, and to transfer.
westvalley.edu/trio9

Tutorial Services - in the Library Building 9 **408-741-20389**
 Tutoring is available, without charge, to West Valley College students in both academic and vocational subjects. Students are also assisted in forming their own study groups.
westvalley.edu/ss/tutorial9

Veterans Certifying Services - in the A & R Building 9 **408-741-26019**
 West Valley College is committed to helping active duty members of the military and veterans of military service attain their educational goals.
westvalley.edu/veterans9

Veterans Resource Center - in the Campus Center 9
 The Veterans Resource Center (VRC) provides support and peer mentoring to ensure veteran students and their dependents are successful at West Valley College. Some support services are provided adjacent to the VRC, along with a monthly newsletter, events, and networking opportunities with the Vets Club. Veteran students will find additional support and guidance with our established partnership with the San Jose Vet's Center.

Work Experience - in the AAS Building 9 **408-741-21149**
 See Career Programs for details.