7

Complete your Free Application for Federal Student Aid (FAFSA) at fafsa.ed.gov or the California Dream Act application at dream.csac.ca.gov

Contact the Financial Aid Office via Cranium Cafe at westvalley.edu/financial-aid

All students must complete the Guided Self-Placement at web.wvm.edu/placement-tool-wv

Prerequisites must be cleared prior to registration. Submit a photo ID, transcripts and AP scores for document clearance.

*Students wishing to enroll in ESL classes must complete an English assessment. For dates and location, go to westvalley.edu/assess

In order to receive priority registration, new students who have not completed college coursework (not including classes taken as high school students) are required to complete the pre-orientation and attend a College Orientation. Orientations provide valuable information and strategies needed to achieve 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 options are available.

REQUIRED ITEMS: Results from the Guided Self-Placement or, assessment scores, High School transcripts

Log into westvalley.edu/wvcportal – For assistance, contact Admissions via Cranium Cafe at westvalley.edu/admissions

High school sophomores, juniors, and seniors may enroll for a maximum of 8 units per semester within the district.
REQUIRED Steps to Receive PRIORITY REGISTRATION

APPLICATION

• Apply online at westvalley.edu/admissions
• You can also apply in person at Admissions located in the new SSC

ASSESSMENT

• All students must complete the Guided Self-Placement in English and Mathematics
• ESL students: complete the ESL assessment

• Enroll in ONE of these classes: COUN A, 2, 5, 45 OR LRSV 1 via the Portal at wvcportal.wvm.edu OR
• High school students can sign up for an Early Admissions Orientation at westvalley.edu/outreach OR
• Non-credit Online Orientation at web.wvm/wv_online_orientation

ORIENTATION

• Create an educational plan with a counselor
• Make an appointment by calling (408) 741–2009

ED PLAN

Completion of these 4 steps will qualify you for registration priority when you sign up for classes next semester!

* Students who have completed this process at another college should speak with a counselor (408) 741–2009
Students with disabilities can fulfill all of the above requirements by contacting the Disability and Educational Support Program (DESP) at (408) 741–2010

ESL ASSESSMENT DATES

Check the link below for schedule
https://www.westvalley.edu/admissions/assessment/

The Orientation - The ESL Orientation will take place the day before each placement test and will have the same start time. The ESL orientation is mandatory for all new entering ESL students for Fall 2021. To request an orientation and test, students need to email their contact information and student ID numbers to Ellen Goldman and she will sign them up for an online orientation & test. During the orientation, students will learn about the ESL program, how to take the placement test, and how to use technology for taking classes in Fall 2021.

Placement Test – The ESL placement test will take place the day after the orientation and will be proctored using Zoom.

ESL Orientation Schedule (Online)

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday, May 25</td>
<td>10-12</td>
</tr>
<tr>
<td>Tuesday, June 8</td>
<td>10-12</td>
</tr>
<tr>
<td>Monday, July 12</td>
<td>10-12</td>
</tr>
<tr>
<td>Monday, August 2</td>
<td>10-12</td>
</tr>
<tr>
<td>Tuesday, August 10</td>
<td>12:30-2:30</td>
</tr>
<tr>
<td>Monday, August 16</td>
<td>10-12</td>
</tr>
<tr>
<td>Monday, August 23</td>
<td>10-12</td>
</tr>
<tr>
<td>Monday, August 30</td>
<td>12:30-2:30</td>
</tr>
</tbody>
</table>

Please direct inquiries to Ellen Goldman via email: ellen.goldman@westvalley.edu

ORIENTATION OPTIONS

COUN 000A, COUN 002 or COUN 005 or LRSV 001

Orientation is required for students who have no previous college experience or fewer than 15 completed college units. Complete Guided Self-Placement before attending COUN 000A, COUN 002, or COUN 005. Once you submit your application, you will receive a date when you will be able to register for an orientation class. The Cafeteria may be closed so please bring a snack and/or beverage. Check the schedule of classes for room location.

Athletic Orientation

New athletes are required to attend this orientation designed specifically to answer questions concerning academics and athletics. Parents are welcome. Please contact the Athletic Counselor to register for the course with questions. Andrew.cardamone@westvalley.edu

<table>
<thead>
<tr>
<th>Date</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 19 - 26</td>
<td>Online</td>
</tr>
<tr>
<td>August 18 - 25</td>
<td>Online</td>
</tr>
</tbody>
</table>

ONLINE ORIENTATION

(not for academic credit)

Students who choose this option are required to complete all required online assignments as instructed on the link. Go to westvalley.edu/admissions, click on: Orientation Options to start orientation. Students selecting this option will not receive academic credit but will receive credit for completing an orientation. This option is not available for applicants to the Community Grant.
NEW I-20/F-1 Students
Required immigration information session for students who have received I-20’s from West Valley College for Fall 2021*.
Go to westvalley.edu/services/academic-success/international/ or email terri.eppley@westvalley.edu for date, time and location of new student orientation workshop.

* The workshop will be held in August 2021, date TBA.

Changing Your Class Schedule
Students who have registered may make changes to their schedule in the WVCPortal. Always review your 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. If there are seats available, the instructor will assign students Add Codes for the class. The Add Code is a six-digit alpha-numeric code 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.

Note: Wait list ends once class begins.

Dropping Classes

Full-Term Classes
The WVCPortal 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 issued for classes dropped after the published refund deadline in the current Schedule of Classes. An add code cannot be issued before the start date of the class.

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.

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 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.

Audit Information
An auditing student is a class observer who attends the class without the requirement of taking tests or completing assignments. Students must receive official approval from the specific instructor to add the course. Priority in class enrollment shall be given to students enrolled in the course for credit toward a degree or certificate. High School students and F-1/I-20 students are not allowed to audit. No student auditing a course shall be permitted to change his or her enrollment to receive credit for the course.

To audit a course, students:
1. Attend first class meeting and request permission to audit the course from the instructor.
2. Obtain and complete an audit slip from the Division Office or Admissions and Records (not all courses are auditable).
3. Bring form to Admissions Office during 3rd week of term with $15 per unit fee.

For more details, see Audit Policy in the college catalog.

Concurrent Enrollment for High School Students
1. Complete an online application. (Go to westvalley.edu, CLICK APPLY NOW.) 48 hours after completing an online application: Check your e-mail for your West Valley ID number. Add it to your paperwork. Returning high school students need to file an updated online application and a complete Concurrent Enrollment packet each semester.
2. Review class offerings. Go to 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. Complete the Concurrent Enrollment Application Packet.
4. All students must complete the Self-Assessment web.wvm.edu/place-ment-tool-wv
5. If your course has prerequisites fulfilled by AP scores, attach a copy of your College Board test scores to your application packet.
6. Check to see if a class(es) has space: Go to westvalley.edu/wvcportal/searchsections.html no log in required.
7. High School students that are California residents do NOT pay tuition but DO pay the health fee, the representational fee, and any class fees (ex: lab fees), testing fees (ex: Counseling classes), textbooks and supplies. (ex: art supplies, Scantron forms, etc.)
8. All students that submit a complete packet, will receive an email with directions on how to register.
9. Prior to registration, students are required to complete the pre-orientation.
10. Purchase your textbooks and attend class.

Summer Online Registration Dates:
Tuesday, May 11 Class of 2022
Wednesday, May 12 Class of 2023
Thursday, May 13 Class of 2024

Fall Online Registration Dates:
Tuesday, August 10 Class of 2022
Wednesday, August 11 Class of 2023
Thursday, August 12 Class of 2024

Enrollment Information
CALIFORNIA STUDENT SUCCESS ACT REQUIREMENTS
All students are required to comply with the California Student Success Act of 2012 requirements (English and Math course placement, orientation, student educational plan) in order to receive a priority date for future registration.

1. Orientation
Attend a College Orientation to become familiar with higher education opportunities, requirements, and educational planning. You will get assistance from counseling faculty to register for classes. Orientations can be fulfilled through any of the following options:
   • Enrollment in any of the following courses:
     Counseling A: Orientation
     Counseling 2: Academic and Personal Planning
     Counseling 5: College Success
     Counseling 12: Careers and Lifestyles
   • EOPS Orientation, Early Admissions (EA) Orientation, CalWORKS Orientation, On to College Orientation

Enrollment Information
CALIFORNIA STUDENT SUCCESS ACT REQUIREMENTS
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     Counseling 5: College Success
     Counseling 12: Careers and Lifestyles
   • EOPS Orientation, Early Admissions (EA) Orientation, CalWORKS Orientation, On to College Orientation
2. Develop a student educational plan

Students may develop a one year student educational plan by attending a Counseling A: Orientation class; an Early Admissions Orientation; a designated Counseling transferable class, or a specific program orientation. Counseling appointments are available to create a comprehensive, multi-year student educational plan during your first semester in college. Please contact the Counseling Center for assistance.

3. Guided Self-Placement for English and Math

Complete the Guided Self-Placement process to help you determine which math and English classes might be more appropriate for you. Simply follow these four simple steps:

a. Review the English and Math Course sequence (see the Index for page #s)
b. Have access to:
   - Unofficial high school transcripts
   - AP Test Scores for English and/or Math if applicable
   - SAT /ACT Scores
c. Navigate the Guided Self-Placement by going to westvalley.edu/assessment
d. Write down or take a picture of your results.

SUMMER AND FALL 2021 REGISTRATION

Tier 1: Registration begins for students who met the Guided Self-Placement, Orientation, and Educational Plan requirements:

<table>
<thead>
<tr>
<th>Student Groups</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Group 1 – State Mandated Groups: EOPS/CARE, CalWORKs, Veterans, Foster Youth, Homeless, DESP</td>
<td>April 20, 2021</td>
</tr>
<tr>
<td>Group 2 – College Identified Groups: Athletes, ASG, Honors, TRiO, Puente, Umoja, International, Middle College, College Advantage, FYE, and continuing students.</td>
<td>April 22, 2021</td>
</tr>
<tr>
<td>Group 3 – New and returning students</td>
<td>April 26, 2021</td>
</tr>
</tbody>
</table>

Tier 2: Students who have not met the requirements (except Foster Youth; Homeless):

<table>
<thead>
<tr>
<th>Student Groups</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Group 4 – State Mandated Groups: EOPS/CARE, CalWORKs, Veterans, DESP</td>
<td>April 28, 2021</td>
</tr>
<tr>
<td>Group 6 – New and returning students</td>
<td>May 5, 2021</td>
</tr>
<tr>
<td>Group 7 – Higher degree students, 100+ units, Probation students</td>
<td>May 10, 2021</td>
</tr>
</tbody>
</table>

Orientation or Assessment Waiver

If you determine that there are prerequisites, corequisites or other limitations on Enrollment Challenges please refer to page 150 for rights and procedures.

Students with Disabilities

Students with learning or other disabilities are encouraged to follow these 2 easy steps:

1. If you are an incoming high school student, sign-up and attend a DESP “On To College” Orientation for high school seniors. Reserve your space beginning March 1, 2021 at westvalley.edu/desp
2. Please complete the DESP online application here: https://andes.accessiblelearning.com/WestValley/ApplicationStudent.aspx and email desp@westvalley.edu to schedule a new student intake appointment with a counselor.

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:

Set-up an appointment online via Cranium Cafe.
<table>
<thead>
<tr>
<th>Fee type</th>
<th>Amount</th>
<th>Required of</th>
<th>Refunds</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrollment</td>
<td>$46 per unit (subject to California legislative change)</td>
<td>California residents</td>
<td>Full refunds for drops through 9-12-21 for a semester length class Varied dates for short-term classes.</td>
</tr>
<tr>
<td>Tuition for Non-Residents</td>
<td>$307 per unit (in addition to enrollment fee)</td>
<td>All Non-California residents (in addition to enrollment fee)</td>
<td>Full refund for drops through 9-12-21 for a semester length class.</td>
</tr>
<tr>
<td>International students</td>
<td>$307 per unit (in addition to enrollment fee)</td>
<td>Visa holders from another country (in addition to enrollment fee)</td>
<td>Full refund for drops through 9-12-21 for a semester length classes Varied dates for short-term classes.</td>
</tr>
<tr>
<td>International Student Application Fee</td>
<td>$100</td>
<td>International students who submit an application to West Valley College (F-1 applicants only)</td>
<td>Non-refundable</td>
</tr>
<tr>
<td>International Student Health Fee</td>
<td>$624</td>
<td>International F1 Students</td>
<td>Non-refundable</td>
</tr>
<tr>
<td>Course Material Fee</td>
<td>Variable</td>
<td>Certain Courses indicated in course description</td>
<td>Full refunds for drops through 9-12-21 Varied dates for short-term.</td>
</tr>
<tr>
<td>Campus Center Use Fee</td>
<td>$15 for full and part-time students.</td>
<td>All students except online students who live outside Santa Clara County</td>
<td>Appeal for exemptions can be made through Admissions and Records Office through 9-12-21.</td>
</tr>
<tr>
<td>Health Services</td>
<td>$21 fall semester $18 summer term</td>
<td>All students including high school students</td>
<td>Full refund for drops through 9-12-21 exemptions may apply. For details, go to the web: westvalley.edu/services/studentdevelopment/health/healthfee.html</td>
</tr>
<tr>
<td>Web Reg. Web processing fee</td>
<td>$3 for each term</td>
<td>All students using web for college transactions</td>
<td>Not eligible for exemption.</td>
</tr>
<tr>
<td>Representational Fee</td>
<td>$2</td>
<td>All students except high school students</td>
<td>Not eligible for exemption.</td>
</tr>
<tr>
<td>Associated Student Government (ASG) fee</td>
<td>$14</td>
<td></td>
<td>Appeal for exemptions can be made through Admissions and Records Office through 9-12-21.</td>
</tr>
<tr>
<td>Parking fee</td>
<td>West Valley College will provide “no cost parking” permits to registered students during the Summer and Fall 2021. See fees chart for details. westvalley.edu/admissions/fee-schedule.html</td>
<td></td>
<td>Parking permits must be returned to the Admissions and Records Office by 9-12-21.</td>
</tr>
<tr>
<td>Transcripts</td>
<td>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”.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other charges</td>
<td>Duplicate degree $10; degree/certificate cover $10 (Free at Graduation), Nelnet Student Payment Plan (optional) $20.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* The following are considered Basic Fees: Campus Center Use, Health Services, Web Reg. Web processing fee and the Representational Fee are not eligible for exemption. ** All fees are subject to change.
Payment Information
Fees are charged and due at the time of registration. Payments can be made:
1. On the web using Visa or Mastercard; or selecting a payment plan.
2. 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

Nelnet Payment Plans
WVMCCD has partnered with Nelnet Business Solutions to let you pay over time, making college more affordable.
• $20 enrollment fee per semester
• $30 returned payment fee if a payment is returned
• Payments are processed on the 5th of each month and will continue until the balance is paid in full
Simple steps to enroll:
• Log into your college portal
• Under WVCPortal select Registration
• Select Create a Payment Plan at the bottom of the menu

Refund Policies
The first set of refunds occurs the week after the add drop period.
If you pay with a credit card, your card will be refunded. If you pay by cash or check, a check will be mailed to you.
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.
• Parking permits must be returned to Admissions 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.

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 $25.00, depending upon the response time on the check clearance. In addition, a delinquency hold will be placed on the student’s records and registration will not be allowed. 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 school 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 2021
Use this worksheet to calculate your fees for Summer 2021.

1. Enrollment Fees – Summer 2021
$46.00 per unit. _____units x $46.00 = _____

2. Tuition for Non-Residents
(out addition to enrollment fee)
Out of State
$307.00 per unit. _____units x $307.00 = _____

3. Basic Fees for Summer:
WebReg ($3.00); Health Fee ($18.00);
Representation Fee ($2.00) = _____

4. TOTAL FEES
Add 1 or 2 and 3 and enter total here = _____

FEE WORKSHEET – FALL 2021
Use this worksheet to calculate your fees for Fall 2021.

1. Enrollment Fees – Fall 2021
$46.00 per unit. _____units x $46.00 = _____

2. Tuition for Non-Residents
(out addition to enrollment fee)
Out of State
$307.00 per unit. _____units x $307.00 = _____

3. Basic Fees for Fall:
Health Services ($21.00); WebReg ($3.00);
Associated Student Services Fee ($14.00); Representation Fee ($2.00) = _____

4. TOTAL FEES
Add 1 or 2 plus 3 and 4, enter total here = _____

Legislation AB 2210
Education Code section 68075.6 grants an immediate nonresident tuition fee exemption to eligible Special Immigrant Visa (SIV) holders and refugee students who settled in California upon entering the United States. This exemption is granted for one year from the date the student settled in California upon entering the United States. For more information visit https://www.westvalley.edu/admissions/fee-schedule.html

BANKMOBILE FINANCIAL AID REFUND SELECTION
West Valley Mission College District has partnered with BankMobile to deliver your financial aid refund. BankMobile is committed to provide students with clear choices and offer great customer service.
Your choices include:
• Deposit to an existing account
• Deposit to BankMobile Vibe checking account
BankMobile ATM is located in the Bookstore.
Financial Aid Information • Fall 2021

FINANCIAL AID
Location: Student Services Center (SSC)
Phone: (408) 741-2024
Regular Hours: Please visit West Valley College website for current hours of service.
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.

Submit a Free Application for Federal Student Aid (FAFSA) or the CA Dream Act. We will automatically review your eligibility for all Financial Aid programs based on your application data.

FINANCIAL AID PROGRAMS AVAILABLE
California College Promise Grant
CCPG 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 meet specific income levels, or
• You have demonstrated financial need, of at least $1104, through the FAFSA/CA Dream Act application process, or
• You currently receive benefits from TANF/CalWorks, 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 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.
• The deadline for the CCPG for the 2020-21 academic year is July 31, 2021.

California College Promise Grant Fee Waiver (CCPG) New State Regulations
Under new state regulations, students will LOSE eligibility for the CCPG if:
They are on probation for not maintaining a 2.0 GPA (grade point average) for two consecutive primary terms. They have not successfully completed half (50%) or more of the units attempted in two (2) consecutive primary terms. Only Foster Youth are exempt from this policy. Primary terms are FALL and SPRING terms at semester-based schools.
Students that are determined ineligible are also able to regain eligibility or be reinstated by meeting two (2) of the standards below:
• Improve GPA and/or course completion measures to meet the academic and progress standards.
• Successful appeal regarding extenuating circumstances and/or demonstrating significant academic improvement.
• Not attending his/her community college district for two (2) consecutive primary terms.
• Extenuating circumstances are defined as verified cases of accidents, illnesses, or other circumstances beyond the student’s control.

For more information, visit: westvalley.edu/services/student-right-to-know/student_success_act.html#tabs-4 To download an appeal, visit: westvalley.edu/admissions/forms

Grants
Eligibility Criteria:
• 2.0 GPA Minimum
• Declare a major that is at least one year in length.
• Community Grant pays up to $4,000/year for incoming freshmen. Amounts may vary upon funding.
• California College Promise pays up to $3,000/year for First and Second Year Free. Amounts may vary upon funding.
• Cal Grant B pays up to $1,672/year for AA/AS degree or AA-T/AS-T programs
• Cal Grant C pays up to $1,094/year for vocational students not transferring to a 4 year college.
• Cal Grant funding is limited to four (4) academic years. In order to graduate with a Bachelor’s Degree from a 4-year institution within the 4-year limit, you must complete 15 units or more per semester or the equivalent quarter units.
• Cal Grant recipients with dependents will be considered for additional funding.
• Student Success Completion Grant (SSCG): Cal Grant B or Cal Grant C recipients who are enrolled in 12-14.5 units at a California Community College and have remaining unmet need. The SSCG award is $1,298 per year ($649 per semester). Recipients who are enrolled in 15+ units and have remaining unmet need may be eligible for $4,000 per year ($2,000 per semester). The Financial Aid office may award additional students who take sufficient number of units during the summer semester. For more information: CalGrants.org
• Pell Grant pays up to $6,495/year
• Chafee Grant pays up to $5,000/year (former foster youth only)
• Federal Supplemental Education Opportunity Grant (FSEOG) pays up to $6,000/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 $14-18/hour ($4,500/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.

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 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.
Professional Judgment packet.

Contact the Financial Aid office at: wvfa@westvalley.edu to request a
them eligible, or increase their award. These may include:

Special circumstances:
If you didn’t initially qualify for all the aid you
repeated coursework. Refer to the College’s catalog for the College’s
financial aid based on the course repeatability regulation. Financial Aid
Students repeating courses will be allowed to continue to benefit from
66.7% (2/3) at the end of every semester. “Completing” units is defined as
Pace Quantitative Standard: Maintain a CUMULATIVE completion rate of
Satisfactory Academic Progress (SAP)
Financial Aid Updates
Satisfactory Academic Progress (SAP)
Federal regulations have added a new element to monitor academic prog-
ness 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
Course Repeatability
Students repeating courses will be allowed to continue to benefit from
financial aid based on the course repeatability regulation. Financial Aid
will allow one repetition after passing the course. Passing grades are: A,
B, C, D, P. Courses from which a student withdraws are not considered
repeated coursework. Refer to the College’s catalog for the College’s
course repeatability policy.
AB 540, signed into law on October 12, 2001, authorizes any student, including undocumented students who meet specific criteria to pay in-state tuition at California’s public colleges and universities (e.g. California Community Colleges, California State University, University of California).

Any student, except a person in nonimmigrant status, who meets the requirements, shall be exempt from paying nonresident tuition at all public colleges and universities in California if they meet the following requirements:

1. Attended a California high school for 3 years or more;
2. Graduated from a California high school with a high school diploma or attained the equivalent (GED);
3. Be registered or currently enrolled in one of the three state institutions of higher education in California.; and,
4. Filed an affidavit with the college or university stating that they will file an application to adjust their immigration status as soon as they are eligible.

How to apply for AB 540?
1. Complete an Admissions Application online at https://www.westvalley.edu/admissions/apply-now.html

Convocation is held before the start of every academic year to officially welcome our students to campus. You’ll hear important information on how to get involved with student activities and we’ll provide key strategies for succeeding on and off campus. Please join us. Prizes and loads of fun!

WHEN:
Thursday, August 19, 2021 from 6 PM – 7:30 PM
OR:
Friday, August 20, 2021 from 10 AM – 11:30 AM

VISIT:
westvalley.edu/convocation for Zoom links

Attendance is required for new students
PARKING REGULATIONS - Overview

A valid student, staff, or one-day “daily” visitor parking permit is required to park on campus. Student and visitor parking permit requirements are enforced Monday through Sunday, between 7:00 AM and 10:00 PM.

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 to properly display a valid and authorized permit. Vehicles with car covers are no exception.

Restricted areas, including disabled parking, red zones, loading zones, staff parking, and time zones, are enforced every day, 24-hours a day. Overnight parking is prohibited without prior authorization from the District Police.

Purchasing a Parking Permit

Due to the profound impact of the COVID-19 pandemic on our community, and as a one-time COVID-19 relief measure, West Valley College will be providing all registered students with Summer 2021 and Fall 2021 semester length parking permits at no cost. To receive a permit at no cost, students must order their permit by logging into the student portal on the college website and ordering via the student permit sales link within the student portal. Students may also be able to pick up a no cost permit at the Admissions and Records office when that office reopens for onsite services, however, students are strongly encouraged to confirm office hours and permit availability with the Admissions and Records office before visiting. For online permit orders, a printable temporary permit will be immediately provided by e-mail if the permit purchased is currently in use.

Visitors may purchase a one-day “Daily” parking permit at any of the daily permit dispensers located in parking lots B, C and D. Daily permits are $3.00 per day and all dispensers will accept cash, coins, and credit cards.

To be valid, all permits must be displayed on the front dashboard and the entire permit, including the expiration date, must be visible from the outside of the vehicle.

SUMMER SESSION Parking Information

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 Information

A student “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. (The “grace-period” begins on Monday, August 23, 2021 and ends on Monday, September 6, 2021.)

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 may be issues to vehicles failing to display a valid student parking permit beginning Tuesday, September 7, 2021.

GENERAL Parking Information

VISITOR PARKING - Visitors who will be on campus for a brief visit may take advantage of a limited number of free forty (40) minute time zone parking stalls located in parking lot 5. Visitors planning a longer visit to campus should purchase a one-day “daily” parking permit at any of the daily permit dispensers located throughout the parking lots.

MOTORCYCLES/TWO-WHEELED VEHICLE PARKING - Motorcycles and other two-wheeled vehicles are prohibited from parking in spaces designated for four-wheel vehicles. Designated motorcycle parking is available in parking lots 2, 3, 5, and 7. No parking permit is required for two-wheeled vehicles.

DISABLED PARKING - All individuals 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 DMV. Failure to display a valid placard or plate may result in a citation and fine.

VISIT WEST VALLEY COLLEGE SOCIAL MEDIA LINKS

- facebook.com/westvalleycollege
- instagram.com/westvalleycollege
- youtube.com/westvalleycollege
- twitter.com/westvalleycc
- snapchat.com/add/westvalleycc
- #westvalleycc
- #westvalleycollege
- #lifeatwvc
- #wvcvikings
WVC Portal

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

• Through WVC Portal, you can update your address at any time. It is your responsibility to keep your information updated and current.
• Use the WVC Portal to make sure your class schedule is accurate.

1. What is Priority Registration?

Sometimes called Priority Registration or Priority Enrollment. There are State-Mandated Priority Registration groups such as Veterans, Foster Youth, EOPS, CalWORKs & DESP participants. By state law, these groups must be given priority over all other students. West Valley College has also established College Priority Registration for other student groups. These groups may register after the state-mandated groups. Students who have not completed the 3 core requirements will register later than those who have completed these requirements. For more information see the Student Success Act.

2. How do I register for classes?

If a student misses two semesters (fall/spring), the student will need to file an application for admission. If class has not started and is not closed, students may register through the WVC Portal or in person, at the Admissions Office. If class has started or is closed, students will need to obtain an add code from the instructor and add online before the deadline.

3. How do I know if I’m a full-time or half-time student?

Full-time students must be enrolled in 12 units or more.
Half-Time student must be enrolled in at least 6 units.
This is solely for Fall and Spring semesters. Please see a Counselor to discuss registration status when taking winter and summer term courses. If proof of enrollment is required, students may request a verification letter from the Admissions & Records Office for $2 or print their current class schedule from the WVC Portal.

4. How do I prove I have met a course prerequisite?

If a prerequisite course was taken at West Valley College, the system will automatically verify it and allow registration. If taken at another institution, an unofficial transcript, grade report or in progress print out should be submitted to the Welcome Center. Students also have the option to submit a challenge form along with supporting documents to the Welcome Center.

5. How many times can I repeat a class?

Students are not allowed to repeat courses that have been successfully completed with a grade of A, B, C or P. Students may repeat any course in which a substandard final grade (D, F, NP or W) was earned. If a student fails the same course TWICE, he/she is required to register in person, at the Admissions Office, for the THIRD and final attempt. An Academic Appeal Petition must be submitted to the Admissions Office for a FOURTH attempt when documented extenuating circumstances have occurred. See the college catalog for more information regarding course repetition for substandard work, documented extenuating circumstances and/or significant lapse of time.

6. When is the last day to register for a class?

The last day to register for a class is the day before the class begins, as long as there is space available. Once the class begins, students must obtain an Add Code from the instructor.

7. Can I audit a class and how do I sign up?

Some departments allow students to audit their classes for a reduced fee. Audit slips are obtained through the Dean’s Office, signed by the instructor and processed in the Admissions Office after the ADD/Drop period has ended. No academic credit, record or grade is given. High School students and F-1/F-20 students are not allowed to audit.

8. Where do I get an Add code?

ADD codes are obtained from the Instructor and may be used to add a class through the WVC Portal.

9. How do I know if my class was cancelled?

A cancellation email will be sent to you. A cancellation notice will be posted on the classroom door. Check with the Division Office.

10. I am unable to attend the first class meeting(s). What should I do?

Contact the instructor by email and/or by phone and leave a message. For Instructor e-mail and phone numbers - Go to westvalley.edu/faculty and search for your instructor by name. If you are unable to locate the instructor’s information, contact the Dean’s Office coordinator.

11. When is the last day to drop with a full refund and without a “W”?

For Semester-length Classes - The last day to drop a semester-length class with a refund and without a “W” is within the first two weeks of the term. For Short-term Classes - Students must drop within 10% of meeting days. See the WVC Dates and Deadlines page for specific dates.

12. I am a high school student, how do I submit my grade to my school?

Students can order an official transcript through the WVC Portal or request an official transcript from the Admissions Office.

13. How do I know which books I need for my class?

Obtain a list of required books from the WVC Portal. Start by going to www.westvalley.edu. Go to Student Services, click on Book Store > Purchase textbooks Online. You can purchase your textbooks at our campus bookstore or online.

14. How do I print a schedule of my classes?

Students can print their current class schedule from the WVC Portal, under registration.

15. How do I pay for my classes?

Online through the WVC Portal. Click on: Student-Student Account-Nelnet Payment Options. On campus at the Admissions Office. By U.S. mail (send payment to: West Valley College Attn: Admissions Office). Accepted payment type - Visa, Master Card, Discover, check or cash. Be sure to write student’s name and WVC ID # on check.

16. I received a fee waiver. Why am I being charged fees?

The fees waived are the enrollment fees (the cost per unit), however students are required to pay the College Basic Fees (Campus Center, Health Services, Web Reg and Associated Services fees) and any other fees associated with their classes. Parking permits for fee waiver recipients are discounted for fall and spring.

17. How do I receive my financial aid?

West Valley Mission College District has partnered with BankMobile to deliver your financial aid refund. BankMobile is committed to provide students with clear choices and offer great customer service.

Your choices include:
• Deposit to an existing account
• Deposit to BankMobile Vibe checking account
BankMobile ATM is located in the Bookstore.

18. I can’t afford my books. What are my options?

Textbooks are available in the library to use for up to 2 hours at a time. Also, students may borrow textbooks, calculators and laptops for the semester through the Textbooks and Technology Program. Quantities are limited. Please visit the library homepage for details.

19. Do I need a parking permit and where do I get one?

Parking permits are required at all times, except in marked visitor time limit stalls. One-day “daily” parking permits can be purchased from parking permit machines located in all parking lots. Semester permits can be purchased online or in the Admissions Office. Students that order online must login to the student portal on the college website and order via the link within the student portal. See the Parking Information section of this schedule for more information.

20. When can I make an appointment to see a counselor?

Schedule an appointment through Cranium Cafe. New students are required to complete the Guided Self-Placement and an orientation before making an appointment. Students with prior college experience must bring all transcripts from other colleges to the appointment. Students are exempt from orientation if they have: 1. Obtained an Associate Degree or higher. 2. Have completed orientation at another Community College. 3. Are only taking classes for personal enrichment (example: Yoga). 4. Are a continuing student at an accredited University. 5. Are taking a course which is mandated for employment. Limited appointments are available for prospective students exploring West Valley College.
westvalley.edu

**Admissions & Records**  email: askwvc@wvm.edu  408-741-2001
Transcripts, Registration, Payments, Parking  408-741-2001

**Assessment**  408-741-2035
westvalley.edu/assess

**Associated Students of WVC**  408-741-2107
westvalley.edu/campus-center/get-involved.html

**Bookstore**  408-741-2015
westvalley.edu/services/bookstore

**CalWORKs Program**  408-741-4007
westvalley.edu/services/calworks

**Campus Center**  408-741-2025
westvalley.edu/campuslife

**Canvas Support**  408-741-2627
westvalley.edu/faculty/gault.html

**Career Services**  408-741-2098
westvalley.edu/careers

**Child Development Center**  408-741-2152
westvalley.edu/child-development-center

**College Outreach**  408-741-2672
westvalley.edu/admissions/outreach

**Counseling Center**  408-741-2009
westvalley.edu/services/counseling

**Disability and Educational Support Program (DESP)**  408-741-2010
westvalley.edu/services/desp

**The Office of Student Equity and Success**  408-741-4616
westvalley.edu/offices/student-equity

**Extended Opportunity Programs Services (EOPS) and Cooperative Agencies Resources for Education (CARE)**  408-741-2023
westvalley.edu/services/eops

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**Please check the web for hours of operation**

**Financial Aid**  408-741-2024
westvalley.edu/financialaid

**Health Services**  408-741-2027
westvalley.edu/services/health

**International Students**  408-741-2694, 408-741-4028
westvalley.edu/services/international

**Library Services**  408-741-2028, Reference Desk 408-741-2029
westvalley.edu/library

**Transfer Center**  408-741-2040
westvalley.edu/services/transfer

**Police Emergency**  911

**Emergency from a Cell Phone**  408-299-3233

**Non-Emergency**  408-299-2311

**Business Office**  408-741-2092

**Parking**  408-855-5435

**Student Development**  408-741-4637
westvalley.edu/services/student-development

**TRiO/Student Support Services**  408-741-2022
westvalley.edu/services/trio

**Success Center**  408-741-2038
westvalley.edu/services/success-center

**Veterans Certifying Official, Financial Aid**  408-741-2601
westvalley.edu/services/veterans/benefits.html

**Veterans Resource Center**  408-741-2158
westvalley.edu/veterans

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**WEST VALLEY COLLEGE**

**TWO YEARS FREE COLLEGE TUITION**

**FOR 2021 HIGH SCHOOL GRADS**

Apply for our Community Grant and
Viking Promise. Classes start Fall 2021.

West Valley College will offer qualified
students free tuition and fees. Includes
extra funds that can be used for textbooks
and other expenses.

Additional information can be found at
westvalley.edu/community-grant
Questions? Email wvc.outreach@westvalley.edu

West Valley College is a California Community College and fully accredited by WASC.
Academic Schools, Divisions, and Student Services

Bill and Leila Cilker
School of Art and Design
Architecture
Art
Dance
Digital Media
Fashion Design
Interior Design
Music
Theater Arts

Fang Pei Che
School of Professional Studies
Accounting
Administration of Justice
Business
Child Studies
Paralegal
Park Management
Real Estate

School of Continuing Education
Basic Skills Reading and Math
Career and Technical Education
Immigrant Education
Older Adult Program
Workforce Preparation

School of Health and Human Development
Athletics
Health Care Technologies
Health Science
Kinesiology
Nutrition Studies

School of Language Arts
Communication Studies
English
ESL
Reading
World Languages

School of Science and Math
Biology
Chemistry
Computer Information Systems
Engineering
Math
Physical Sciences

School of Social Sciences
Anthropology
Economics
Geography
History
Humanities
Philosophy
Political Science
Psychology
Social Justice Studies
Sociology
Women, Gender and Queer Studies

Library

Student Services
Admission and Records
Articulation
Assessment
Career Services
CalWORKs Program
Counseling
Disability and Educational Support Program
Extended Opportunity Programs & Services
Financial Aid
First Year Experience
Honors
International Student Program
Puente
Student Development
Student Equity and Success
Student Health Services
Student Recruitment and Outreach
SUCCESS Program
Transfer Center
Trio Programs
Tutorial/Success Center
Veterans

School of Continuing Education

All classes listed below are free! See the Continuing Education section of the schedule for meeting information.

FREE!

CAREER & TECHNICAL EDUCATION
• Accounting & Bookkeeping
• Business (Entrepreneurship, Marketing, Small Business Start-Up)
• Court Reporting & Captioning
• Facilities Maintenance Job Technician (To Be Scheduled)
• Water Treatment & Water Distribution

BASIC SKILLS AND MATH
• Chem Jam and Prep (coming Winter 2022)
• Elementary Algebra
• Geometry
• Math Jam for Statistics (coming Winter 2022)
• Pre-Algebra

IMMIGRANT EDUCATION
• American English and Civics (ESL)
• Citizenship Preparation
• ESL for Careers in Healthcare
• ESL for Careers in Early Childhood Education

WORKFORCE PREPARATION (JOB AND CAREER SKILLS)
• Communication Skills
• Digital Citizenship
• Leadership Skills

OTHER PROGRAMS
• Adapted Physical Education
• Older Adult (Fitness, Music, Art, Global Topics)
• Parenting

See more information at:
www.westvalley.edu/ce
**Fall 2021 Final Examination Schedule**

Finals begin Monday, December 13, and end Saturday, December 18, 2021.

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.

<table>
<thead>
<tr>
<th>Group A: Classes which meet on MONDAYS (e.g., M, MW, MTWTh, Daily, MWF, MTW, MTTh, etc.)</th>
<th>Group B: Classes which meet on TUESDAYS but not MONDAYS (e.g., T, TTh, TThF, TThW, etc.)</th>
<th>Group C: Classes which do not meet on either MONDAY or TUESDAY (e.g., W, Th, F, ThF, WF, FS, etc.)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Start Time</strong></td>
<td><strong>Day, Date &amp; Time of Final</strong></td>
<td><strong>Start Time</strong></td>
</tr>
<tr>
<td>12:30 to 2:00pm</td>
<td>Wed. Dec. 15, 12:40-2:40pm</td>
<td>12:30 to 2:00pm</td>
</tr>
<tr>
<td>2:05 to 3:40pm</td>
<td>Mon. Dec. 13, 2:40-4:40pm</td>
<td>2:05 to 3:40pm</td>
</tr>
<tr>
<td>3:45 to 5:10pm</td>
<td>Mon. Dec. 13, 4:10-6:10pm</td>
<td>3:45 to 5:10pm</td>
</tr>
</tbody>
</table>

**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 18, 2021. Classes will meet beginning at their regularly scheduled time on December 18 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.

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**How to Read a Course Listing**

- **Course Number**
- **Course Title**
- **Corequisite or prerequisite courses**
- **Designates pass/ no pass option**
- **Online course**
- **Advisory courses**
- **Course Record Number (CRN)**
- **Indicates additional Lab or Lecture meeting time for the section**
- **Night course (after 4:30pm)**
- **Days of the week**
- **Course description**
- **Designates transferability**
- **Notes or special instructions**

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**EXMP 001** **EXAMPLE COURSE 1**
Prerequisite: CHEM 001A. Students will learn the basic operating procedures of a word processing program to produce documents for personal and business use. Pass/No Pass Option. Transfer: CSU/UC

- **Course**: EXMP 001
- **Section Number**: 75641
- **Times**: T-Th 10:55AM - 12:20PM
- **Location**: CHE 15
- **Instructor**: T Hanks
- **CRN**: ONLINE
- **Units**: 3.00

**EXMP 002** **EXAMPLE COURSE 2**
Advisory: BUSN 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.

- **Course**: EXMP 002
- **Section Number**: 75642
- **Times**: T-Th 10:55AM - 12:20PM
- **Location**: CHE 15
- **Instructor**: T Hanks
- **CRN**: ONLINE
- **Units**: 1.00

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**Notes or special instructions**

- Link to Canvas from the top of the WVC homepage. Go to westvalley.edu/faculty for class and instructor contact information.

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**Designates transferability**

- CSU/UC

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**Advisory courses**

- BUSN 020 or 070

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**Notes or special instructions**

- Class meeting time
- Instructor's name
- Room number

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**Courses Designated:**

- **H**: Hybrid Class
- **N**: Night Class
- **O**: Online Class
- **W**: Weekend Class

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**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.