

# Fall Short Courses Session

*See pages 2-3*

# Summer Session

starts June 2, June 16

*Starts on page 26*

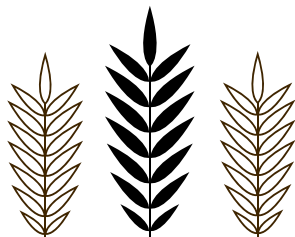
# Fall 16-week semester Semester

starts August 25, 2014

*Starts on page 47*

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# 2014 MID-FALL SHORT COURSES

BY CLASS LENGTH

## Four Weeks or Less

COUNS A	37435	Orientation	9/8 - 9/15
COUNS A	37436	Orientation	11/17 - 11/24

## Five Weeks

LIBR 4	36303	Information Competency	8/25 - 9/29
LIBR 4	36304	Information Competency	8/25 - 9/29
LIBR 4	36305	Information Competency	8/25 - 9/29
COUNS 2	35997	Academic & Personal Planning	8/28 - 9/25
LIBR 4	36302	Information Competency	9/30 - 10/30
LIBR 4	36306	Information Competency	9/30 - 10/30
LIBR 4	36308	Information Competency	9/30 - 11/30
LIBR 4	36309	Information Competency	9/30 - 11/3
LIBR 4	36307	Information Competency	11/5 - 12/3
LIBR 4	36310	Information Competency	11/5 - 12/8
LIBR 4	36311	Information Competency	11/5 - 12/8

## Six Weeks

PE 4.07	36538	Fitness, Competitive Athlete	8/25 - 10/2
PE 8.04	36602	Basketball, Men	8/25 - 10/2
POLIT 1	36677	American Government	8/25 - 10/3
HUMAN 1A	36266	Human Values in Art	8/25 - 10/3
MATH 902	36409	Arithmetic Functions	8/25 - 10/2
PARA 83B	36481	E-Discovery	9/2 - 10/7
PARA 67	36479	Intro to Legal Database	9/4 - 10/9
COMM 1	37600	Public Speaking	10/6 - 11/13
COMM 1	37603	Public Speaking	10/6 - 11/13
HIST 17A	36238	U.S. History	10/6 - 11/13
ART 12A	37335	Art of Pre-Hispanic Mexico	10/13 - 12/3
HUMAN 1B	36268	Human Values in Art	10/13 - 11/21
POLIT 1	36676	American Government	10/27 - 12/4
CA 64	35914	Adobe Acrobat and PDF	11/5 - 12/8

## Seven Weeks

HTECH 1	36250	Intro to Health Care	8/25 - 10/11
COUNS 45	36010	Successful Study Strategies	10/20 - 12/3
GEOG 1	37417	Intro Physical Geography	10/27 - 12/13

## Eight Weeks

MUSIC 1	36415	Music History	8/25 - 10/17
MUSIC 54	37690	Rock History	8/25 - 10/17
PKMGT 12A	36655	Basic Outdoor Skill	8/25 - 10/15
PE 1.25	36491	Adapted Aquatic Exercise	8/25 - 10/15
PE 4.19	36550	Fitness Appraisal	8/25 - 10/18
PHIL 1	36626	Intro to Philosophy	8/25 - 10/17
ACCTG 50	35734	Accounting for Small Business	8/28 - 10/16
PARA 25	36472	Legal Ethics	8/28 - 10/16
ART 1A	35779	Survey of Western Art I	10/13 - 12/3
ART 4	37334	Art Appreciation	10/13 - 12/3
ECON 1A	36054	Principles of Macroeconomics	10/13 - 12/3
ECON 1B	36059	Principles of Microeconomics	10/13 - 12/3
ECON 2A	36066	Macroeconomics Lab	10/13 - 12/3
ECON 2B	36071	Microeconomics Lab	10/13 - 12/3
ENGL 1A	36099	English Composition	10/13 - 12/3
MATH 1	37613	Pre-Calculus Algebra	10/13 - 12/4
MATH 10	37619	Elementary Statistics	10/13 - 12/3
MATH 103R	36387	Elementary Algebra	10/13 - 12/4
MATH 106R	36408	Intermediate Algebra	10/13 - 12/4
MATH 902P	36410	Pre-Algebra	10/13 - 12/4
MUSIC 5	36420	Fundamentals of Music	10/13 - 12/3
MUSIC 54	36446	Rock History	10/13 - 12/3
THEAR 10	36777	Theatre Appreciation	10/13 - 12/3

THEAR 15	36785	Film Appreciation	10/13 - 12/3
ART 1A	37344	Survey of Western Art I	10/14 - 12/4
PE 1.09	36484	Adapted Functional Fitness	10/14 - 12/11
POLIT 1	37379	American Government	10/14 - 12/4
BUS 28	37470	Business Law	10/20 - 12/10
BUS 36	37480	Strategic Management	10/20 - 12/10
BUS 51	37474	Intro to Business	10/20 - 12/10
BUS 62	37476	Business Math	10/20 - 12/10
BUS 78	37477	Business Communication	10/20 - 12/10
COUNS 5	36000	College Success	10/20 - 12/12
COUNS 12	37439	Careers & Life Styles	10/20 - 12/12
MUSIC 10	37485	Music Appreciation	10/20 - 12/12
NS 15	36461	Human Nutrition	10/20 - 12/13
PE 4.19	36551	Fitness Appraisal	10/20 - 12/13
PHIL 1	36628	Intro to Philosophy	10/20 - 12/12
SOC 3	37405	Social Psychology	10/20 - 12/13

## Nine Weeks

COUNS 2	37433	Academic & Personal Planning	8/26 - 10/21
ANTHR 1	35758	Physical Anthropology	10/6 - 12/3
ANTHR 55	35767	Magic, Witchcraft and Religion	10/6 - 12/3
ECON 1B	37510	Principles of Microeconomics	10/6 - 12/3
ECON 2B	37511	Microeconomics Lab	10/6 - 12/3
POLIT 1	36675	American Government	10/6 - 12/4
PE.TH 51	36623	Dance in America	10/15 - 12/13
PE.TH 51	36622	Dance in America	10/17 - 12/13

## Ten Weeks

CHS 53	35942	Contemporary Education	8/25 - 12/13
FD 66	36190	Technical Design	8/27 - 11/5
MUSIC 54	36445	Rock History	9/22 - 12/3
PE.TH 44	36621	Lifetime Fitness	9/22 - 11/26
IS 40E	36293	Tutor Training	9/24 - 12/3
PE 4.12	36541	Fitness, Stretching & Flexibility	9/29 - 12/1
COMM 1	35971	Public Speaking	9/29 - 12/1
ACCTG 10	37594	Fundamentals - Financial	10/6 - 12/13
ACCTG 11	37595	Fundamentals - Managerial	10/6 - 12/13
COUNS 50	36013	Cross-Cultural Perspectives	10/6 - 12/12
SOC 1	36740	Intro to Sociology	10/6 - 12/13
SOC 1	36741	Intro to Sociology	10/6 - 12/13
SOC 45	36748	Human Sexuality	10/6 - 12/13

## Eleven Weeks

H.ED 5	37614	First Aid CPR/AED	8/25 - 11/5
CIS 2	37376	Intro to Computing	9/22 - 12/3
ENGL 905	36145	English Fundamentals	9/23 - 12/4

## Twelve Weeks

SOC 2	37403	Social Problems	9/22 - 12/13
SOC 20	37406	American Race Relations	9/22 - 12/13

## Thirteen Weeks

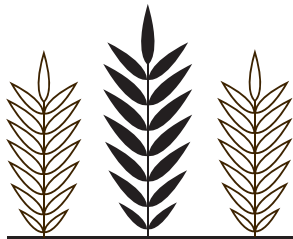
COMM 12	37606	Intercultural Communications	9/8 - 12/3
MUSIC 10	36422	Music Appreciation	9/8 - 12/3
PSYCH 1	37833	General Psychology	9/12 - 12/12

## Fourteen Weeks

PE 4.07	36537	Fitness, Competitive Athlete	8/25 - 12/13
CHEM 50	35930	Chemical Skills	9/2 - 12/2
SOC 1	36739	Intro to Sociology	9/8 - 12/13
SOC 3	36743	Social Psychology	9/8 - 12/13
SOC 45	36745	Human Sexuality	9/8 - 12/13

## Fifteen Weeks

COUNS 50	36012	Cross-Cultural Perspectives	9/1 - 12/13
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# 2014 MID-FALL SHORT COURSES BY START DATE

## Classes beginning the week of August 25

CHS 53	35942	Contemporary Education	8/25 - 12/13
H.ED 5	37614	First Aid CPR/AED	8/25 - 11/5
HTECH 1	36250	Intro to Health Care	8/25 - 10/11
HUMAN 1A	36266	Human Values in Art	8/25 - 10/3
LIBR 4	36303	Information Competency	8/25 - 9/29
LIBR 4	36304	Information Competency	8/25 - 9/29
LIBR 4	36305	Information Competency	8/25 - 9/29
MATH 902	36409	Arithmetic Functions	8/25 - 10/2
MUSIC 1	36415	Music History	8/25 - 10/17
MUSIC 54	37690	Rock History	8/25 - 10/17
PKMGT 12A	36655	Basic Outdoor Skill	8/25 - 10/15
PHIL 1	36626	Intro to Philosophy	8/25 - 10/17
PE 1.25	36491	Adapted Aquatic Exercise	8/25 - 10/15
PE 4.19	36550	Fitness Appraisal	8/25 - 10/18
PE 4.07	36537	Fitness, Competitive Athlete	8/25 - 12/13
PE 4.07	36538	Fitness, Competitive Athlete	8/25 - 10/2
PE 8.04	36602	Basketball, Men	8/25 - 10/2
POLIT 1	36677	American Government	8/25 - 10/3
COUNS 2	37433	Academic & Personal Planning	8/26 - 10/21
FD 66	36190	Technical Design	8/27 - 11/5
ACCTG 50	35734	Accounting for Small Business	8/28 - 10/16
COUNS 2	35997	Academic & Personal Planning	8/28 - 9/25
PARA 25	36472	Legal Ethics	8/28 - 10/16

## Classes beginning the week of September 1

COUNS 50	36012	Cross-Cultural Perspectives	9/1 - 12/13
CHEM 50	35930	Chemical Skills	9/2 - 12/2
PARA 83B	36481	E-Discovery	9/2 - 10/7
PARA 67	36479	Intro to Legal Database	9/4 - 10/9

## Classes beginning the week of September 8

COMM 12	37606	Intercultural Communications	9/8 - 12/3
COUNS A	37435	Orientation	9/8 - 9/15
MUSIC 10	36422	Music Appreciation	9/8 - 12/3
SOC 1	36739	Intro to Sociology	9/8 - 12/13
SOC 3	36743	Social Psychology	9/8 - 12/13
SOC 45	36745	Human Sexuality	9/8 - 12/13
PSYCH 1	37833	General Psychology	9/12 - 12/12

## Classes beginning the week of September 22

CIS 2	37376	Intro to Computing	9/22 - 12/3
MUSIC 54	36445	Rock History	9/22 - 12/3
PE.TH 44	36621	Lifetime Fitness	9/22 - 11/26
SOC 2	37403	Social Problems	9/22 - 12/13
SOC 20	37406	American Race Relations	9/22 - 12/13
ENGL 905	36145	English Fundamentals	9/23 - 12/4
IS 40E	36293	Tutor Training	9/24 - 12/3

## Classes beginning the week of September 29

COMM 1	35971	Public Speaking	9/29 - 12/1
PE 4.12	36541	Fitness, Stretching & Flexibility	9/29 - 12/1
LIBR 4	36302	Information Competency	9/30 - 10/30
LIBR 4	36306	Information Competency	9/30 - 10/30
LIBR 4	36308	Information Competency	9/30 - 11/30
LIBR 4	36309	Information Competency	9/30 - 11/3

## Classes beginning the week of October 6

ACCTG 10	37594	Fundamentals - Financial	10/6 - 12/13
ACCTG 11	37595	Fundamentals - Managerial	10/6 - 12/13
ANTHR 1	35758	Physical Anthropology	10/6 - 12/3
ANTHR 55	35767	Magic, Witchcraft and Religion	10/6 - 12/3
COMM 1	37600	Public Speaking	10/6 - 11/13

COMM 1	37603	Public Speaking	10/6 - 11/13
COUNS 50	36013	Cross-Cultural Perspectives	10/6 - 12/12
ECON 1B	37510	Principles of Microeconomics	10/6 - 12/3
ECON 2B	37511	Microeconomics Lab	10/6 - 12/3
HIST 17A	36238	U.S. History	10/6 - 11/13
POLIT 1	36675	American Government	10/6 - 12/4
SOC 1	36740	Intro to Sociology	10/6 - 12/13
SOC 1	36741	Intro to Sociology	10/6 - 12/13
SOC 45	36748	Human Sexuality	10/6 - 12/13

## Classes beginning the week of October 13

ART 1A	35779	Survey of Western Art I	10/13 - 12/3
ART 4	37334	Art Appreciation	10/13 - 12/3
ART 12A	37335	Art of Pre-Hispanic Mexico	10/13 - 12/3
ECON 1A	36054	Principles of Macroeconomics	10/13 - 12/3
ECON 1B	36059	Principles of Microeconomics	10/13 - 12/3
ECON 2A	36066	Macroeconomics Lab	10/13 - 12/3
ECON 2B	36071	Microeconomics Lab	10/13 - 12/3
ENGL 1A	36099	English Composition	10/13 - 12/3
HUMAN 1B	36268	Human Values in Art	10/13 - 11/21
MATH 1	37613	Pre-Calculus Algebra	10/13 - 12/4
MATH 10	37619	Elementary Statistics	10/13 - 12/3
MATH 103R	36387	Elementary Algebra	10/13 - 12/4
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PE 1.09	36484	Adapted Functional Fitness	10/14 - 12/11
POLIT 1	37379	American Government	10/14 - 12/4
PE.TH 51	36623	Dance in America	10/15 - 12/13
PE.TH 51	36622	Dance in America	10/17 - 12/13

## Classes beginning the week of October 20

BUS 28	37470	Business Law	10/20 - 12/10
BUS 36	37480	Strategic Management	10/20 - 12/10
BUS 51	37474	Intro to Business	10/20 - 12/10
BUS 62	37476	Business Math	10/20 - 12/10
BUS 78	37477	Business Communication	10/20 - 12/10
COUNS 5	36000	College Success	10/20 - 12/12
COUNS 12	37439	Careers & Life Styles	10/20 - 12/12
COUNS 45	36010	Successful Study Strategies	10/20 - 12/3
MUSIC 10	37485	Music Appreciation	10/20 - 12/12
NS 15	36461	Human Nutrition	10/20 - 12/13
PE 4.19	36551	Fitness Appraisal	10/20 - 12/13
PHIL 1	36628	Intro to Philosophy	10/20 - 12/12
SOC 3	37405	Social Psychology	10/20 - 12/13

## Classes beginning the week of October 27

GEOG 1	37417	Intro Physical Geography	10/27 - 12/13
POLIT 1	36676	American Government	10/27 - 12/4

## Classes beginning the week of November 3

CA 64	35914	Adobe Acrobat and PDF	11/5 - 12/8
LIBR 4	36307	Information Competency	11/5 - 12/3
LIBR 4	36310	Information Competency	11/5 - 12/8
LIBR 4	36311	Information Competency	11/5 - 12/8

## Classes beginning the week of November 17

COUNS A	37436	Orientation	11/17 - 11/24
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# Associate Degree, Certificate and Selected Transfer Programs

TRANSFER DEGREE  
ASSOCIATE DEGREE  
CERTIFICATE

TRANSFER DEGREE  
ASSOCIATE DEGREE  
CERTIFICATE

Accounting (Business Administration)		
Accounting Clerk		•
Administration of Justice (Law Enforcement)	AS-T	AS
Anthropology	AA-T	AA
Architecture		AS •
Historic Preservation		•
Art		AA
Art History	AA-T	
Computer Arts: Animation		AA •
Studio Arts	AA-T	
Biological Science		AS
Business/Business Administration	AS-T	AA;AS
Administrative Management		•
Business Administration		•
Business Communication		•
Business Leadership Skills		•
Business Management		•
Human Relations in Business		•
Marketing		•
Professional Selling		•
Project Management		•
Retail Management		•
Small Business Startup		•
Business: International/Foreign Language		•
Chemistry		AS
Child Studies		
Communication and the Arts Specialization		•
Early Childhood Education	AS-T	AS •
Early Intervention		•
Program Director Specialization		•
Communication Studies	AA-T	AA
Computer Applications		AS •
Office Technologies - Level 1		•
Office Technologies - Level 2		•
Computer Information Systems		
CIS: Computer Science Option		AS •
Court Reporting and Related Technologies		AS •
Legal Secretarial Studies		•
Legal Transcription Technologist		AS •
Note Reading and Scoping Technologist		•
Digital Media/Internet Services		
Digital Media Design and Production: Level 1		•
Web Design and Production - Design Emphasis: Level 1		•
Web Design and Production - Production Emphasis: Level 1		•

Digital Publishing Level 1		•
Digital Publishing Level 2		•
Web Development		•
Economics		AA
Engineering		AS
English	AA-T	AA
Fashion Design/Apparel Technology		
Apparel Design - Level 1		•
Apparel Design - Level 2		AS •
Apparel Production - Level 1		•
Apparel Production - Level 2		AS •
Foreign Language		
French		AA
Spanish		AA
Geography	AS-T	AA
Geology	AS-T	AS
Health Care Technologies		
Clinical Assistant		•
Insurance Billing Specialist		•
Massage Therapy		•
Medical Administrative Assistant		•
Medical Assistant		AS •
Medical Office Reception		•
Orthopedic Technician		•
History	AA-T	AA
Interior Design		AS •
Computer Aided Drafting and Design		•
Interior Design, Advanced Certificate		•
Interior Restoration and Preservation		•
Kitchen and Bath Design		•
Facilities Planning and Design		•
Landscape Architecture		AS
Liberal Arts		AA
Mathematics	AS-T	AA
Music	AA-T	AA
Paralegal		AS •
Park Management		AS •
Geographic Information Science		•
Philosophy		AA
Photography		AS •
Electronic Imaging		AS •
Physical Education		AA
Exercise Science/ Sports Medicine		•
Dance Specialist		•

# Associate Degree, Certificate and Selected Transfer Programs

CONTINUED

TRANSFER DEGREE  
ASSOCIATE DEGREE  
CERTIFICATE

TRANSFER DEGREE  
ASSOCIATE DEGREE  
CERTIFICATE

Physics, Applied Physics and Geophysics	AS
Physics	AS-T
Political Science	AA-T AA
Psychology	AA-T AA
Social Science	AA
Sociology	AA-T AA
Theatre Arts	AA-T

Acting Emphasis	AA
Costume/Makeup Emphasis	AA
Film Studies	AA
Stage Technology	AA
Video/Film	AA
Women's Studies	AA

## West Valley College Career Programs Presents **CAREER INFORMATION** **FREE!** **NO SIGN UP REQUIRED** **SESSIONS**

Talk with West Valley College faculty about how you can get started. Learn about these degree and certificate programs, success strategies, valuable tips, and Q&A. Counselors will be available for questions and answers. Any questions, call (408) 741-2098.

**WEDNESDAY, August 20, 2014 - 6:00 PM**  
Free Parking in Lots 2, 4 and 5

### PROGRAM

Accounting  
Administration of Justice  
Architecture  
Business Administration  
Child Studies  
Computer Applications & Digital Media  
Computer Arts: Animation  
Court Reporting

### ROOM

FOX 105  
AJ 2  
VILLAGE 19  
FOX 101  
VILLAGE 28  
FOX 102  
FOX 104  
BUS 11

### PROGRAM

Fashion Design  
Interior Design  
Paralegal (ABA approved)  
Park Management  
Photography  
Physical Education -  
Exercise Science/Sports Medicine  
Real Estate

### ROOM

VILLAGE 25  
VILLAGE 18  
FOX 106  
VILLAGE 17  
VILLAGE 13  
FOX 201  
BUS 8

For more information, visit [westvalley.edu/careers](http://westvalley.edu/careers) or call (408) 741-2098



## BOOKS FOR FOOD PROGRAM

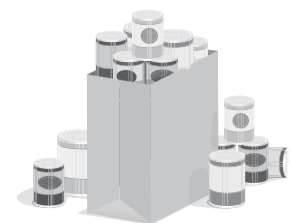
- Students can borrow textbooks in exchange for a donation of 10 cans of food to Second Harvest Food Bank.
- Please check [westvalley.edu/books-for-food](http://westvalley.edu/books-for-food) for location information.
- Textbooks for courses are limited to the following:

**EMPTY YOUR  
CABINETS,  
NOT YOUR  
WALLETS!**

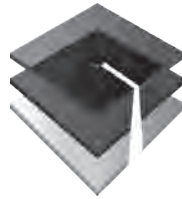
ANTHR 1, 2, 3, 4  
ART IA, IB  
BIO 10, 11, 24, 36, 43, 45  
BUS 28, 51, 54, 56  
CHEM 2  
COMMI, 12

ENGL IA, IB, IC  
GEOG 1, 2  
H. ED 10  
MATH D, 3A, 3B,  
4A, 10, 103, 106,  
902

MUSIC 54  
PHYS 10  
POLIT I  
READ 961  
SOC 1, 2, 20, 45



# Introducing WEST VALLEY ADT COLLEGE'S DEGREES



Associate Degree  
for Transfer  
*A Degree with a Guarantee.<sup>SM</sup>*

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## WVC NOW OFFERS 18 ASSOCIATE DEGREES FOR TRANSFER (ADTs)!

And more ADTs are in the works! The new AA-T/AS-T degrees streamline your transfer pathway to a CSU. Students with ADT degrees are granted guaranteed admission into the CSU system and are given priority consideration when applying to a similar major. You won't need to repeat CSU classes similar to those taken at West Valley College. You'll earn your AA-T/AS-T by completing just 60 units, enabling you to transfer and earn your BA degree sooner.

**For more information:** [ADegreeWithAGuarantee.com](http://ADegreeWithAGuarantee.com)

## OUR GROWING LIST OF ADT DEGREES INCLUDES:

Administration of Justice, Anthropology, Art History, Business Administration, Communications, Early Childhood Education, English, Geography (NEW!), Geology (NEW!), History, Mathematics, Music, Physics (NEW!), Political Science, Psychology, Sociology, Studio Art, and Theatre Arts.







For many majors, completion of **IGETC** courses with a grade of C or better fulfills lower division general education requirements to transfer to the UC & CSU systems. SEE EXCEPTIONS ON REVERSE SIDE. A full or partial "Certification" may be requested on Transcript Request form available in the A & R Office or on the web. **Courses may not be used in more than one Area.**

<b>DIRECTIONS: Indicate courses using Completed (C), Planned (P), In Progress (IP) or list courses taken at other colleges. Indicate Advanced Placement (AP) score of 3 or higher where appropriate. Proof of AP and official transcript(s) will be required for transcript evaluation.</b>	<b>C/ P/ IP</b>
<b>AREA 1 – ENGLISH COMMUNICATION</b>	
<p><b>CSU – 3 courses</b> required: one each from Group A, Group B, and Group C (3 semester or 4-5 quarter units from each group)  <b>UC – 2 courses</b> required: one each from Group A and Group B (3 semester or 4-5 quarter units from each group)</p> <p><b>Group A:</b> English Composition <b>ENGLISH 1A</b>  <b>Course(s) from another college(s)</b> _____ <b>AP</b> _____</p> <p><b>Group B:</b> Critical Thinking – English Composition <b>English 1B,1C, 1C(H); Philosophy, 3,17</b>  <b>Course(s) from another college(s)</b> _____ <b>AP</b> _____</p> <p><b>Group C:</b> Oral Communication (<b>CSU requirement only</b>) <b>Communication Studies 1, 10, 10(H), or 20</b>  <b>Course(s) from another college(s)</b> _____ <b>AP</b> _____</p>	<p>—</p> <p>—</p> <p>—</p>
<b>AREA 2 – MATHEMATICAL CONCEPTS and QUANTITATIVE REASONING</b>	
<p><b>1 course</b> of at least 3 semester or 4-5 quarter units: <b>Math 1, 2, 3A, 3B, 4A, 4B, 4C, 8, 10, 10(H), 12, 19</b>  <b>Course(s) from another college(s)</b> _____ <b>AP</b> _____</p>	<p>—</p>
<b>AREA 3 – ARTS and HUMANITIES</b>	
<p><b>3 courses required</b> - 9 semester or 12-15 quarter units: At least one from Arts, one from Humanities &amp; a third from either Arts or Humanities.</p> <p><b>ARTS:</b> Art 1A, 1B, 1B(H) 1D, 1D(H), 1E, 1G, 4, 4(H), 7, 10, 12A, 12B, 13, 14; <b>Music</b> 1, 1(H), 2, 2(H), 3A, 3B, 4A, 4B, 5, 9, 10, 54, 55; <b>Physical Education Theory</b> 51, 51(H); <b>Theatre</b> 10, 10(H),11B,11C,12,14A,14B,14C,15  <b>Course(s) from another college(s)</b> _____ <b>AP</b> _____</p> <p><b>HUMANITIES:</b> <b>English</b> 5A, 5B, 6A, 6A(H), 6B, 6B(H), 7A, 7B, 12, 13, 18, 41, 43, 43(H),44, 46, 46(H), 47, 48, 48(H), 49, 49(H); <b>French</b> 1B, 2A, 2B, 3A, 3B; <b>German</b> 1B, 2A, 2B; <b>History</b> 3, 4A, 4B, 5A, 5B, 8A, 8B, 12, 14, 16, 17A, 17B, 17B(H), 20, 34; <b>Humanities</b> 1A, 1B; <b>Italian</b> 1B, 2A, 2B; <b>Japanese</b> 1B, 2A, 2B; <b>Philosophy</b> 1, 4, 5,12, 21, 22; <b>Portuguese</b> 1B; <b>Russian</b> 1B; <b>Sign Lang</b> 60B; <b>Spanish</b> 1B, 2A, 2B, 3A, 3B  <b>Course(s) from another college(s)</b> _____ <b>AP</b> _____</p>	<p>—</p> <p>—</p>
<b>AREA 4 – SOCIAL and BEHAVIORAL SCIENCES</b>	
<p><b>3 courses required</b> - 9 semester or 12-15 quarter units: The 3 courses are required from at least two different disciplines.</p> <p><b>Anthropology</b> 2, 3, 3(H), 4, 55; <b>Child Studies</b> 5; <b>Communication Studies</b> 12; <b>Counseling</b> 50; <b>Economics</b> 1A, 1A(H), 1B, 1B(H), 2A (with Econ1A), 2B (with Econ 1B) <b>Geography</b> 2, 6; <b>Health Ed</b> 10; <b>History</b> 12, 14, 20, 34; <b>Political Science</b> 1, 1(H), 2, 3, 3(H), 4; <b>Psychology</b> 1, 9, 12, 17, 25; <b>Sociology</b> 1, 2, 2(H), 3, 20, 40, 45  <b>Course(s) from another college(s)</b> _____ <b>AP</b> _____</p>	<p>—</p> <p>—</p> <p>—</p>
<b>AREA 5 – PHYSICAL and BIOLOGICAL SCIENCES</b>	
<p><b>2 courses required</b> - 7-9 semester or 9-12 quarter units): One course from Physical Science &amp; one course from Biological Science. At least one course must include a laboratory (indicated by "L" in parentheses).</p> <p><b>PHYSICAL SCIENCES:</b> <b>Astronomy</b> 1, 1(H), 2(L), 2H(L), 10, 11, 14, 20H(L), 21H(L), 21(L); <b>Chemistry</b> 1A(L), 1B(L), 2(L), 12A(L), 12B(L), 30A(L), 30B(L); <b>Geography</b> 1; <b>Geology</b> 1A(L), 1AH(L), 1B,15; <b>Oceanography</b> 10(L); <b>Physical Science</b> 10, 20; <b>Physics</b> 1, 2A(L), 2B(L), 4A(L), 4B(L), 4C(L), 10(L)  <b>Course(s) from another college(s)</b> _____ <b>AP</b> _____</p> <p><b>BIOLOGICAL SCIENCES:</b> <b>Anthropology</b> 1; <b>Biology</b> 2,10(L), 11(L), 11H(L), 12(L), 18(L), 22(L), 24, 36, 37, 41(L), 42(L), 43(L), 45(L), 46(L), 47(L), 48 (L); <b>Psychology</b> 2(L), 2H(L),7  <b>Course(s) from another college(s)</b> _____ <b>AP</b> _____</p>	<p>—</p> <p>—</p>
<b>LANGUAGE OTHER THAN ENGLISH (UC REQUIREMENT ONLY)</b>	
<p>Proficiency equivalent to two years of high school study in the same language or complete a course below or a higher level foreign language course. If completed in high school, submit official transcripts to Admissions and Records.  <b>French 1A, German 1A, Italian 1A, Japanese 1A, Portuguese 1A, Russian 1A, Sign Language 60A, Spanish 1A</b>  <b>Course(s) from another college(s)</b> _____ <b>AP</b> _____</p>	<p>—</p>

**CSU GRADUATION REQUIREMENTS:**

The American Institutions requirement may be met by one of the following pairs: Hist 12 & Polit 1; Hist 14 & Polit 1; Hist 16 & Polit 1; Hist 17A & 20; Hist 17A & Polit 1; Hist 17B or 17B(H) & Polit 1

Articulation Officer FC 3/2014

Transfer to All Campuses-California State University (CSU)  
**CSU General Education/Breadth Requirements for 2014-2015**

West Valley College  
 14000 Fruitvale Ave  
 Saratoga, CA 95070



Students must complete a minimum of 39 units in the area A-E listed below to be eligible to transfer to CSU. Courses may be used to satisfy both major and general education requirements – the units will be counted only once for the degree. It is advisable to complete the lower division major preparation courses required by the CSU campus. Consult with a counselor.

“Full Certification” or “Partial Certification” may be requested on a Transcript Request form available in the A & R office or on the web.  
**Courses may not be used in more than one area A-E.**

**GOLDEN FOUR:** Areas- A1, A2, A3, and B4 must be completed with a letter grade of “C” or better. Completion of the Golden Four and 60 transferable units with a cumulative GPA of 2.0 are required for admission.

DIRECTIONS: Indicate courses using Completed (C), Planned (P), In Progress (IP) or list courses taken at other colleges. Indicate Advanced Placement (AP) score of 3 or higher where appropriate. Proof of AP and official transcript(s) will be required for transcript evaluation. Note: An “H” notation indicates Honors courses.	C/ IP/ P
<p><b>AREA A – ENGLISH LANGUAGE COMMUNICATION AND CRITICAL THINKING</b>                      CSU – 3 courses required: one from A1, A2, and A3 (3 semester or 4-5 quarter units from each group)</p> <p>A1: Oral Communication Communication Studies 1, 10, 10(H), or 20                      Course(s) from another college(s) _____ AP _____</p> <p>A2: English Composition ENGLISH 1A                      Course(s) from another college(s) _____ AP _____</p> <p>A3: Critical Thinking – English Composition English 1B,1C,1C(H); Philosophy 2*,3, 17 *Phil 2 doesn't satisfy San Jose State WST prerequisite                      Course(s) from another college(s) _____ AP _____</p>	
<p><b>AREA B – SCIENTIFIC INQUIRY AND QUANTATIVE REASONING</b>                      9 semester or 12-15 quarter units - One course from Physical Science &amp; one course from Biological Science. At least one course must include a laboratory (indicated by “L” in parentheses). Astronomy 2 Lab with Astronomy 01, 10, OR 11 qualifies for Lec/Lab Credit. Select one course from B4.</p> <p>B1: PHYSICAL SCIENCES: Astronomy 1, 1(H), 2(L), 2H(L), 10, 11, 14, 20(H)(L), 21(L), 21(H)(L); Chemistry 1A(L), 1B(L), 2(L), 12A(L), 12B(L), 30A(L),30B(L); Geography 1; Geology 1A(L), 1AH(L), 1B(L), 2B(L), 15, 20(L); Oceanography 10(L); Physical Science 10, 20; Physics 1, 2A(L), 2B(L), 4A(L), 4B(L), 4C(L), 10(L)                      Course(s) from another college(s) _____ AP _____</p> <p>B2: BIOLOGICAL SCIENCES: Anthropology 1; Biology 2, 10(L), 11(L), 11H(L), 12(L), 14(L), 18(L), 22(L), 24, 36, 37, 41(L), 42(L), 43(L), 45(L), 46(L), 47(L), 48 (L); Psychology 2(L), 2(H)(L), 7                      Course(s) from another college(s) _____ AP _____</p> <p>B3: Laboratory Course: Laboratory course used from B1 or B2 _____</p> <p>B4: Math D, G, 1, 2, 3A, 3B, 4A, 4B, 4C, 8, 10, 10(H), 12, 14, 19                      Course(s) from another college(s) _____ AP _____</p>	
<p><b>AREA C: ARTS AND HUMANITIES</b>                      9 semester units or 12-15 quarter units - must complete one course from C1, one from C2, then a third course from either C1, or C2.</p> <p>C1: ARTS: Art 1A,1B, 1B(H) 1D, 1D(H), 1E, 1G, 4, 4(H), 7, 10, 12A, 12B, 13, 14; FD 32; Music 1, 1(H), 2, 2(H), 3A, 3B, 4A, 4B, 5, 9, 10, 54, 55; Physical Education Theory 51, 51(H); Theatre 10, 10(H), 11B, 11C, 12, 14A, 14B, 14C, 15, 20</p> <p>C2: HUMANITIES: Arab 1A; Chin 1A; English 5A, 5B, 6A, 6A(H), 6B, 6B(H), 7A, 7B, 12, 13, 18, 41, 43, 43(H), 44, 46, 46(H), 47, 48, 48(H), 49, 49(H) 72; French 1A,1B, 2A, 2B, 3A, 3B; German 1A,1B, 2A, 2B; History 3, 4A, 4B, 5A, 5B, 8A, 8B, 12, 14, 16, 17A, 17B, 17B(H), 20, 34; Humanities 1A, 1B; Italian 1A,1B, 2A, 2B; Japanese 1A,1B, 2A, 2B; Philosophy 1, 4, 5,12, 21, 22; Portuguese 1A,1B; Russian 1A, 1B; Sign Lang 60A, 60B; Spanish 1A,1B, 2A, 2B, 3A, 3B                      Course(s) from another college(s) _____ AP _____</p>	
<p><b>AREA D – SOCIAL SCIENCES</b>                      9 semester or 12-15 quarter units - the 3 courses are required from at least two different disciplines.</p> <p>Adm Justice 1, 26; Anthropology 2, 3, 3(H), 4, 55; Bus 61; Child Studies 5; Communication Studies 12; Counseling 50; Economics 1A, 1A(H), 1B, 1B(H), 2A (with Econ1A), 2B (with Econ 1B) Geography 2, 6; Health Ed 10; History 3, 4A, 4B, 5A, 5B, 8A, 8B, 12, 14, 16,17A, 17B, 17B(H),20, 34; Political Science 1, 1(H), 2, 3, 3(H), 4; Psychology 1, 17, 25; Sociology 1,3, 40                      Course(s) from another college(s) _____ AP _____</p>	
<p><b>AREA E – LIFELONG UNDERSTANDING AND SELF-DEVELOPMENT</b>                      3 units minimum - only 1 unit of PE allowed. CHS 2; Comm. Studies 4, 8, 12; Couns 5, 12,12C, 24, 50; HED 8, 10, 12; LS 001; Nutritional Sci 15; PE activity courses all except (1.28,3.02,3.29,3.30,3.31,3.36,3.37,4.06,4.19,4.26,4.36,6.07,7.04,7.24,7.26,9.08,9.17,9.20,10.04,11.03,11.07,11.10); PETH 44; Psych 9, 12, 30; Reading 53; Sociology 2, 2(H), 20, 40, 45                      Course from other college _____ Advanced Placement _____</p>	
<p><b>CSU GRADUATION REQUIREMENTS:</b>                      The American Institutions requirement may be met by one of the following pairs:</p> <p>Hist 12 &amp; Polit 1; Hist 14 &amp; Polit 1; Hist 16 &amp; Polit 1; Hist 17A &amp; 20; Hist 17A &amp; Polit 1; Hist 17B &amp; Polit 1; Hist 17B(H) &amp; Polit 1</p> <p>Course(s) from other college(s) _____ Advanced Placement _____</p>	





An Associate Degree is a first level college degree earned signifying the completion of least 60 degree applicable semester units:

- General Education courses (G.E.)
- courses required for major with a 2.0 (or higher) grade point average
- A minimum of 12 units must be in residence and a maximum of 20 "Pass" units
- Proficiency in Reading, Writing, Math and Information Competency

A course may only be used in one category to fulfill requirements in Areas A through G.

Note: Associate Degree general education requirements are not necessarily the same as general education needed to transfer. For transfer general education pattern, refer to CSUGE/Breadth or IGETC. Students should consult with a counselor to discuss their educational plan. **C /IP/ P**

<b>A. – LANGUAGE AND RATIONALITY</b>	
<b>3 units minimum</b> –(Writing -English Composition) <b>Engl 1A</b> (with a "C" or better)	
Course from other college _____	AP test and score _____
<b>3 units minimum - Communication and Analytical Thinking</b> <b>CIS 2, 4A, 4A1; Comm 1, 10, 10(H), 20; Engl 1B, 1C, 1C(H); Math 103/103R, 104, 106, 106R, D,1, 2, 3A, 3B, 4A, 4B, 4C, 8, 10, 10(H), 12, 14, 19; Pkmgmt 16A; Phil 2, 3, 17; Read 53</b>	
Course from other college _____	AP test and score _____
<b>B. – NATURAL SCIENCES</b>	
<b>3 units minimum –</b> <b>Anthr 1; Astro 1, 1H, 2, 2(L), 2H(L), 10, 11, 14, 20, 20H, 21, 21H; Bio 2, 10(L), 11(L), 11H(L), 12(L), 13, 14, 15,18, 22(L), 23, 24, 34, 36, 37, 38, 41, 42, 43, 45, 46, 47, 48, 50, 55, 56; Chem 1A, 1B, 2, 12A, 12B, 30A, 30B; Geog 1; Geol 1A, 1AH, 1B, 2B, 15, 20, 30; HTech4; NS 15; Ocean 10; Pkmgmt 14; Psci 10, 20, 40; Phys 1, 2A, 2B, 4A, 4B, 4C, 4D, 10; Psych 2, 2(H), 7</b>	
Course from other college _____	AP test and score _____
<b>C. – HUMANITIES</b>	
<b>3 units minimum –Arts and Humanities</b> <b>Arab 1A; Art 1A, 1A(H), 1B, 1B(H), 1D, 1D(H), 1E, 1G, 4, 4(H), 7, 10, 12A, 12B, 13, 14, 31A, 31B, 31C, 33A, 33C, 35A, 35B, 35C, 35D, 47A, 47B, 47C, 47D, 49A, 49B, 49D, 65A, 65B, 85B, 88A; Chin 1A; DM/IS 2, 99; Engl 5A, 5B, 6A, 6A(H), 6B, 6B(H), 7A, 7B, 10, 12, 13, 18, 41, 43, 43(H),44, 46, 46(H), 47, 48, 48(H), 49, 49(H), 70, 71, 72; FD 32; Frnch 1A, 1B, 2A, 2B, 62; Germ 1A, 1B, 2A, 2B; Hist 34; Human 1A, 1B; Ital 1A, 1B, 2A, 2B; Jpns 1A, 1B, 2A, 2B; Music 1, 1(H), 2, 2(H), 3A, 3B, 4A, 4B, 5, 6, 9, 10, 20, 27, 30A, 30B, 31A, 31B, 33A, 33B, 36B, 42, 43A, 43B, 49, 54, 55, 61, 63A, 63B; Phil 1, 3, 4, 5,12, 22; Photo 10,101, 20A, 20B, 21A, 21B, 45A, 45B, 45C, 72, 73, 74, 102; PE Th 51, 51(H); Portug 1A, 1B; Russ 1A, 1B; SL 60A, 60B; Span 1A, 1B, 2A, 2B, 3A, 3B; Thear 2A, 5A, 5B, 6A, 6B, 7A,7B, 7C,10, 10(H), 11A, 11B, 11C, 12, 14A, 14B, 14C, 15, 18A,19A, 20, 21A, 21B, 22B, 22C, 30, 33B,35A, 40A, 40B, 41A, 41B, 44A, 47A, 70; WGS 1, 2</b>	
Course from other college _____	AP test and score _____
<b>D. SOCIAL SCIENCE</b>	
<b>Series 1: Social and Behavioral Sciences - 3 units minimum</b> <b>AJ 1, 26; Anthr 2, 3, 3(H), 4, 55; CHS 2, 5; Comm 12; Econ 1A, 1A(H), 1B, 1B(H), 2A, 2B; Geog 2, 6; HEd 10; Hist 3,4A, 4B, 5A, 5B, 8A, 8B, 12, 14, 16, 34; Polit 2, 3, 3(H), 4; Psych 1, 17; Soc 1,3, 40</b>	
<b>Series 2: American History and Institutions</b> <b>3 units minimum – Or, complete the CSU American History and Institutions requirement</b> <b>Hist 17A, 17B, 17B(H), 20; Polit 1, 1(H)</b>	
Course from other college _____	AP test and score _____
<b>E. LIFELONG UNDERSTANDING AND DEVELOPMENT</b>	
<b>Option 1: 3 units</b> from Area A, B, C or D OR <b>Option 2: 3 units</b> from courses listed below. <b>Bus 61; CHS 53; Comm 4, 8; Couns 5,12, 12C, 24; FD 27; HED 8, 10, 12; Lead 20A, 30A; LS 1; Libr 4; PE 12.11, 12.20, 12.21, 12.22; PETH 42, 44; Psych 12, 25, 30; Soc 2, 2(H), 20, 40, 45</b>	
Course from other college _____	AP test and score _____
<b>F. CULTURAL DIVERSITY</b>	
<b>3 units are required –</b> <b>Art 1E,10; Anthr 3, 4, 55; CHS 5; Comm 12; Couns 50; Engl 12, 13, 18, 46 46(H); NS 20; Phil 4, 21; Photo 10, PETH 51, 51(H); Psych 9; Soc 1, 2, 3, 20, 40 45; WGS 1,2</b>	
Course from other college _____	AP test and score _____
<b>G. PHYSICAL EDUCATION ACTIVITY</b>	
<b>1 unit is required – Course must be activity base – no PE theory classes.</b>	
<b>PROFICIENCY REQUIREMENTS FOR GRADUATION</b>	
A grade of "C" or better or qualifying placement score is required for the following >	Reading – Reading 53
	Writing – Engl 1A
	Math – Math 106, 106R, or higher
	Information Competency – Library 4

# 5 STEPS to Follow for a Smooth Registration PROCESS

## STEP 1

### APPLY

You may submit an application online @ [westvalley.edu](http://westvalley.edu) beginning April 1, 2014.

Online applications are processed within 48 hours. All students will receive an initial email confirming receipt of your application within 24 hours and a final email that includes your West Valley Student ID number and registration date. Contact us if you do not receive this information within 48 hours (408) 741-2001.

High School juniors and seniors are welcome to participate in the Concurrent Enrollment Program.

\*Concurrent Enrollment Program: High School juniors and seniors also apply online. Visit: [westvalley.edu/admissions/concurrent.html](http://westvalley.edu/admissions/concurrent.html) for steps directions and deadlines.

## STEP 3

### SIGN UP FOR AN ORIENTATION SESSION

New students who have not completed college or university coursework are required to attend a College Orientation. Orientations provide valuable information and strategies needed to achieve your associates degree, associates degree for transfer, certificate and/or transfer to a university. Topics covered: support services, financial information and creating an educational plan. *Online orientation is also an option.*

**REQUIRED ITEMS:** Current West Valley Schedule of Classes and Assessment scores.

## STEP 4

### APPLY FOR FINANCIAL AID

Complete your free application for Federal Student Aid (FAFSA) or the California Dream Act application. Visit the Financial Aid Office to see if you are eligible for a BOG Fee Waiver.

## STEP 5

### REGISTER FOR CLASSES & PAY FEES

Log in to [WVCPortal.wvm.edu](http://WVCPortal.wvm.edu)  
\*High school juniors and seniors may enroll in up to (8) units each semester.

## STEP 2

### COMPLETE ACADEMIC ASSESSMENT/ PLACEMENT TESTS

All students must complete an assessment test for reading, English or ESL and mathematics. Visit [westvalley.edu/assessment/schedules.html](http://westvalley.edu/assessment/schedules.html)

Students with AP results and prior college coursework may be exempt from assessment tests. Prerequisites must be cleared prior to registration in the Counseling Building. Bring photo ID, transcripts, AP scores with you to document prerequisite clearance.



# With eLearning your computer becomes your classroom

## Take a course at home or work or wherever, online.

- Distance learning courses are transferable to most four-year colleges and universities.
- Each course combines guidance by a qualified instructor, well designed lessons, textbooks, and study guides.
- Online courses are available using a computer. Internet access and email are required.
- Visit our web site for more information:

**[westvalley.edu/elearning](http://westvalley.edu/elearning)**

- Enroll like any other course through WVCPortal.
- To learn if an online class is right for you check: <http://westvalley.edu/elearning/students/readiness/quiz-1.html>
- Distance learning accommodates your busy schedule. **Some classes hold some meetings on campus** - read section notes in the schedule to see if on-campus meetings are required.
- For additional information, call the distance learning hotline:

**408-741-2627**

## FALL ONLINE

- **ACCTG 010 - Accounting Fund. - Fin.**, Sections: 35727, 35730, 37594
- **ACCTG 011 - Accounting Fund. - Managerial**, Sections: 35733, 37595
- **AJ 001 - Intro. Admin. of Justice**, Section: 35736
- **AJ 002 - Concepts of Crim. Law**, Section: 35741
- **AJ 003 - Principles & Procedures of Jus. Sys.**, Section: 35744
- **AJ 004 - Legal Aspects of Evidence**, Section: 35745
- **AJ 008 - Juvenile Procedures**, Section: 37689
- **ANTHR 001 - Intro. Physical Anthro.**, Sections: 35758, 37544
- **ANTHR 003 - Intro. Cultural Anthro.**, Section: 35763
- **ANTHR 004 - Intro. to Linguistic Anthropology**, Section: 35765
- **ANTHR 055 - Anthro. Magic, Witchcraft & Religion**, Sections: 35766, 35767
- **ART 001A - Survey of Western Art I**, Sections: 35778, 35779
- **ART 001B - Survey of Western Art II**, Section: 35782
- **ART 001G - History of Photography**, Section: 35785
- **ART 004 - Art Appreciation**, Section: 37334
- **ART 010 - American Art: Multicultural Approach**, Section: 35787
- **ART 012A - Art of Pre-Hispanic Mexico**, Section: 37335
- **BIO 002 - Environmental Biology**, Section: 35842
- **BIO 023 - Introduction to Infectious Diseases**, Section: 35868
- **BIO 024 - Contemporary Biology**, Section: 35870
- **BIO 037 - Evolution - Life on Earth**, Section: 35872
- **BUS 028 - Business Law**, Sections: 35888, 37470
- **BUS 036 - Strategic Management**, Section: 37480
- **BUS 051 - Introduction to Business**, Sections: 35894, 37474
- **BUS 054 - Small Business Start Up**, Section: 35900
- **BUS 061 - Business and Society**, Section: 35902
- **BUS 062 - Business Mathematics**, Section: 37476
- **BUS 068 - Organizational Behavior**, Section: 37363
- **BUS 070 - Effective Office Skills**, Section: 35905
- **BUS 078 - Business Communication**, Sections: 35906, 37477
- **CHS 001 - Intro to Early Childhood Education**, Section: 35931
- **CHS 002 - Child Growth and Development**, Section: 35935
- **CHS 005 - Diversity: Childhood/Culture**, Section: 35936
- **CHS 053 - Contemporary Education Changing Society**, Section: 35942
- **CHS 063 - The Child, the Family and the Community**, Section: 35945
- **CHS 087 - Observation & Assessment Childhood Settings**, Section: 35945
- **COMM 004 - Small Group Discussion**, Section: 37580
- **COMM 012 - Intercultural Communication**, Sections: 35989, 35990, 37606
- **CA 010D - Computer Keyboard/Formatting**, Section: 35909
- **CA 033 - Beginning Office Computing**, Section: 35911
- **CA 062G - Excelling With Excel**, Section: 35913
- **CA 064 - Adobe Acrobat and PDF**, Section: 35914
- **CIS 002 - Introduction to Computing**, Sections: 37371, 37375, 37376, 37377
- **COUNS 000A - Orientation**, Sections: 37435, 37436
- **COUNS 005 - College Success Skills**, Sections: 35998, 36000
- **COUNS 012 - Careers & Life Styles**, Sections: 36008, 37439
- **COUNS 050 - Cross-Cultural Perspectives**, Section: 36012, 36013
- **DM/IS 010C - Digital Images: Photoshop**, Section: 36044
- **DM/IS 010D - Advanced Digital Imaging**, Section: 37367
- **DM/IS 020A - Interface Design**, Section: 37369
- **DM/IS 021A - Web Development 1**, Section: 36046
- **DM/IS 022A - Digital Video 1**, Section: 37370
- **DM/IS 023 - Web Design: Dreamweaver**, Section: 36048

## FALL ONLINE

- **DM/IS 025B - New Media Marketing**, Section: 36049
- **ECON 001A - Prin. of Macroeconomics**, Sections: 36052, 36054
- **ECON 001B - Prin. of Microeconomics**, Sections: 36055, 36059
- **ENGL 001A - English Comp.**, Sections: 36087, 36093, 36094, 36096
- **ENGL 001B - English Comp.**, Sections: 36108, 36109
- **ENGL 001C - Critical Thinking and Writing**, Section: 32303
- **ENGL 071 - Intermediate Fiction Writing**, Section: 36126
- **GEOG 001 - Physical Geo.**, Sections: 36203, 36204, 37417
- **GEOG 002 - Intro Cultural Geography**, Section: 36207
- **HTECH 005 - Basic Medical Terminology**, Section: 37504
- **H ED 008 - Contemporary Health**, Section: 36217
- **H ED 012 - Stress Management**, Section: 36222
- **HIST 017A - U.S. History**, Sections: 36231, 36232, 36238
- **HIST 017B - U.S. History**, Sections: 36241, 36242
- **HUMAN 001A - Human Values in the Arts**, Section: 36266
- **HUMAN 001B - Human Values in the Arts**, Section: 36268
- **IS 040 - Tutor Training**, Section: 36292
- **ID 029C - Sustainable Design for Residential Design**, Section: 37699
- **ID 029D - Sustainable Design for Commercial Design**, Section: 37700
- **LIBR 004 - Info. Comp.:** 36304, 36305, 36308, 36309, 36310, 36311
- **MATH 010 - Elementary Statistics**, Section: 36365
- **MATH 106R - Intermediate Algebra**, Section: 36407
- **MUSIC 001 - Music History**, Section: 36415
- **MUSIC 005 - Fundamentals of Music**, Section: 36420
- **MUSIC 010 - History of Rock & Roll**, Sections: 36422, 37485
- **MUSIC 054 - History of Rock & Roll**, Sections: 36445, 36446, 37690
- **NS 015 - Human Nutrition**, Sections: 36458, 36459, 36461
- **NS 022 - Sports Nutrition**, Section: 36463
- **PHIL 001 - Intro. to Philosophy**, Sections: 36626, 36628
- **PHOTO 010 - New Media and Social Change**, Section: 36636
- **PHOTO 101 - Basic Digital Photography**, Section: 37541
- **PE 4.12 - Fitness - Stretch & Flex**, Section: 36541
- **PE 4.19 - Fitness Appraisal**, Sections: 36550, 3655
- **PE 4.36 - Everyday Food and Fitness**, Section: 36570
- **PE TH 044 - Lifetime Fitness**, Section: 36621
- **POLIT 001 - American Gov.:** 36669, 36673, 36675, 36676, 36677, 36679
- **PSYCH 001 - General Psych.**, Section: 36691
- **PSYCH 009 - Psychology Women**, Section: 36702
- **READ 053 - Critical and Efficient Reading**, Section: 36710, 36711
- **RLEST 090 - Principles of Real Estate**, Section: 36723
- **RLEST 091 - Real Estate Practice**, Section: 36724
- **RLEST 092 - Real Estate Economics**, Section: 36725
- **RLEST 099 - Property Management**, Section: 36726
- **SOC 001 - Introduction to Sociology**, Sections: 36739, 36740, 36741
- **SOC 002 - Social Problems**, Section: 37403
- **SOC 003 - Social Psychology**, Sections: 36743, 37405
- **SOC 020 - American Race Relations**, Section: 37406
- **SOC 045 - Sociology of Human Sexuality**, Sections: 36745, 36748
- **THEAR 010 - Theatre Appreciation**, Section: 36777
- **THEAR 014A - Survey of Film**, Sections: 36781, 37357
- **THEAR 014C - Survey of Film**, Section: 36783
- **THEAR 015 - Introduction to Film**, Sections: 36785, 36786

### Payment Policy

Students registering for Summer 2014 and Fall 2014 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 14-May 5	End of day 05/08	05/09 Drop
May 6-May 26	End of day 05/29	05/30 Drop
May 27-June 23	End of day 06/26	06/27 Drop
June 24-July 21	End of day 07/24	07/25 Drop
July 22-August 18	End of day 08/21	08/22 Drop

**Drop explanation:** It is important to pay attention to date cycles. If you register for two classes on April 20 and pay for them and then add an additional class on May 4 and forget to pay, you will be dropped from all three courses, because there was a balance due on May 8 for the April 14-May 5 cycle.

### ESL ASSESSMENT DATES

Date	Room	Time
Tues, 5/20/14	LA/SS 50	3:00 - 4:30pm
Wed, 6/11/14	Fox 120	10:00am - 11:30am
Tues, 7/15/14	Fox 120	2:00 - 3:30pm
Tues, 8/12/14	Fox 120	2:00 - 3:30pm
Tues, 8/19/14	Fox 120	2:00 - 3:30pm
Tues, 8/26/14	Fox 120	2:00 - 3:30pm

### 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.

For Summer orientations see page 31.

For Fall orientations see page 62.

#### 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—If specific accommodations are needed call DESP at 408-741-2010.
3. Register and attend a DESP or college orientation.

#### 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
Mon.6/23 & 6/30	5:00-9:15 PM	Fox 103

### ASSESSMENT AND ORIENTATION

New students are required 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 taken the Advanced Placement exam in English Literature, English Language or Mathematics AB and/ or BC, Statistics with a grade of 3 or higher.
- 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 our 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 described above. Note: Unofficial transcripts can be used for clearing prerequisites. However, official transcripts are required to complete an evaluation of completed general education courses. Official transcripts (unopened) should be brought to the Counseling Center for processing.

#### 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. For updated information, check the web site at: [westvalley.edu/assess](http://westvalley.edu/assess) 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](http://westvalley.edu/assess) for schedule

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



## Graduating High School Seniors

Planning to attend West Valley in the Fall of 2014?

For details please go to:

<http://westvalley.edu/admissions/outreach/>



## ONLINE ORIENTATION

An orientation option for new students is the online orientation. Go to [westvalley.edu/admissions/special.html](http://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 Fall 2014 semester. Call 408-741-2694 to sign up for your mandatory orientation, on 8/18 from 10:30 am - 1:30 pm in the Business Division, Room 10.

## Couns 002 Academic and Personal Planning (1 UNIT)

Section #	Date	Time	Location
35997	8/28-9/25	2:00pm - 5:20pm	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/academic-success/counseling/distancecounseling.html](http://westvalley.edu/services/academic-success/counseling/distancecounseling.html)

## CHANGING YOUR CLASS SCHEDULE

Students who have registered may make changes to their schedule in the WVCPortal. 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 deadline.

It is your responsibility to meet all pre and corequisite requirements prior to registration. It is also 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. The student must have previously enrolled for credit for the maximum number of times allowed for the particular course requested for auditing. To audit a course, students:

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

## Pass/No Pass Option

Not all classes are available on a pass/no pass option. Check the West Valley College Catalog to determine if your class offers this option. If it does and you wish to take the pass/no pass option, complete the Pass/No Pass Form and submit to Admissions & Records. This must be com-

pleted before one third of the class (see calendar and course syllabus for deadlines). If no form is completed, the student will automatically receive a letter grade. The form is also available online.

## Concurrent Enrollment

1. Complete an online application. (Go to [westvalley.edu](http://westvalley.edu), CLICK APPLY NOW.) 72 hours after completing an online application: Check your e-mail for your West Valley ID number. Add it to your paperwork. High School Students need to file a NEW online application each term or semester.

2. Review class offerings. Go to [westvalley.edu](http://westvalley.edu) and click Schedule of Classes. Classes numbered 900 above (basic skills) and PE classes are NOT available for concurrently enrolled students. Enrollment is limited to 8 units within the district.

3. Print and complete the Concurrent Enrollment Form and Health Form. Meet with your counselor.

4. Assessment tests: Check to see if your class(es) requires an assessment test. Go to [westvalley.edu/assess](http://westvalley.edu/assess) for testing dates and times. Arrive 15 minutes early. Bring parking money (\$3.00), a photo ID, your West Valley ID number and a couple of pencils. Questions: Call the Assessment Office at 408.741.2035. (You will NOT be allowed to take any assessment tests without a West Valley ID number.)

5. Prerequisites: Check the Schedule of Classes to see if your class requires a prerequisite. If your class requires a prerequisite, bring a copy of your unofficial high school transcript and/or AP scores and/or college transcript to the front desk of the West Valley Counseling Office (behind the A&R Building) prior to your registration date. Write your West Valley ID number and the course you want to take on your transcripts/copy of AP scores. Questions: Call the Assessment Office at 408.741.2035.

6. Check to see if a class(es) has space: Go to [westvalley.edu/wvcportal/searchsections.html](http://westvalley.edu/wvcportal/searchsections.html)—no log in required.

7. High school students that are California residents do NOT pay any enrollment fees but are responsible for any class fees (ex: lab fees), testing fees (ex: Counseling classes), textbooks and supplies. (ex: art supplies, Scantron forms, etc.)

### SUMMER 2014 Registration:

SENIORS: Beginning Monday, MAY 12 between 3 pm-6 pm or any day after during open hours—Bring your paperwork, transcript and PHOTO ID to West Valley Admissions Office to register.

JUNIORS: Beginning Tuesday, MAY 13 between 3 pm-6 pm or any day after during open hours—Bring your paperwork, transcript and PHOTO ID to West Valley Admissions Office to register.

### FALL 2014 Registration:

SENIORS: Beginning Monday, AUGUST 11 between 3 pm-6 pm or any day after during open hours— Bring your paperwork, transcript and PHOTO ID to West Valley Admissions Office to register.

JUNIORS: Beginning Tuesday, AUGUST 12 between 3 pm-6 pm or any day after during open hours— Bring your paperwork, transcript and PHOTO ID to West Valley Admissions Office to register.



# 14 Student Fee Information ♦ Fall 2014

## Payment Information

Students registering for classes have a specific time period to pay for their classes. Fees are charged at the time of registration. Payments can be made:

1. On the web using Visa or Mastercard;
2. In person with cash, check, Visa, Mastercard
3. By mail with check, money order or Cashiers check

Please write student's College ID number on the front. **DO NOT MAIL CASH.** Please send one check per student. Send all payments to:

West Valley College — Admissions Office  
14000 Fruitvale Avenue  
Saratoga, CA 95070-5698

**You will be dropped from all classes if payment is not received by the due date. See chart on page 11 for payment deadlines.**

## Refund Policies

Most refund requests are processed within a two week window of the request. The first set of refunds occurs the week after the add drop window. West Valley College partners with Higher One, a financial services company focused solely on higher education, to bring a new method for delivering refunds to students. You will be able to use the Higher One card or choose your preferred method of payment.

This new method is designed to provide you with choices when it comes to receiving your financial aid or school refunds including the preferred "Easy Refund" method. Easy Refund is the fastest and easiest way to gain access to your refund money on the same day West Valley College releases it.

If you pay with a credit card, your card will be refunded. If you pay by cash or check, you can choose the Higher One Debit card refund, account reimbursement or a mailed check.

Please be aware that new registration activity may create a new balance which is due and payable at the time of activity.

- If your class is cancelled, you will automatically receive a refund.
- The \$3 web-reg fee is non-refundable.
- Parking permits must be returned to the A & R window by the last day to add a semester length class.
- Financial Aid students who withdraw from college prior to completing 60% or more of scheduled class meetings in a semester may owe money back to the federal government. Check with the Financial Aid Office immediately.

## Course Material Fees

Some courses require a mandatory instructional materials fee or an optional fee for purposes of materials needed to assist in learning or achieving the objectives of the course. Education Code section 76365 permits colleges to require students to provide various types of instructional materials and enables colleges to sell such

materials to students who wish to purchase the required materials. The law provides that students can only be required to provide materials which are of continuing value to the student outside of the classroom setting. The State Chancellor's Office has determined that such materials include, but are not limited to textbooks, tools, equipment, clothing, and those materials which are necessary for a student's vocational training and employment. The regulations further provide that "instructional and other materials" means tangible personal property that is owned or primarily controlled by the student. The definition of "tangible personal property" has been expanded to include electronic data that the student may access during the class and store for personal use after the class in a manner comparable to the use available during the class (see title 5, § 59402). These title 5 sections specifically apply to both credit and non-credit courses. "Required instructional and other materials" are materials which the student must procure or possess as a condition of registration, enrollment, or entry into a class; or any material which is necessary to achieve the required objectives of a course. Finally, the regulations specify that the material must not be solely or exclusively available from the district. A material will not be considered to be solely or exclusively available from the district if it is provided to the student at the district's actual cost and there are health and safety reasons for the district being the provider, or if the district is providing the material cheaper than it is available elsewhere. For more information on courses that charge these fees, please go to: [westvalley.edu/admissions/otherfees.html](http://westvalley.edu/admissions/otherfees.html)

## Returned Check Fee

The WVC fee for processing checks returned by a bank due to insufficient funds, stopped payment or closed accounts is \$15.00 per check in addition to the original amount and may go as high as \$50.00, depending upon the response time on the check clearance. In addition, a delinquency will be placed on the student's records, registration will not be allowed and transcripts will not be issued. Passing of N.S.F., stop payment, and account closed checks may be considered a criminal offense and may be referred to the District Attorney's Office for prosecution.

## Use of Social Security Number

Notification of Tax Identification Numbers (TIN) or Social Security Numbers (SSN) Required Collection & Usage. Federal legislation relating to the Hope Tax Credit and Internal Revenue Service (IRS) 1098T production mandates that all colleges report student SSN or TIN numbers to the IRS. This IRS mandate requires colleges to collect the SSN or TIN.

A student may refuse to disclose his or her SSN or TIN to the IRS but the IRS is then authorized to fine the student in the amount of \$50. West Valley College assigns a unique student ID number to every student and does not use the SSN or TIN as a student identifier. All SSNs and TINs collected as mandated are protected by federal regulations under the Family Educational Rights and Privacy Act (FERPA).

## FEE WORKSHEET – SUMMER 2014

Use this worksheet to calculate your fees for Summer 2014.

### 1. Enrollment Fees – Summer 2014

\$46.00 per unit. \_\_\_\_\_ units x \$46.00 = \_\_\_\_\_

### 2. Tuition for Non-Residents

(in addition to enrollment fee)

Out of State

\$204.00 per unit. \_\_\_\_\_ units x \$204.00 = \_\_\_\_\_

### 3. Basic Fees for Winter:

WebReg (\$3.00) = \_\_\_\_\_

### 4. TOTAL FEES

Add 1 or 2 and 3, enter total here = \_\_\_\_\_

## FEE WORKSHEET – FALL 2014

Use this worksheet to calculate your fees for Fall 2014.

### 1. Enrollment Fees – Fall 2014

\$46.00 per unit. \_\_\_\_\_ units x \$46.00 = \_\_\_\_\_

### 2. Tuition for Non-Residents

(in addition to enrollment fee)

Out of State

\$204.00 per unit. \_\_\_\_\_ units x \$204.00 = \_\_\_\_\_

### 3. Campus Center Use Fee\*

\$15.00 = \_\_\_\_\_

\*All students except online students who live **outside** Santa Clara County.

### 4. Basic Fees for Spring:

Health Services (\$19.00); WebReg (\$3.00);

Associated Student Services Card (\$4.00) = \_\_\_\_\_

### 5. TOTAL FEES

Add 1 or 2 plus 3 and 4, enter total here = \_\_\_\_\_

## Higher One - Your Debit Card



Our district has gone green and replaced paper checks mailed to your home address with our Higher One Debit Card (MY WVMCCD Card). All Financial Aid students will receive a card in the mail. Financial Aid disbursements and some refunds go to the card.

If you activate, please choose between:

- Debit card-your refund will be loaded within 24 hours of processing.
- You will be charged for lost cards.
- ACH Processing-your refund is transferred automatically to your personal account for immediate use within 24 hours of processing.

An ATM is located at the West Valley (bookstore).



## LOCATE YOUR STUDENT ID/USER ID:

1. Go to: [wvcportal.wvm.edu](http://wvcportal.wvm.edu)
2. Click on: What's My User ID

## RESET YOUR PASSWORD - USING YOUR SS#

1. Go to: [wvcportal.wvm.edu](http://wvcportal.wvm.edu)
2. Click on: What's My Password
3. Choose #2 to reset your password
4. Enter your user ID, the last four digits of your SS#, your birth date in 6 digits and submit. Your password should be reset to your 6 digit birth date.
5. Click on: OK
6. Click on: Log in
7. Enter: your User ID# and birth date and submit  
Your password will expire and you will need to create a new one.  
Enter your birth date as your temporary password.
8. Log Out
9. Return to: [wvcportal.wvm.edu](http://wvcportal.wvm.edu)
10. Log in

## RESET YOUR PASSWORD - USING YOUR EMAIL ADDRESS

1. Go to: [wvcportal.wvm.edu](http://wvcportal.wvm.edu)
2. Click on: What's My Password
3. Choose #3 - to reset your password using your email address
4. Enter: Your Last Name and ID# or SS# and Submit Your temporary password will be sent to your email
5. Click on: OK
6. Click on: Log in
7. Enter: Your User ID# and Your Temporary Password  
Your password will expire and you will need to create a new one.  
Enter your temporary password as your old password.
8. Click on: Submit
9. Click on: Log out
10. Return to: [wvcportal.wvm.edu](http://wvcportal.wvm.edu)
11. Log in

## CHECK YOUR DATE TO REGISTER

1. Go to: [wvcportal.wvm.edu](http://wvcportal.wvm.edu)
2. Log In
3. Under: My Web Services
4. Click on: Registration
5. Click on: My Registration Date (s)

## VERIFY AND UPDATE YOUR PERSONAL INFORMATION

(VERIFY INFORMATION-REQUIRED FOR FIRST TIME

LOG IN)

1. Go to: [wvcportal.wvm.edu](http://wvcportal.wvm.edu)
2. Log In
3. Under: My Web Services
4. Click on: My Personal & Academic Info
5. Select: Update My Personal Information  
Verify your personal information
6. Submit

## ASSESSMENT RESULTS

1. Go to: [wvcportal.wvm.edu](http://wvcportal.wvm.edu)
2. Log In
3. Under: My Web Services
4. Click on: My Personal & Academic Info
5. Click on: My Assessment Results for English, math and reading.

## SEARCH AND REGISTER FOR SECTIONS

1. Go to: [wvcportal.wvm.edu](http://wvcportal.wvm.edu)
2. Log In
3. Under MyWebServices
4. Click on: Registration
5. Click on: Search/Register for Classes
6. Enter: Term
7. Enter: Location
8. Enter: Subject
9. Submit  
This will bring up all we offer in that subject for that semester.
10. Click on: the box to the left side of the course listing to choose your course.
11. Submit.  
This will put the course in your shopping cart.
12. Take an action to register and submit

## EXPRESS REGISTRATION

1. Go to: [wvcportal.wvm.edu](http://wvcportal.wvm.edu)
2. Log In
3. Under MyWebServices
4. Click on: Registration
5. Click on: Express Registration Using Section # Only
6. Enter the Section number
7. Submit

## REGISTER USING AN ADD CODE

1. Go to: [wvcportal.wvm.edu](http://wvcportal.wvm.edu)
2. Log In
3. Under: My Web Services
4. Click on: Registration
5. Click on: Register Using an Add Code

6. Enter the Section number, Add Code and Term
7. Submit

## PRINT YOUR CLASS SCHEDULE

1. Go to: [wvcportal.wvm.edu](http://wvcportal.wvm.edu)
2. Log in
3. Under: My Web Services
4. Click on: Registration
5. Select: My Current Class Schedule

## DROP CLASSES

1. Go to: [wvcportal.wvm.edu](http://wvcportal.wvm.edu)
  2. Log In
  3. Under: My Web Services
  4. Click on: Registration
  5. Click on: Drop Classes and Drop your class(es)
  6. Submit
- \* **Be sure to print your schedule as proof that you dropped your class(es).**

## MAKE A PAYMENT

1. Go to: [wvcportal.wvm.edu](http://wvcportal.wvm.edu)
  2. Log In
  3. Under: My Web Services
  4. Click on: Registration
  5. Select: Pay on My Account
- \* Be sure to check the Payment Deadline Dates

## PRINT YOUR UNOFFICIAL TRANSCRIPT

1. Go to: [wvcportal.wvm.edu](http://wvcportal.wvm.edu)
2. Log In
3. Under: My Web Services
4. Click on: My Personal & Academic Info
5. Select: Unofficial Transcript

## LOCATE YOUR TAX FORM - 1098T

1. Go to: [wvcportal.wvm.edu](http://wvcportal.wvm.edu)
2. Log In
3. Under: My Web Services
4. Click on: My Personal & Academic Info
5. Click on: View My 1098 Tax Form

## SEARCH FOR CLASSES - NO LOG IN REQUIRED

1. Go to: [www.westvalley.edu](http://www.westvalley.edu)
2. Under Current Students
3. Click on: Class Schedule
4. Click on: Online Searchable Class Schedule-no login required
5. Enter: Term
6. Enter: Location
7. Enter: Subject
8. Submit- (This will bring up all courses offered in that subject for that semester.)

## 16 Fees and Tuition ♦ Fall 2014

Fee type	Amount	Required of	Refunds
Enrollment	\$46 per unit (subject to California legislative change)	California residents	Full refund for drops through 9/7/2014 for fall classes for a semester length class.
Tuition for Non-Residents	\$204 per unit (in addition to enrollment fee)	All Non-California residents (in addition to enrollment fee)	Full refund for drops through 9/7/2014 for fall classes for a semester length class.
International students	\$204 per unit (in addition to enrollment fee)	Visa holders from another country (in addition to enrollment fee)	Full refund for drops through 9/7/2014 for a semester length classes.
International Student Application Fee	\$100	International students who submit an application to West Valley College (F-1 applicants only)	Non-refundable.
Course Fee	Variable	Certain Courses indicated in course description	Full refunds for drops through 9/7/2014. Varied dates for short-term classes.
<b>Basic Fees</b>			
Campus Center Use Fee	\$15 for full and part-time students	All students except online students who live <b>outside</b> Santa Clara County	Appeal for exemptions can be made through Admissions and Records Services 9/7/2014
Health Services	\$19 fall semester	All students	Full refund for drops through 9/7/2014. Other exemptions may apply. For details, go to the web: <a href="http://www.westvalley.edu/services/student-development/health/healthfee.html">http://www.westvalley.edu/services/student-development/health/healthfee.html</a>
Web Reg Credit card fees	\$3	All students using web for college transactions	None refundable
Associated Student Services (ASSC) fee	\$4		Request for refunds can be made through 9/7/2014.
Parking fee (Subject to change)	\$50 for fall. Permits can be ordered on-line. Service/convenience fee \$3.25. Daily permits sold in parking lot machines for \$3 daily.		Parking permits must be returned to the Admissions and Records Office by 9/7/2014.
Transcripts	First 2 regular transcripts free in the district. \$6 for subsequent requests. \$20 "Rush" within one hour; \$15 within 24 hours; \$5.00 for additional ones ordered at the same time as the rush.		
Other charges:	Duplicate degree \$10; degree/certificate cover \$5 (Free at Graduation).		

\*All fees subject to change

## Frequently Asked Questions and Important Information for your success:

The WVCPortal is our primary source of communication to our student population. Please check the portal daily to be informed of vital announcements. Important details to help you with your college experience:

- Through WVCPortal, you can update your e-mail address at any time. WVC e-mails include important information about your registration days and times (includes information on any money owed the college), class cancellations. It is your responsibility to drop and add classes by the published deadlines. Keep your information updated and current.
- Please check on your information through WVCPortal to make sure your class schedule is accurate. This is your responsibility.
- Make sure you unblock any spam filter you have that may prevent you from receiving important WVC e-mail communications. We respect your privacy and only use your e-mail address for College/District communication.
- If you need another person to transact business on your behalf, whether a minor or adult, you must provide that person with a signed note of authorization. This must be presented at each transaction. This protects your right to privacy. A photo ID is required for all A&R transactions.
- You can pay your fees safely and securely over the web ([westvalley.edu](http://westvalley.edu)), in person at Admissions and Records, or mail your payment to the college. Please note student ID # on check. We are enforcing our payment policy. See p. 11 for details so you are not dropped from your classes.
- You can contact the WVC Admissions Office at (408) 741-2001, through [askwvc@wvm.edu](mailto:askwvc@wvm.edu) or in-person for assistance.

### 1. When do I register for Fall/Summer classes?

You can register for your summer term and fall semester classes at the same time. Continuing students who registered for classes during the spring 2014 semester will be notified by e-mail in late March. Your registration priority is based on the number of units completed within the District. If you did not attend for a semester, you will need to reapply. You can do that online or in person. Please make sure you have given us your updated information and that you undo any spam blocks for the WVM address. Your registration date can be checked through WVCPortal.

### 2. I am new to WVC, how do I get started?

Welcome to West Valley College! Your success is our # 1 goal.

1. Complete college application.
2. Take Assessment Testing/Placement Testing. Take assessments to ensure you are placed in the appropriate English Reading and Math courses. Students who have completed an AA/AS degree or higher, are primarily taking classes at another institution, or taking classes for personal enrichment, are not required to complete Assessment or Orientation; however, prerequisite regulations are still applicable.

NOTE: There are also several sessions to assess ESL (English as a Second Language) students.

If you have completed the previous college level course at another college, have placement results from another college, or applicable AP scores, you can take that information to the Assessment Office to clear the prerequisite so you can proceed to a successful Registration. Call (408) 741-2035 if there are specific questions.

3. Orientation – Orientation is your opportunity to learn about the college experience and to develop an Educational Plan to help you reach your goals. You have various Orientation options: a 1/2 unit Orientation (Couns A) class, in-depth workshops for specific needs, or an online session. During this experience, you will meet with a counselor to help develop your Educational Plan based on placement test results, goals and other life variables.

4. Register using the WVCPortal, or in person in the Admissions and Records Office.

### 3. The class I want to take is full. Can I get on a Wait List?

Most departments have Wait Lists for classes. Prior to the start of the class, you may add yourself to a Wait List. There is no fee for being on the Wait List; you will be charged the enrollment fees if and when you are notified to add yourself to the class. Managing your class schedule is your responsibility.

After the class begins, and through last day to add classes (listed in the Schedule of Classes), you can speak with an individual instructor and see if he/she will add you to the class. If so, you will get a 4 digit Add Code to either use over the web or, if you need assistance, come in person to the Admissions and Records Bldg. for processing. **High school students are not placed on Wait Lists.**

You must use the Add Code on or before the last day to add. If, for some verifiable reason, you were not able to add in the class before the last day to add, you must visit the A&R office immediately. You will be expected to pay for your classes at the time of registration.

### 4. How do I find out what classes I am registered for?

Check your Schedule through WVCPortal at [westvalley.edu](http://westvalley.edu) It is easy to do and a good strategy to verify your schedule. Log in using your student ID and password; then go to My Current Class Schedule under Academic Profile. Once your class Schedule is finalized, print out a copy to help you find your classes.

### 5. What are the residency requirements for West Valley College?

A California resident is defined as one who has established both physical presence and intent to make California their permanent home for more than one year from the Residency Determination Date. Residency Determination Date is defined as the day immediately preceding the first day of instruction for the Semester/Intersession. Physical presence is defined as continuous physical presence within the State of California, excluding temporary absences.

Intent to make California the permanent home is determined based upon acceptable evidence submitted by the student showing intent to make California the student's permanent home and evidence showing the student is not precluded from establishing permanent residency in the United States.

A non-resident student is one who has not resided in the State of California for more than one year and one day immediately preceding the Residency Determination Date as well as a student who is precluded from establishing domicile in the United States. Non-residents still may attend the College subject to non-resident tuition in addition to all other College mandatory fees.

### 6. How do I get a student ID?

Student photo ID's are free and available in Admissions and Records. You will need your student photo ID for transactions in A&R, the library and college bookstore. If you do not yet have a WVC student photo ID, be prepared to show another form of photo ID in Admissions and Records.

### 7. I have applied for financial aid. How will that impact my fees?

If you are a California resident, the Board of Governor's Fee Waiver waives your \$46/unit enrollment fee and a portion of the parking fee. You can apply for the BOG Waiver even after the semester begins and your fees will be adjusted. Additional financial aid is available so check out all your options and apply now. More information is available at: [westvalley.edu/financialaid/](http://westvalley.edu/financialaid/)

### 8. What if I am an International Student?

Please check the detailed International Student information at: [westvalley.edu/services/academic-success/international/](http://westvalley.edu/services/academic-success/international/)

### 9. What if I am a resident of another state?

Out of state students are welcome to attend WVC. You will be charged out-of-state tuition as outlined in our fee table. If your residency status changes please come to the Admissions and Records Office to complete a "Residency Questionnaire" and show proof of residency in California of a year and a day prior to the start of semester or term.

### 10. I am still in high school. Can I take classes at West Valley College?

Yes, WVC has a very active Concurrent Enrollment program. By District policy, students must be juniors or seniors in high school. For more information, go to the link under Admissions and Records for Concurrent Enrollment information, forms and guidelines. [westvalley.edu/admissions/outreach/#tabs-2](http://westvalley.edu/admissions/outreach/#tabs-2)

### 11. How do I drop a class?

You can drop a class through the deadlines as listed in the calendar printed online and on pages 26 & 47 Schedule of Classes. For your convenience, you can drop using WVCPortal or in person in the Admissions and Records Office. It is the student's responsibility to drop unwanted classes. If you have registered for classes and did not attend, you may be liable for fees unless you drop within the established drop and refund deadlines. Varied drop deadlines apply for short-term classes. **Please confirm your schedule through WVCPortal.**

### 12. What do I do with transcripts from another school?

If you have official transcripts (in a sealed envelope), take to the Admissions & Records Office to clear prerequisites or to have evaluated for General Education. Courses must be from an accredited school. Transcripts from another country must be evaluated through an outside agency. See the Counseling Office for more information. Please note: once a transcript has been officially evaluated, the units and grade point average (GPA) will be a permanent part of your academic record and cannot be removed.

## Repeatability

New state regulations allow few courses to be repeated. In addition, there are groupings of courses with similar content called "families" in the PE, Art, Theatre, and Music disciplines. West Valley and Mission College's "families" of courses are linked and students may only take 4 courses within a family whether the course is offered at West Valley or Mission College. Refer to the table in the online schedule, campus catalog or consult with a Counselor to review the full list of "family" courses.

# 18 Financial Aid Information ♦ Fall 2014

## FINANCIAL AID

**Location:** Admissions and Records Building

**Phone:** (408) 741-2024

**Regular Hours:** Please visit West Valley College website for current hours of service or call the financial aid office.  
[westvalley.edu/services/financialaid/](http://westvalley.edu/services/financialaid/)

Financial Aid manages programs designed to help students pay for educational and living expenses while they are in school. When students apply for financial aid, we evaluate their circumstances and identify all the financial help available to them through federal, state, and other programs.

Most students do not realize they may qualify for one or more of the financial aid programs currently available.

## FINANCIAL AID PROGRAMS AVAILABLE

### BOG Fee Waiver

Complete the Board of Governors Fee Waiver (BOGW) application form, which will determine whether you qualify to have your enrollment fees waived. You do not need to complete this form if you have already submitted a Free Application for Federal Student Aid (FAFSA) or the CA Dream Act. We will automatically review your eligibility based on your application data.

BOGW waives 100% enrollment fees and a portion of the parking fee.

Eligibility Criteria:

- You must be a California resident or an AB 540 student as determined by the office of Admissions and Records.
- You currently receive benefits from TANF/Cal-Works, or SSI/SSP or General Assistance, or
- You are eligible for a dependent veterans fee waiver or approved by the National Guard Adjutant General that you are a dependent, or
- You are eligible as a recipient of the Congressional Medal of Honor, or you are eligible as a dependent of a victim of the September 11, 2001, terrorist attack, or you are eligible as a dependent of a deceased law enforcement/ fire suppression personnel killed in the line of duty.
- You meet specific income levels, or
- You have demonstrated financial need, of at least \$1104, through the FAFSA application process.

### Grants

Eligibility Criteria:

- US Citizen (with valid Social Security Number), or Eligible non-citizen; US permanent resident with alien registration card, conditional permanent resident, or refugee-asylum granted
- 2.0 GPA Minimum (required for Cal Grants only)
- Declare a major that is at least one year in length.

- Cal Grant B pays up to \$1473/year for AA/AS degree programs
- Cal Grant C pays up to \$547/year for vocational students not transferring to a 4 year college.
- Pell Grant pays up to \$5730/year
- Chafee Grant pays up to \$5000/year (former foster youth only)
- Federal Supplemental Education Opportunity Grant (FSEOG)- pays up to \$500/year

### Federal Work Study

Eligibility Criteria:

- Same eligibility requirements as with grants.
- Must have remaining unmet financial need after fee waiver and grants are considered
- Must enroll in at least 6 units
- Part time employment
- Work on or off campus
- Pays \$8-12.75/hour (\$3500/year max.)

### Federal Direct Student Loans

Loan amount based on financial need after above programs are considered. Financial need is the difference between the cost of education and the resources available to you. Students must have a completed financial aid file before requesting a Loan Request Packet from the financial aid office. Visit financial aid for more information.

### Scholarships

West Valley College scholarships are designed to recognize accomplishments and to provide tangible encouragement to students who have demonstrated academic achievement, leadership, community service, and financial need. Funds are donated from a joint investment of contributions from the private sector and from West Valley College employees. The online application process starts in December. Awards are announced in late spring, and are awarded for the following school year.

Outside Scholarships: Many foundations, professional associations, religious and ethnic organizations, and corporations offer grants and scholarships. These awards are based on a wide variety of qualifications including, financial need, academic achievement, religious affiliation, ethnicity, and special interests.

### STEPS TO APPLY FOR FINANCIAL AID

Apply for financial aid with the following process.

1. Obtain a U.S. Department of Education PIN at: [pin.ed.gov](http://pin.ed.gov). This PIN will be your electronic signature when completing your online FAFSA. For dependent students, one parent needs a PIN.
2. Complete the Free Application for Federal Student Aid (FAFSA). Apply online at: [fafsa.ed.gov](http://fafsa.ed.gov). Make sure to list the West Valley College school code (001338) on your application to ensure that we receive a copy of your application data.
3. An email will be sent from Financial Aid indicating how to submit additional documentation. A Financial Aid file is complete when all documents have been submitted and reviewed.

4. A notification of official financial aid awards will be sent upon completion of your Financial Aid file.
5. If you are interested in participating in Federal Work-Study, stop by the Financial Aid Office to complete a Federal Work-Study Agreement form.
6. If you wish to apply for a student loan, stop by the financial aid office to ask for a Loan Request packet.

**Special circumstances:** If you didn't initially qualify for all the aid you need, be aware that some students have special circumstances that make them eligible, or increase their award. These may include:

- Changes in dependency status or family size
- Recent unemployment
- Unusually high medical bills or child care costs
- Other situations that may impact the family's ability to pay

Our Financial Aid Director must assess your situation to determine your eligibility. Stop by the Financial Aid Office to request a "Professional Judgment" packet.

### Financial Aid Application Deadlines

- Financial aid applications are accepted throughout the 2014-2015 year with a final deadline of June 14, 2015.
- If you are applying for the **next** academic year Community College students have a second opportunity to apply for Cal Grant with a September 2, 2014 deadline.

### Return of Title IV Funds

A student may owe money back to the Department of Education if he/she received federal financial aid and then withdrew before completing 60% of the semester or completed zero units at the end of the term. The federal programs include: Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), and the Federal Direct Loan Program. The College is required to determine the amount owed and to bill the student. The student has 45 days to respond. If the student fails to pay the debt, the College is required to notify the National Student Loan Data Service (NSLDS) and at that time, the student becomes ineligible for any further financial aid consideration, regardless of which school the student is attending, until the debt is paid in full.

### Financial Aid Updates Satisfactory Academic Progress (SAP)

Federal regulations have added a new element to monitor academic progress for financial aid students: Pace Quantitative Standard  
Pace Quantitative Standard: Maintain a CUMULATIVE completion rate of 66.7% (2/3) of ALL attempted units and a CURRENT completion rate of 66.7% (2/3) at the end of every semester. "Completing" units is defined as receiving a grade of A, B, C, D or P. For additional information please visit [westvalley.edu/financialaid/progress](http://westvalley.edu/financialaid/progress)



## Course repeatability

Students repeating courses will be allowed to continue to benefit from financial aid based on a new course repeatability regulation: Units in which a student is enrolled will be counted for financial aid payment as long as the student has never passed the course. Passing grades are: A, B, C, D, P. If the student passes a course and wishes to repeat it to improve his/her grade; financial aid will allow one repetition after passing the course. Courses from which a student withdraws are not considered repeated coursework. Refer to the College's catalog for the College's course repeatability policy.

## Lifetime Pell Grant Limits

Applies to all students regardless of when they received their first Pell grant. Students are eligible to receive Pell grant for up to 12 full time semesters. A student attending as a half-time (6 units) student is considered as having used half of a semester for purposes of tracking the Pell grant limits.

## Unusual Enrollment History (UEH)

Unusual Enrollment History (UEH) means the student attends an institution long enough to receive (Title IV) federal student aid funds, leaves without completing the enrollment period, enrolls at another institution, and repeats the pattern of attending just long enough to collect Title IV funds without having earned any academic credits.

If selected, Financial Aid will ask for transcripts for all institutions/universities attended in the last three years. Students will also need to provide their reason(s) for jumping from school to school and submit documentation to back up their situation.

## Veteran's Educational Benefits

New veterans should visit our website: [westvalley.edu/veterans](http://westvalley.edu/veterans) or contact the Veterans Office, located in the Admission and Records building, at least six weeks prior to the first day of school. Processing paperwork early can help avoid delay in receipt of first payment. You must bring a copy of your DD214 or 2384 (NOBE) or Certificate of Eligibility for Ch. 33 (post 911) and any documentation relating to spouse and/or dependents. Returning veterans should allow the same amount of time for their requests. Continuing veterans should check with the Veterans Office as soon as they register each semester.

## PARKING REGULATIONS

A valid student or staff parking permit is required to park on campus. Student parking permit requirements are enforced Monday through Sunday, between 7:00am and 10:00pm. Areas specifically marked for disabled parking, red zones, loading zones, staff parking, time zones, and other restricted areas are enforced every day, 24-hours a day. Overnight parking is prohibited without prior authorization from the District Police Department. Vehicles left overnight without authorization from the District Police may be towed at owner's expense.

## Purchase Parking Permits Online

You may purchase semester parking permits online at: [westvalley.edu](http://westvalley.edu) from any computer. However, by using the designated computers in the Admissions and Records lobby you will not be assessed the convenience fee. Please have the vehicle make, model, color and license plate number available when you place your order. Permits are \$50 a semester (price subject to change).

- If you are a Financial Aid student receiving a Board of Governors Waiver, you can purchase your permit online, but you must enter your student ID number when prompted to receive the discounted price.
- Every purchase of a permit online that is currently valid for use (at the time of purchase) will include a temporary permit that can be printed and used immediately. You will receive your permit in the mail within 10 business days. To be properly placed, it must be affixed to the inside of the front windshield, bottom corner, driver's side. Improper or non-display of a permit will result in a parking citation.
- Semester-length parking permit refund requests must be made in accordance with the refund schedule identified by Admissions. For permits purchased in-person at the Admissions Office, please take your permit to the Admissions Office to request a refund. For permits purchased online and mailed to your home, please take your permit to the District Police.
- Stolen permits should be immediately reported to the District Police Department by calling 408-855-5435 or by visiting the Police business office at West Valley College. Lost permits will not be replaced free of charge, however, a replacement permit may be purchased at the original purchase price.
- One-day "Daily" parking permits may be purchased at any of the daily permit dispensers located in all parking lots. Daily permits are \$3.00 per day and all daily permit dispensers will accept \$1.00 bills, \$1.00 coins, quarters, dimes and nickels. Daily permits must be displayed on the front dashboard and the expiration date must be visible from the outside of the vehicle.
- Purchase and/or possession of a permit does not authorize parking on campus. It is the responsibility of the driver to properly park the vehicle and display a valid and authorized permit. Vehicles with car covers are no exception. Failure to properly display a permit will result in a citation.
- Visitor parking (40 minute limit) is available, free of charge, in designated spaces located in parking lot 5.
- Motorcycles/motor scooters are prohibited from parking in spaces designated for four-wheel vehicles. Designated motorcycle parking is available in parking lots 2, 3, 5, 7. No parking permit is required for motorcycles parking in designated motorcycle parking areas.
- Disabled parking - All drivers who are disabled (as defined in the California Vehicle Code Section 295.5) and use a designated disabled parking stall must display a valid placard or specialized license plates issued by the California Department of Motor

Vehicles. Failure to display a valid placard or plate will result in a citation and fine of \$280.

- Special parking and loading - Students or staff members who have special parking or loading needs must contact the District Police in advance. Business cards or notes left on the vehicle are not acceptable and a citation will result. No warnings are issued.
- These regulations or procedures are subject to change without written notice. This is a summary of District Parking Policies. Detailed information is available at the Police Business Office or Campus Information Desk located at the Student Center.

## SUMMER SESSIONS Parking Permit

There is **no** student parking grace-period offered during any of the Summer sessions. All vehicles parked on campus during the Summer sessions must have a valid parking permit properly displayed at all times.

## FALL SEMESTER Parking Permit

A student parking "Grace-Period" will be observed during the week immediately prior to the start of the Fall semester and during the first week of the Fall semester. (Monday, August 18, 2014 through Monday, September 1, 2014) Please note that the grace-period no longer includes the second week of the semester. During the grace period, no parking citation will be issued to any vehicle that is parked in a marked student parking stall without a permit; all other parking violations will be enforced. Parking citations will be issued to vehicles failing to display a valid student parking permit beginning Tuesday, September 2, 2014.

## Additional questions?

Please contact District Parking Services at 408-855-5435 or via e-mail at [parking.services@wvm.edu](mailto:parking.services@wvm.edu), or visit us at the District Police Office located in building "PD" near the pool. To view the West Valley-Mission District Parking and Traffic web page, please access the website at: [wvm.edu/group.aspx?id=2435](http://wvm.edu/group.aspx?id=2435)





## 2014 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. Senate Bill 1456, The Student Success Act of 2012 provides critical support services to students on the front-end of their educational experience to increase student success. 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 who 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 14, 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.



## Field Trips/Excursions

Throughout the semester/school year, the District may sponsor voluntary off-campus extracurricular field trips/excursions. If you choose to participate, be advised that pursuant to California Code of Regulations, Subchapter 5, Section 55450, you have agreed to hold the District, its officers, agents and employees harmless from any and all liability or claims which may arise out of or in connection with your participation in the activity

## Prerequisites, Corequisites or Other Limitations on Enrollment Challenges

You have the right to challenge prerequisites or corequisites or other limitations on enrollment for the following reasons:

- 1) You believe the pre- or corequisite has not been made reasonably available.
- 2) You believe that the pre- or corequisite was established in violation of regulation or in violation of district-approved policies and processes. (Supporting documentation must be provided.)
- 3) You believe that the pre- or corequisite or limitation on enrollment is unlawfully discriminatory or is being applied in an unlawfully discriminatory manner. (Supporting documentation must be provided.)
- 4) You believe you have the knowledge or ability to succeed in the course despite not meeting the prerequisite. (Supporting documentation must be provided.)
- 5) Enrollment in the course has been limited to a special group of students, and there are no other courses which would fulfill the requirement. You believe you would be delayed by a semester or more in attaining the degree or certificate specified in your educational plan. (Supporting documentation, including a copy of your educational plan, must be provided.)
- 6) The pre- or corequisite was established to protect health and safety and despite the fact that you do not meet the pre- or corequisite, you believe you are able to demonstrate that you do not pose a threat to yourself or others. (Evidence must be provided.)

To challenge a pre- or corequisite or other limitations on enrollment, contact Assessment for a challenge form and specific instructions. Submit the completed form and any required documents to Assessment. Your request will be evaluated by a challenge review committee (within five instructional days) and a written response will be mailed to you.

## Complaints

If you feel that assessment, orientation, counseling or any other matriculation procedure is being applied in a discriminatory manner, you may file a complaint. Refer to the Grievance Process located in the "rights and responsibilities" section of the current College Catalog or contact the Director of Human Resources and Employee Relations in the Human Resources Office.

## Academic Appeals Committee

The College maintains an Academic Appeals Committee whose purpose is to provide an avenue of appeal for students seeking relief from the rules and regulations of the College pertaining to admission, readmission, residency, tuition or fees, degree or certificate standing, academic standing, and extensions of deadlines.

Prior to petitioning the Academic Appeals Committee, students must first attempt to resolve their problem or concern directly with the appropriate faculty member or Instructional Dean.

Grade appeals are handled only by the instructor and then appealed first to the Department Chair; second, Division Chair; and finally, Vice President of Instruction.

Petitions for relief from academic rules and regulations must be submitted in writing on forms available in the Admissions Office. Appeals of the Committee's decisions may be submitted to the Committee for reconsideration if a student has additional EXTENUATING CIRCUMSTANCES that were not included in the original petition.

Decisions of the Academic Appeals Committee are final and binding, but may be appealed to the College President in writing by the student within five (5) instructional days of reaffirmation of the Committee's decision.

## Changes in Rules and Policies

The West Valley-Mission Community College District and West Valley College have made every reasonable effort to determine that everything in this class schedule is accurate. Courses and programs offered, together with other matters

contained herein, are subject to change without notice by the Administration of the West Valley-Mission Community College District or West Valley College for reasons related to student enrollment, level of financial support, or for any other reason, at the discretion of the District and the College. The District and College further reserve the right to add, amend, or repeal any of their rules, regulations, policies and procedures.

## Release of Student Information (FERPA)

Students have the right and the responsibility to control the release of information about themselves. On the WVC application, students indicate whether they want certain information to be released to any person or agency who requests it. By answering "yes," students agree to allow their "name, address, telephone number, date and place of birth, major field of study, class schedule, (including classes, rooms, days of the week and time of day for each class), participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous public or private school attended by the student" to be released without their written consent. **Please be advised that answering "no" means that parents, family, friends, and employers cannot have access to the above-mentioned information while answering "yes" means that the College may release any or all of that information on demand.**

It is the responsibility of the students to inform the Vice President of Student Services of their choice concerning release of information EVERY semester. If notification is not received by the Vice President, the answer on record remains in effect.

## INFORMATION DISCLOSURE

The Family Educational Rights and Privacy Act (FERPA) and District policy afford students certain rights with respect to their education records. They are:

- 1) The right to inspect and review the student's education records within 5 days of the day the College receives a request for access.

Students should submit to the Director of Admissions, or other appropriate official, written requests that identify the records they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the office to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

- 2) The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.

Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for such amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

- 3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the College discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

- 4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by West Valley College to comply with the requirements of FERPA:

Family Policy Compliance Office U.S. Department of Education  
600 Independence Avenue Washington, DC 20202-4605

### MENTAL HEALTH SUPPORT

The College is dedicated to supporting and empowering students to be successful. The Mental Health Services Advisory Committee (MHSAC) is a college-wide multi-disciplinary team of college stakeholders that includes mental health professionals and graduate level interns. The purpose is to respond to the mental health needs of West Valley College students.

The Committee is an active resource for campus consultation, education and training regarding students facing personal challenges. Confidential hour-long appointments may be scheduled through Student Health Services or the Counseling Center on student request.

### CONFIDENTIAL ASSISTANCE

Contact the following for these free services on campus:

- Members of the Campus Assistance Program (CAP).
- West Valley College Health Services (408) 741-2027, Counseling (408) 741-2009

Self-help groups on campus:

- For information about self-help groups on campus such as Twelve Step Groups, and eating disorders, call Student Health Services (408) 741-2027.

For assistance off-campus, call:

- Alcoholics Anonymous (408) 374-8511
- Narcotics Anonymous (408) 998-4200
- National Council on Alcoholism, Santa Clara County (408) 292-7292
- For a more comprehensive listing of off-campus referrals, contact the West Valley Campus Health Services.

### LEGAL SANCTIONS

As a West Valley College student or employee you are subject to both college rules and regulations and the laws and penalties of state and federal statutes. If you are under the influence of alcohol and/or drugs, or if you are discovered selling, or dispensing drugs on campus or at any college function, you can be suspended, expelled and criminally prosecuted. If convicted of any offense, during a period of enrollment for which the student was receiving Title IV, HEA program funds, under any federal or state law involving the possession or sale of illegal drugs will result in the loss of eligibility for any Title IV, HEA grant, loan, or work-study assistance.

### DRUG-FREE CAMPUS

**West Valley College is a drug-free campus.**

For a first offense of driving under the influence of alcohol and/or drugs, you may serve 96 hours to six months in jail and pay a fine. It is unlawful for anyone with a blood alcohol content (BAC) level of .08 percent or above to drive a motor vehicle or ride a bicycle on a highway.

West Valley College employees may be placed on probation, terminated, and criminally prosecuted for the use, sale or possession of illegal drugs and/or alcohol on campus, or at college-sponsored events.

For possession of marijuana (one oz. or less), you can be fined up to \$100 and receive a criminal citation.

- For possession of marijuana (more than one oz.) you may receive up to six months in county jail, up to a \$500 fine, or both.
- For possession of cocaine you can be imprisoned in a state prison.
- For sales of any illegal drug you can be imprisoned in a state prison.
- Any person under the age of 21 years who has any alcoholic beverage in his or her possession on any street or highway or in any public place can be convicted of a misdemeanor.
- It is a misdemeanor crime to sell, give, or furnish alcohol to anyone under 21 years of age.
- Carriers of motor vehicle insurance can increase premiums, cancel or deny renewal as a result of driving-under-the-influence convictions.

### HEALTH CONSEQUENCES

Even experimental use of a substance may result in: impaired learning due to poor concentration, fatigue, drowsiness, anxiety, altered perception, confusion, indifference, depersonalization, memory loss, panic attacks, and drug-induced psychiatric problems, impaired judgment leading to driving under the influence of alcohol/drugs, accidents, violent and abusive behavior, criminal acts, financial troubles, unwanted pregnancy,

sexually transmitted diseases, acquaintance rape, attempted or accomplished suicide, permanent injury, or death as a result of substance overdose.


- The intravenous use of drugs can result in hepatitis, tetanus, abscesses, and HIV.
- The use of stimulants can lead to heart attack, seizures, respiratory arrest and death.
- The most common negative consequences from occasional drinking are trauma-related (i.e., auto accidents, violent and abusive acts) and involve both the drinker and non-drinking victims.
- Long-term alcohol abuse can cause brain damage, cirrhosis of the liver, hepatitis, permanent incoordination, ulcer disease, gastritis, pancreatitis, heart disease, stroke, anemia, sexual dysfunction, cancers, and many other health problems.

### District 2.9 Non-Smoking Policy

Smoking is prohibited in all areas of the [Mission and] West Valley campus except in parking lot areas that are at least twenty-five (25) feet away from buildings and pathways. It is the responsibility of all students and employees to observe the policy on smoking. Failure to comply with the Non-Smoking Policy will be treated in the same manner as other violations of the Student Conduct Policy (5.19) and may result in disciplinary action as outlined in the Student Discipline Policy (5.20.) Free and confidential on-campus smoking cessation support, including nicotine replacement, at Health Services 408-741-2027



**Daniel E. Furtado**



**Veterans Resource Center**  
(Located near the Bookstore)

West Valley College is Proud to Welcome  
Veterans and Their Dependents

Please check the veterans web page for supporting program list

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



**TRiO**

STUDENT SUPPORT SERVICES

**VISIT US**  
In the Campus Center  
**TRiO**

An academic success program for students.  
Check us out @ [westvalley.edu/trio](http://westvalley.edu/trio)  
We might be just what you need.

## THE DISTRICT POLICE

The West Valley/Mission District Police Department provides police patrols by vehicle and foot during class sessions, weekends and holidays. The District Police have full state law enforcement authority identical to that of your local police and sheriff. Officers are responsible for a wide range of public safety services, including crime reports, traffic accidents, criminal investigations and all other incidents requiring police assistance. District Police Officers maintain a mutual aid policy with the police of the City of Santa Clara and the Sheriff of Santa Clara County.

District Police Officers are supplemented by uniformed Parking Enforcement Officers, who may assist with non-emergency situations, aid motorists, provide campus information, issue parking citations, and direct traffic.

## REPORTING CRIMES AND EMERGENCIES

EMERGENCIES and SUSPECTED CRIMINAL ACTIONS IN-PROGRESS on or near the college: Call 9-1-1 from any telephone

If using a cell phone call (408) 299-3233

For NON-EMERGENCY police assistance: Call (408) 299-2311 and ask for a West Valley-Mission District Police Officer.

For business matters call the West Valley District Police Business Office – (408) 741-2092

For Parking Enforcement Information call (408) 855-5435

Business Office hours are:

Monday-Thursday 8am-10pm, Friday 8am-3pm closed holidays/weekends.

## CAMPUS SAFETY

The West Valley/Mission Community District strives to maintain a safe environment for students, staff, and visitors to pursue educational objectives. However, a truly safe and secure campus can only be achieved with thorough cooperation of all members of our College community.

Throughout the academic year, the District Police and Health Services in conjunction with Student Services presents informational programs concerning the awareness and prevention of sexual assault. These programs consist of guest speakers, films and printed materials. To obtain further information, please contact either the District Police, Health Services or Student Services. Counseling assistance is available through Health Services and the Counseling Department.

The College will vigorously prosecute and discipline persons identified as responsible for sexual assaults. In addition to criminal prosecution, the College may impose discipline against students, student organizations or College faculty or staff identified as committing or participating in sexual assaults. College discipline includes: expulsion from the College; suspension for a specific time period; or probation for a specific time period.

Discipline proceedings involving students will be processed through the office of the Vice President of Student Services. Discipline proceedings involving faculty or staff members will be processed through the District Human Resources office. Both the accuser and the accused are entitled to the same opportunities to have others present during a campus disciplinary proceeding. Both the accuser and the accused shall be informed of the outcome of any campus proceeding alleging a sexual assault.

Campus facilities are generally open Monday - Friday, 8am - 5pm, and during other hours as special events, extra curricular and as classes dictate.

## REPORTING SEXUAL ASSAULT

As soon as possible, the victim should report incidents of sexual assault, including date or acquaintance rape to the District Police Department, the local police (if the victim is unable to make contact with the District Police), or a College faculty or staff member who can aid in contacting the proper authorities. The Counseling Department and Health Services can also help in contacting the proper authorities. The victim should make every attempt to preserve any physical evidence of the assault. This may include not showering or bathing, not cleaning the scene of the incident, and not disposing of any damaged clothing or other items. The District Police will immediately initiate a criminal investigation into on-campus sexual assaults.

The victim will be given information on counseling and support groups. If the victim wishes to change an academic schedule, the appropriate steps will be taken to accommodate the victim to the full extent possible. The College also encourages persons reporting to seek the support and assistance of friends or family when needed, in presenting their concerns. Santa Clara County offers 24 hour counseling for victims of crimes. The Santa Clara County Valley Rape Crisis Center may be reached at (408) 287-3000. For more information refer to National Center for Victims of Crime: [nvcv.org](http://nvcv.org)

## SAFETY ESCORTS

There is an escort service at both colleges available from 5:00pm to 10:00pm Monday through Thursday. Escorts can be reached by dialing 2092 on campus or 741-2092 from a non-campus line. Times must be arranged in advance so the escorts can meet students at their classes.

The District Police will provide you with assistance in unlocking your vehicle, providing jumper cables, or summoning a tow truck or locksmith to assist you. We cannot attempt to open vehicles which have electric locks or windows. We will also assist family members in contacting students who are in class if there is a serious family emergency.

## CRIME PREVENTION

The District Police Department provides a number of services to help educate the campus community in how to avoid being a victim of a crime. Printed information is available at the West Valley Police Department and at the Mission College Police Desk on various topics including: Sexual Assaults, Vacation Security, Family Violence Reduction, Battered Women, Home Security, Crime Victims' Rights, Robbery Prevention, Car Crime Prevention, and How to Guard Against Attack In and Around Your Car. The police personnel are always available to answer questions and make suggestions regarding campus security issues. The Crime Prevention Officer publishes a periodic newsletter which updates the students and faculty and staff on various aspects of campus safety and current concerns and he/she is also available to make special presentations by appointment.

The campus community will be advised of any situations/incidents which pose a threat by the use of e-mail and the posting of bulletins. The sooner the police are called the better the chance of solving the crime. If you happen to see something suspicious, do not hesitate to call the police with a description of the persons, their vehicle and what they are doing. This may save a fellow student or staff member from suffering the frustration associated with being a victim. Remember it is a team effort. The police are here to serve and assist you, and need your help to maintain a safe campus that is conducive to learning.

## CLERY ACT – ANNUAL SECURITY REPORT

The annual Security Report is available at the District Police Office, located on the West Valley Campus, and is available through the College website at [wvm.edu/police/](http://wvm.edu/police/) This report includes campus crime and arrest statistics and other information that complies with the Jeanne Clery Disclosure of Campus Security Policy and Crimes Statistics Act. Campus crime, arrest and referral statistics include those reported to the District Police, designated campus officials, and local law enforcement agencies.

## SEX OFFENDER REGISTRATION

Persons required to register in California as sex offenders is available for viewing by visiting the California Department of Justice website at [meganslaw.ca.gov](http://meganslaw.ca.gov)

## ILLEGAL DISTRIBUTION OF COPYRIGHTED MATERIALS

West Valley College students are prohibited from using the West Valley-Mission Community College District (WVMCCD) information network to illegally download or share music, video and all other copyrighted intellectual property. West Valley College supports the Higher Education Opportunity Act and Digital Millennium Copyright Act, including efforts to eliminate the illegal distribution of copyrighted material. Under the law, college administrators may be obligated to provide copyright holders with information about users of the WVMCCD information network who have violated the law.

Be aware that illegal forms of downloading and file sharing as well as the unauthorized distribution of copyrighted materials are violations of the law and may subject one to academic sanctions from the college through the college's student conduct and discipline policies (as published in the College Catalog) as well as criminal and civil penalties, including a lawsuit against a student by the Recording Industry Association of America (RIAA).

Learn more at [campusdownloading.com](http://campusdownloading.com). In addition to being illegal, file sharing drains the WVMCCD network's bandwidth, which slows computer connections for students and employees who are using the network for legitimate academic purposes and ultimately costs the college money. There are plenty of easy, affordable ways to get music online legally. To protect their intellectual property, companies have licensed hundreds of digital partners that offer a range of legal downloading options, including download and subscription services, legitimate peer-to-peer services, video-on-demand, podcasts and CD kiosks. For a list of sources that offer legal downloading sites, access: [riaa.com](http://riaa.com)



## DISCRIMINATION & SEXUAL HARASSMENT

### VOCATIONAL EDUCATION NON -DISCRIMINATORY POLICY

Vocational Education Programs are offered at West Valley College without regard to race, color, national origin, sex or disability.

Admission to the College is open to high school graduates and to persons 18 years of age and older who show evidence that they can profit from instruction, including those who have passed the High School Proficiency Exam or the test of General Educational Development (GED). Verification of eligibility must be included with the application.

While the lack of college-level English skills may not be a barrier to admission and participation in the college's vocational education programs, it is recommended that students take assessment and see a counselor for adequate class selection.

In accordance with approved District Policy and Procedure, the following individuals are designated as the Responsible Officer for grievances, complaints and questions.

- For sexual harassment or discrimination  
The Associate Vice Chancellor  
West Valley College, Personnel Office  
14000 Fruitvale Avenue  
Saratoga, CA 95070-9698  
(408) 741-2060
- If you are a student seeking a reasonable accommodation under Section 504 or the ADA Act, see  
Disability Education and Support Programs  
West Valley College, Learning Services Building  
14000 Fruitvale Avenue  
Saratoga, CA 95070-9698  
Coordinator: Cheryl Miller  
(408) 741-2010

## POLIZA QUE PROHIBE DISCRIMINACION

La Admisión al Colegio está abierta para los graduados de la Escuela de Secundaria y para las personas mayores de 18 años de edad o los que muestran evidencia que ellos pueden aprovechar de la instrucción, incluyendo aquellos que han pasado el Examen de Habilidad en la Secundaria o el Examen de Desarrollo General Educativo (GED). La prueba de elegibilidad debe ser incluida con la aplicación.

La falta de conocimiento del Lenguaje Inglés no va a ser un obstáculo para la admisión y participación en los Programas de Educación Vocacional del Colegio.

Según la Poliza y Procedimientos aprobados por el Distrito los siguientes individuos han sido nombrados como los Representantes Responsables de los agravios, quejas y preguntas acerca de:

- Acoso sexual, Título IX, e Igualdad de los sexos.  
The Associate Vice Chancellor  
West Valley College, Personnel Office  
14000 Fruitvale Avenue  
Saratoga, CA 95070-9698  
(408) 741-2060
- Si usted es estudiante buscando acomodación razonable bajo Sección 504 de la Ley para Americanos Incapacitados, ADA, diríjase a:  
West Valley College, Learning Services Building  
14000 Fruitvale Avenue  
Saratoga, CA 95070-9698  
(408) 741-2010

## West Valley College Non-Discrimination Statement

The West Valley-Mission Community College District affirms its commitment to maintaining an environment of equal opportunity which prohibits discrimination based on sex, color, religion, age (for individuals 40 years and over), physical or mental disability, ancestry, national origin, race, creed, medical condition, marital or parental status, or sexual orientation in every aspect of its educational programs and activities, as well as its commitment to maintain an environment free from sexual harassment and intimidation.

El distrito de los colegios West Valley y Mission afirma su dedicación para mantener un ambiente de igualdad y prohibir discriminación basada en sexo, color, religión, edad (personas que tienen 40 años o más), discapacidad física o mental, ascendencia, origen nacional, raza, credo, condición médica, estado matrimonial o de los padres, o orientación sexual en todos aspectos de sus programas educacionales y actividades, así como se dedica a mantener un ambiente libre de acoso sexual e intimidación.

Khu học chánh đại học cộng đồng West Valley và Mission xác quyết sự cam kết duy trì cơ hội bình đẳng trong mọi chương trình giáo dục và sinh hoạt nghiêm cấm sự kỳ thị về phái tính, màu da, tôn giáo, tuổi tác (đối với những người 40 tuổi trở lên), những người có khuyết tật cơ thể hoặc tâm thần, nguồn gốc tổ tiên, nguồn gốc quốc gia, chủng tộc, tín ngưỡng, tình trạng hôn nhân hoặc cha mẹ, hoặc khuynh hướng về phái tính; cũng như khu học chánh cam kết duy trì một khung cảnh không có sự đe dọa hoặc xáo nhiễu tình dục.

PHOTOGRAPHS: West Valley College, a non-profit educational institution, reserves the right to use photography, video, and audio recordings of students and visitors, aged 18 and older, taken or recorded on our property or at college-sponsored events for marketing and promotional purposes. Requests and permission to use specific photographs should be made in writing to the attention of: Graphics/Marketing Dept., West Valley College, 14000 Fruitvale Avenue, Saratoga, CA 95070.

West Valley College materials will be available in alternate formats (Braille, audio, electronic format, or large print) upon request. Please contact the Disability and Educational Support Program at (408) 741-2010 (voice) or (408) 741-2658 (TTY) for assistance.

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FINALS BEGIN MONDAY, DECEMBER 8, AND END SATURDAY, DECEMBER 13, 2014

**To find the final exam for a day class:**

- ① Determine the GROUP of your class (classes are grouped according to the days they meet)
- ② Then look below the group to find the START TIME of your class
- ③ Then go to the next column to find the DAY, DATE & TIME of your final

Group A: Classes which meet on MONDAYS (e.g., M, MW, MTWTh, Daily, MWF, MTW, MTTh, etc.)		Group B: Classes which meet on TUESDAYS but not MONDAYS (e.g., T, TTh, TWTh, TThF, etc.)		Group C: Classes which <b>do not</b> meet on either MONDAY or TUESDAY (e.g., W, Th, F, ThF, WF, FS, etc.)	
Start Time	Day, Date & Time of Final	Start Time	Day, Date & Time of Final	Start Time	Day, Date & Time of Final
7:15 to 9:15am	Wed. Dec. 10, 7:30-9:30am	7:15 to 9:15am	Tue. Dec. 9, 7:30-9:30am	7:15 to 9:15am	Fri. Dec. 12, 7:30-9:30am
9:20 to 10:50am	Mon. Dec. 8, 9:40-11:40am	9:20 to 10:50am	Thu. Dec. 11, 9:40-11:40am	9:20 to 10:50am	Fri. Dec. 12, 9:40-11:40am
10:55 to 12:25pm	Wed. Dec. 10, 9:40-11:40am	10:55 to 12:25pm	Tue. Dec. 9, 9:40-11:40am	10:55 to 12:25pm	Thu. Dec. 11, 11:50-1:50pm
12:30 to 2:00pm	Mon. Dec. 8, 11:50-1:50pm	12:30 to 2:00pm	Tue. Dec. 9, 11:50-1:50pm	12:30 to 2:00pm	Fri. Dec. 12, 11:50-1:50pm
2:05 to 3:40pm	Wed. Dec. 10, 2:00-4:00pm	2:05 to 3:40pm	Tue. Dec. 9, 2:00-4:00pm	2:05 to 3:40pm	Fri. Dec. 12, 2:00-4:00pm
3:45 to 5:10pm	Mon. Dec. 8, 2:00-4:00pm	3:45 to 5:10pm	Thu. Dec. 11, 2:00-4:00pm	3:45 to 5:10pm	Wed. Dec. 10, 4:10-6:10pm
5:15 to 5:55pm	Mon. Dec. 8, 4:10-6:10pm	5:15 to 5:55pm	Tue. Dec. 9, 4:10-6:10pm	5:15 to 5:55pm	Thu. Dec. 11, 4:10-6:10pm

- ◆ **Evening Classes:** Classes which start at 6:00 pm or later will meet for the final exam during the first two hours of their first regularly scheduled meeting of Finals Week.
- ◆ **Saturday Classes:** Saturday classes will have finals on Saturday, **December 13, 2014**. Classes will meet beginning at their regularly scheduled time on December 13 with the final exam given during the last two regularly scheduled hours of the class period.
- ◆ **Conflicts:** In case of room or hour conflicts, please notify the instructor and the instructor will notify the appropriate Division Chairperson.
- ◆ **Dead Week Policy:** Dead week is the week immediately preceding the initial day of the final examination period. During dead week, within the classroom, each instructor will be allowed to structure the week to his/her own individual class time needs. Also during dead week, there will be no athletic events, club meetings, field trips, or extra-curricular student activities. All exceptions to this policy must be approved in advance by the appropriate vice president

## How to Read a Course Listing

Course Number

Course Title

Corequisite or prerequisite courses

Designates transferability

Online course

Recommended preparation courses

Section Number

Instructor will inform you of supplemental hours assignment

Night course (after 4:30pm)

Days of week

**PHIL 017 LOGIC & CRITICAL REASONING**

Preq: Engl 001A. Students have an opportunity to learn to distinguish correct and incorrect reasoning, using informal, non-mathematical methods. This course satisfies the 3-unit Critical Thinking requirement for IGETC (CSU or UC). Pass/No Pass Option.

0 56686 Wkly hrs by arr B Upton ONLINE 3.00

NOTE: This section #56686 meets only ONLINE using the Internet and utilizes the ANGEL learning management system. Class begins August 27, 2008. After registering, go to the college's distance learning web site and click on the ONLINE COURSES link for access to the instructor's contact information and homepage including instructions for starting the course: <http://www.westvalley.edu/dl>

**CA 031B BEGINNING WORD PROCESSING, MICROSOFT WORD**

Rec prep: CA 020 or 070. Students will learn the basic operating procedures of a word processing program to produce documents for personal and business use. Pass/No Pass Only.

55642 TTH 10:55AM - 12:20PM H Hughes TC A 1.00

+2.6 wkly suppl hrs

SECTION #55642 BEGINS 10/02/08 CLASS ENDS 11/01/08

N 55643 M 6:30PM - 9:40PM E Postlewait CR 4 1.00

+2.6 wkly suppl hrs

Class meeting time Instructor's name Room number

**N=Night Class T=Television Class O=Online Class W=Weekend Class**

Course description

Designates pass/no pass option

Notes or special instructions

Units

**Room designations are the following:**

AAS = Applied Arts & Sciences	EOP = Extended Opport. Prog. & Serv.	LS = Learning Services Building
AJ = Administration of Justice	ESL LAB = ESL LAB	MU = Music
AL = Art Lab	FA = Fine Arts, Theatre Bldg.	NWP = North Walk Portables
ART = Art Studio	GOLF = Golf Cage	OFFCMP = off campus, no location assigned
BALTIC = Baltic Room	LA = Language Arts	OFFICE = Instructor's office
BU = Business	LHS = Leigh High School	PE = Health, Physical Education & Nutrition
	LEHS = Leland High School	RD LAB = Reading Lab
	LIB = Library Building	SARA = on campus, no room assigned
		SM = Science and Mathematics
		SS = Social Sciences
		TA = Theatre Arts
		TC = Technical Center in AAS Building
		TU = Tutorial Center
		TV = Television
		V = Village (Portables)
		WRT LAB = Writing Lab, Reading Lab