



APPLICATION FOR ADMISSION

Admissions Office
14000 Fruitvale Avenue
Saratoga, California 95070-5698
408-741-2001

Thank you for your interest in **West Valley College**. In selecting our college, you have chosen to attend one of California's finest community colleges. West Valley College students have a long and honored tradition of academic excellence and success.

Your success is our top priority. To help ensure that you succeed in achieving both your academic and career goals, we ask that you complete the following steps as they apply to your needs.

Supervisor of Admissions and Records

Eligibility

To be eligible for admission you must be:

- A. A high school graduate or equivalent, **or**
- B. 18 years of age or older on the day before the first day of the semester for which you are applying, **or**
- C. An elementary or high school student who has permission from your school to attend West Valley.

STEPS FOR ADMISSIONS

1. Submit Application (*everyone*)

- A. Print clearly and complete the entire application. Be sure to sign and date it.
- B. Either mail the application to address above or deliver it in person to the Admissions Office.
- C. If you are not 18 years of age by the day before the first day of the semester for which you are applying, you must furnish proof that you are either a high school graduate or have successfully completed the California High School Proficiency Examination (CHSPE) or earned a General Educational Development Diploma (GED).
- D. If you are enrolled in elementary or high school, you must submit the appropriate Concurrent Enrollment form signed by your principal or counselor along with your application.

2. Complete Assessment (*as needed*)

- A. You should take placement tests if:
 - 1. You are a first-time college student planning to work toward a degree or certificate at this college **or** to transfer to a 4-year college. Assessment should be completed prior to attending orientation.
 - 2. You plan to take an English, ESL, or a reading course where assessment is a prerequisite.
- B. Assessment is not necessary if you can provide the Assessment Office (Counseling Bldg. - Rm 27) with either test scores from another college that clearly identify eligibility, **or** transcripts with a grade of "C" or better in appropriate college courses. Unofficial transcripts or grade reports are acceptable.
- C. Refer to the West Valley College Class Schedule for the assessment sessions offered. For further information, call the Assessment Office at 408-741-2035.

3. Attend Orientation (*as needed*)

Orientation is strongly recommended for all new first-time college students planning to work toward a degree or certificate at West Valley or to transfer to a 4-year college. Refer to the West Valley College Class Schedule for orientation offerings.

4. Clear Prerequisites (*as needed*)

If you have completed a course prerequisite at another college or in high school, you will need to submit a copy of your transcript to the Assessment Office (Counseling Bldg. - Rm 27) prior to your registration date. Unofficial transcripts or grade reports are acceptable.

5. Register for Classes (*everyone*)

The Admissions Office will notify you of your registration date and PIN number when your completed application is submitted. Refer to the West Valley College Class Schedule for registration procedures.

6. Pay Fees (*everyone*)

Payment may be made in person at the Cashier's Window in the Admissions Office or mailed to the address listed in the class schedule.

Visit our web site to view the current class schedule.

www.westvalley.edu/wvc

