

# THE FOLLOWING CAREER PROGRAMS ARE OFFERED AT WEST VALLEY COLLEGE

## NONCREDIT STATE-FUNDED COURSES

|   |          |
|---|----------|
| Accounting  | 741.4609 |
| Administration of Justice   | 741.2180 |
| Architecture  | 741.4097 |
| Business  | 741.2436 |
| Business Administration, Business related certificate programs, Administrative Office Skills, Business w/ International & Foreign Language Emphasis, Retail Management, Real Estate Salesperson |          |
| Child Studies   | 741.4601 |
| Computer Apps, Microsoft Office   | 741.2435 |
| Computer Arts: Animation  | 741.2542 |
| Computer Information Systems  | 741.2428 |
| Business Applications, Computer Science   |          |
| Court Reporting   | 741.2559 |
| Court Reporting, Note Reading/Scoping Technologist, Legal Transcription Technologist, Legal Secretary, Office Assistant Transcription Technologist  |          |
| Digital Publishing  | 741.2435 |
| Digital Media   | 741.2435 |
| Digital Media Design & Production, Internet Services, Programming Emphasis, Web Design & Production   |          |
| Fashion Design/Apparel Technologies   | 741.2003 |
| Health Care Technologies  | 741.4019 |
| Massage Therapy, Clinic Assistant, Insurance Billing Specialist, Medical Assistant, Medical Administrative Assistant, Medical Reception, Orthopedic Technician                                  |          |
| Interior Design   | 741.2049 |
| Landscape Architecture  | 741.4097 |
| Paralegal Studies (ABA approved)  | 741.4635 |
| Park Management   | 741.2622 |
| Photography   | 741.2547 |
| Physical Education, Exercise Science  | 741.2005 |
| Dance Exercise Group  | 741.2522 |

**Career Programs?**  
**Call 408.741.2098**

**Pursue your dream career!**

### COMMUNITY EDUCATION offers

a number of non-credit classes for our community designed to meet the special needs, interests and capabilities of students who do not desire college unit credit. Although non-credit courses are based on college approved curriculum and taught by qualified instructors, they differ from credit courses in some respects. Noncredit courses are:

- **FREE** of charge
- Open to all students of the community without residency requirements
- Open-entry/open exit and students may register anytime during the school year (provided that space is available)
- There are no tests, quizzes or letter grades given
- Registration is quick and easy through the Community Education department

### OLDER ADULT PROGRAM

These courses are free for seniors and offered at numerous senior centers, community centers, residential care homes, and convalescent hospitals year-round. While these courses are offered primarily for senior citizens at locations and times convenient to them, they are open to all persons. The purpose of this program is to enable the older adult to have a better understanding of self-management. In addition, seniors are able to increase their awareness of consumer resources, and to enrich their learning potential by participating in individual development classes.

Classes are provided in two general categories:

Art for Seniors – Art classes ranging from fine arts such as painting and history of art to classes in arts, crafts and art appreciation.

Senior Preparedness – Classes are offered in areas such as current events and consumer resources.

For a complete listing of Older Adult Program classes, please check our website at:

[www.westvalley.edu/ce](http://www.westvalley.edu/ce)

## Create Your Future!

**California Nonresident Tuition Exemption**

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

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**GENERAL INFORMATION**

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

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

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

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

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

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## California Nonresident Tuition Exemption Request

### For Eligible California High School Graduates

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

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

### ELIGIBILITY:

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

#### Check YES or NO boxes:

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

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

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

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

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

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

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

OR

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

### AFFIDAVIT:

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

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

**westvalley.edu**

|   |                     |
|---|---------------------|
| <b>Admissions &amp; Records</b> email questions to askwvc@wvm.edu | <b>408-741-2001</b> |
| Cashiers  | <b>408-741-2001</b> |
| Transcripts, Registration, Payments, Parking                      | <b>408-741-2001</b> |
| Main College switchboard  | <b>408-867-2200</b> |

**Assessment** - Assessment Center **408-741-2035**  
Assessment provides English, ESL, Reading, and Mathematics testing for placements into courses.

[westvalley.edu/assess](http://westvalley.edu/assess)

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

[westvalley.edu/studentactivities/aso.html](http://westvalley.edu/studentactivities/aso.html)

**Bookstore** - in the Campus Center **408-741-2015**  
The Viking Bookstore is professionally managed by Barnes and Noble College Stores. The bookstore stocks all required texts and supplies as well as a variety of WVC imprinted merchandise and giftware. Large selection of rental and used books.

[westvalley.edu/services/ and go to bookstore](http://westvalley.edu/services/and-go-to-bookstore)

**CalWORKs Program** - in NWP 2 **408-741-2098**  
Assists students who receive CalWORKs/TANF (Temporary Assistance to Needy Families). Students may be eligible to receive individual career and personal counseling, services and support to help them succeed in school and meet the requirements of their Welfare-to-Work plan.

[westvalley.edu/services/academic-success/calworks/](http://westvalley.edu/services/academic-success/calworks/)

**Campus Center** **408-741-2006**  
The Campus Center is the heart and information hub of the campus community and serves as the welcoming "living room" environment for students, faculty, and staff. The Center houses a variety of student support services including, the Campus Information Desk, Event Center, Coffee House, Student and Faculty Dining, Viking Bookstore, Art Gallery, Global Citizenship Center, Associated Student Government, Veterans Resource Center, TRIO, Student Development as well as many indoor and outdoor conference and meeting room venues.

[westvalley.edu/studentactivities/campus-center.html](http://westvalley.edu/studentactivities/campus-center.html)

**Student Development** **408-741-2006**  
Focused on student support and retention, the SILVER Center promotes student involvement and civic engagement through campus events and service learning activities sponsored by the Event Program Board as well as leadership development via student clubs and organizations. Opportunities for student involvement include participation in student events, student employment on the Event Program Board, student leadership in our campus Associated Student Government, Inter-Club Council, or with over 35 student clubs on campus. Students are able to complete "community service" hours as part of their required coursework with the SILVER Center.

[westvalley.edu/studentactivities/getting-involved.html](http://westvalley.edu/studentactivities/getting-involved.html)

**Career Programs** - in NWP 2 **408-741-2098**  
This center offers career information and career counseling. Programs include: Community Education, Foster and Kinship, ATTE, Title IVE, Work Experience, Workforce Development and CalWORKs.

[westvalley.edu/careers](http://westvalley.edu/careers)

**Child Development Center** - office is in the AAS Building **408-741-2152**  
The Child Studies Department at West Valley College offers an early childhood program for children 2 to 5 years old. Students, staff, faculty and community families are eligible for the program. This program is an integral part of our Child Studies Department Early Childhood Teacher Training.

[wvc-cdc.org/Welcome.html](http://wvc-cdc.org/Welcome.html)

<http://www.wvc-cdc.org>

**College Outreach** - in the A & R Building **408-741-2672**  
Call to arrange a campus tour.

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

[westvalley.edu/services/academic-success/counseling/](http://westvalley.edu/services/academic-success/counseling/)

**Please check the web for hours of operation****Disability and Educational Support Program (DESP)**

- in the LS & DESP Building

**408-741-2010**

DESP assists students with disabilities to achieve their educational or vocational goals. Course offerings are listed under Disability and Educational Support Program and Physical Education - Adapted.

[westvalley.edu/desp](http://westvalley.edu/desp)

**Extended Opportunity Programs & Services (EOPS) And****Cooperative Agencies Resources for Education (CARE)** **408-741-2023**

EOP&S offers educational and support services to students who are low-income and educationally disadvantaged. CARE students must be at least 18 years of age and single heads of household receiving CalWORKs/TANF/AFDC.

[westvalley.edu/eops](http://westvalley.edu/eops)

**Financial Aid** - in the A & R Building

**408-741-2024**

The purpose of financial aid is to assist eligible students in meeting education costs while attending school. Apply online at [westvalley.edu/services/financialaid/steps.html](http://westvalley.edu/services/financialaid/steps.html) or visit our office.

[westvalley.edu/services/financialaid/](http://westvalley.edu/services/financialaid/)

**Health Services**

**408-741-2027**

The health fee paid at registration supports a variety of free and low cost health services for students. This includes mental health services.

[westvalley.edu/services/health](http://westvalley.edu/services/health)

**International Students**

**408-741-2528 & 408-741-2694**

Students who plan on attending West Valley College on a student visa (F1). Requires special application to the college, application fee (\$100) and bank statement as well as TOEFL minimum of 500 paper or 61 internet based TOEFL score. To see other requirements for admission please call or visit our website.

[westvalley.edu/services/academic-success/international/](http://westvalley.edu/services/academic-success/international/)

**Library Services**

**408-741-2028**

**Reference Desk**

**408-741-2029**

The Library offers a wide variety of resources and services. These include reference assistance, orientations, and classes in how to use the library and do research. Online databases and a library catalog are accessible 24/7.

[westvalley.edu/library](http://westvalley.edu/library)

**Technology Center**

The Technology Center is closed effective Fall 2013.

**Transfer Center** - in the Counseling Building

**408-741-2040**

The Transfer Center's mission is to meet the needs of the students preparing to transfer to a bachelor's degree program by providing accurate, up-to-date information, resources, activities, and services that support the transfer process.

[westvalley.edu/transfer](http://westvalley.edu/transfer)

**TRIO/Student Support Services**

**408-741-2503**

Student Support Services/TRIO provides extensive academic and personal support services to eligible students as determined by federal guidelines. The goal is to increase the retention and graduation of students, and to transfer.

[westvalley.edu/services/academic-success/trio/](http://westvalley.edu/services/academic-success/trio/)

**Tutorial Services** - in the Library Building

**408-741-2038**

Tutoring is available, without charge, to West Valley College students in both academic and vocational subjects. Students are also assisted in forming their own study groups.

[westvalley.edu/ss/tutorial](http://westvalley.edu/ss/tutorial)

**Veterans Certifying Services** - in the A & R Building

**408-741-2601**

West Valley College is committed to helping active duty members of the military and veterans of military service attain their educational goals.

[westvalley.edu/veterans](http://westvalley.edu/veterans)

**Veterans Resource Center** - in the Campus Center

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

**Work Experience** - in NWP 2

**408-741-2114**

See Career Programs for details.

**Writing Center** - in the Library

**408-741-2602**

The Writing Center is an open computer lab where students can get help with writing assignments for any class at WVC. Peer tutors and English faculty members are available to help you succeed. Open lab hours and one-on-one tutoring are available.