

5 STEPS to SUCCESS

STEP 1 APPLY

You can submit your free application now.
This is a two-step process:

1. Create an OpenCCCApply account.
2. Submit an application for West Valley College.

You will receive a **confirmation page and an email** upon submission of your application. You will also receive an email within 2 hours with your student ID number, password and registration information.

ID Example: G012314567 Contact **askwvc@westvalley.edu** if you don't receive this last email. Be sure to check your SPAM folder.

High School sophomores, juniors and seniors are welcome to participate in the Concurrent Enrollment Program and apply online. For next steps, directions and deadlines, visit **westvalley.edu/concurrent**

STEP 2 FINANCIAL AID

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**

STEP 3 GUIDED SELF- PLACEMENT*

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

Prerequisites must be cleared prior to registration. Email transcripts and AP scores to: **wv.assessment@wvm.edu**

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

STEP 4 ORIENTATION

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 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.

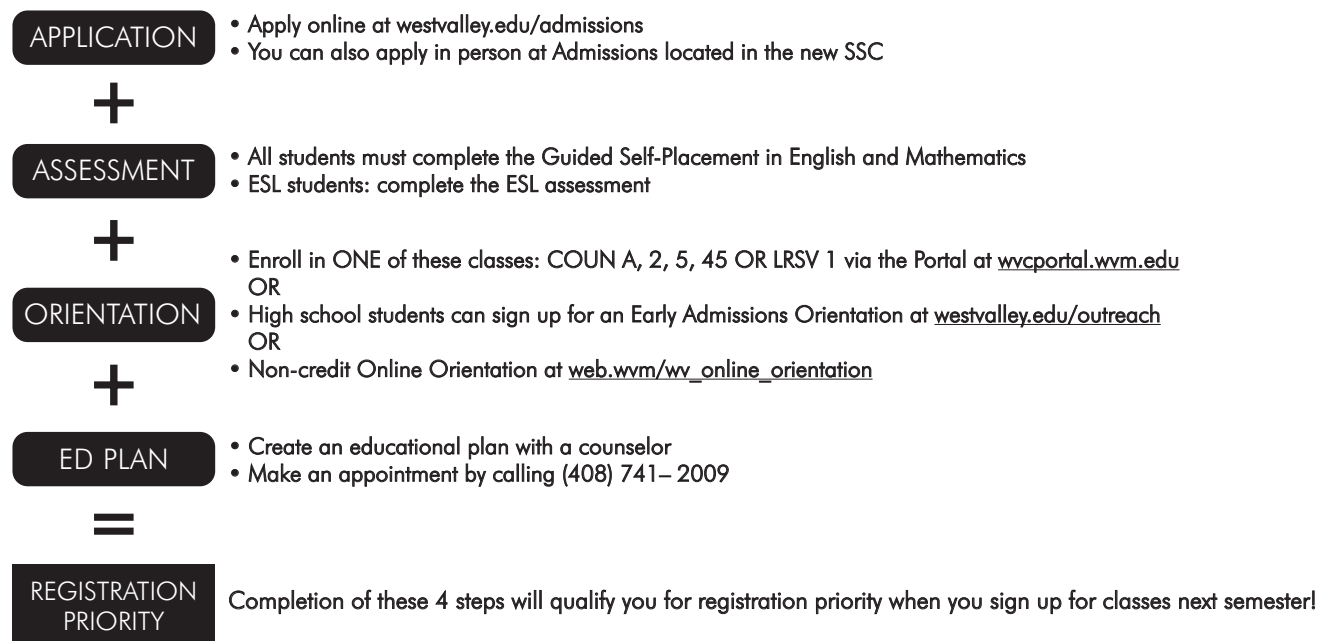
REQUIRED ITEMS: Results from the Guided Self-Placement or, assessment scores, High School transcripts

STEP 5 REGISTER

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



* 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

The Orientation - will take place exactly one day prior to the currently scheduled placement test dates, and have the same start time. An orientation is mandatory for all entering ESL students for Spring 2021. Students are required to email their contact information and student ID numbers to Ellen Goldman and she will sign them up for an online orientation. During the orientation, students we will learn how to take the placement test and how to use technology for taking classes in Spring 2021.

Placement Test – will take place on the scheduled days/time and will be proctored using Zoom.

ESL Orientation Schedule (Online)

Date	Time
Tuesday, 12/15	10am - Noon
Tuesday, 1/12	10am - Noon
Wednesday, 1/20	12:30pm - 2:30pm
Tuesday, 1/26	12:30pm - 2:30pm
Tuesday, 2/2	10am - Noon

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 Workshops

New athletes and their parents are required to attend these workshops designed to orient students and answer questions concerning academics and athletics. These workshops will occur over Zoom beginning April 17, 2021, with the specific dates and times to be determined. Please contact the Athletic counselor with questions at 408.741.4033 or Andrew.cardamone@westvalley.edu.

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 Spring 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 January 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 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.

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 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.

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. Print and complete the Concurrent Enrollment Application Packet. (Note that some information in the application packet is outdated. Disregard the references to submitting materials in person and to submitting prerequisites to testing@westvalley.edu.)

In lieu of a high school counselor signing the form, we will accept a PDF attachment of an email from the counselor. The email needs to come from the counselor's official school email address and should contain the following information:

- Student Name
 - Course Number #1: HSCI 008 (example)
 - Course Title #1: Contemporary Health (example)
 - Course Number #2
 - Course Title #2
 - Course Number #3
 - Course Title #:
 - Do the courses count for HS credit?
 - Counselor/Administrator Official Title
 - Counselor/Administrator Name
4. All students must complete the Self-Assessment web.wvm.edu/placement-tool-wv
5. Send an email to wvc.outreach@westvalley.edu following these guidelines:
- The subject of the email is: Your Name, CE Program
 - Attach the following five items:
 1. 2021 CE Application
 2. Health Form
 3. Your High School Transcript
 4. a PDF of an email from your counselor giving permission
 5. a scanned copy of your high school photo id

If your course has prerequisites fulfilled by AP scores, email a copy of your test scores to wv.assessment@wvm.edu.

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.)

Winter & Spring 2021 Online Registration Dates:

Tuesday, December 8	Class of 2021
Wednesday, December 9	Class of 2022
Thursday, December 10	Class of 2023

10 Student Registration Information ♦ Spring 2021

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
- Online at westvalley.edu/admissions/orientation.html

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.

WINTER AND SPRING 2021 REGISTRATION

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

Student Groups	Dates
Group 1 – State Mandated Groups: EOPS/CARE, CalWORKs, Veterans, Foster Youth, Homeless, DESP	Nov. 17, 2020
Group 2 – College Identified Groups: Athletes, ASG, Honors, TRiO, Puente, Umoja, International, Middle College, College Advantage, FYE, and continuing students.	Nov. 19, 2020
Group 3 – New and returning students	Nov. 23, 2020

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

Student Groups	Dates
Group 4 – State Mandated Groups: EOPS/CARE, CalWORKs, Veterans, DESP	Nov. 30, 2020
Group 5 – College Identified Groups: Athletes, ASG, Honors, TRiO, Puente, Umoja, International, FYE, and continuing students.	Dec. 2, 2020
Group 6 – New and returning students	Dec. 4, 2020
Group 7 – Higher degree students, 100+ units, Probation students	Dec. 7, 2020

Orientation or Assessment Waiver

If you determine that there are prerequisites, corequisites or other limitations on Enrollment Challenges please refer to page 134 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.

Fee type	Amount	Required of	Refunds
Enrollment	\$46 per unit (subject to California legislative change)	California residents	Full refunds for drops through 2-16-21 for a semester length class Varied dates for short-term classes.
Tuition for Non-Residents	\$290 per unit (in addition to enrollment fee)	All Non-California residents (in addition to enrollment fee)	Full refund for drops through 2-16-21 for a semester length class.
International students	\$290 per unit (in addition to enrollment fee)	Visa holders from another country (in addition to enrollment fee)	Full refund for drops through 2-16-21 for a semester length classes Varied dates for short-term classes.
International Student Application Fee	\$100	International students who submit an application to West Valley College (F-1 applicants only)	Non-refundable
International Student Health Fee	\$624	International F1 Students	Non-refundable
Course Material Fee	Variable	Certain Courses indicated in course description	Full refunds for drops through 2-16-21 Varied dates for short-term.
Campus Center Use Fee	\$15 for full and part-time students.	All students except online students who live outside Santa Clara County	Appeal for exemptions can be made through Admissions and Records Office through 2-16-21.
Health Services	\$21 spring semester \$18 winter term	All students including high school students	Full refund for drops through 2-16-21 exemptions may apply. For details, go to the web: westvalley.edu/services/studentdevelopment/health/healthfee.html
Web Reg. Web processing fee	\$3 for each term	All students using web for college transactions	Not eligible for exemption.
Representational Fee	\$2	All students including high school students	Not eligible for exemption.
Associated Student Government (ASG) fee	\$14		Appeal for exemptions can be made through Admissions and Records Office through 2-16-21.
Parking fee	\$50 for spring. 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 2-16-21.
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 \$10 (Free at Graduation). Nelnet Student Payment Plan (optional) \$20.00		

* 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.

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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 – WINTER 2021

Use this worksheet to calculate your fees for Winter 2021.

1. Enrollment Fees – Winter 2021

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

2. Tuition for Non-Residents

(in addition to enrollment fee)

Out of State

\$290.00 per unit. _____ units x \$290.00 = _____

3. Basic Fees for Winter:

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 – SPRING 2021

Use this worksheet to calculate your fees for Spring 2021.

1. Enrollment Fees – Spring 2021

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

2. Tuition for Non-Residents

(in addition to enrollment fee)

Out of State

\$290.00 per unit. _____ units x \$290.00 = _____

F1 International \$582 - Health Fee = _____

3. Campus Center Use Fee \$15.00 = _____

4. Basic Fees for Spring:

Health Services (\$21.00); WebReg (\$3.00);

Associated Student Services Fee (\$14.00);

Representation Fee (\$2.00) = _____

5. 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

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 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.
- 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 one (1) 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 \$4000/year for incoming freshmen.
- California College Promise pays up to \$3000/year for First and Second Year Free.
- Cal Grant B pays up to \$1672/year for AA/AS degree or AA-T/AS-T programs
- Cal Grant C pays up to \$1094/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 \$6,345/year
- Chafee Grant pays up to \$5,000/year (former foster youth only)
- Federal Supplemental Education Opportunity Grant (FSEOG) pays up to \$600/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.

STEPS TO APPLY FOR FINANCIAL AID

Apply for financial aid with the following process.

1. Complete the Free Application for Federal Student Aid (FAFSA). Apply online at: 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. Or current AB540 students may apply for the CA Dream Act Application at: dream.csac.ca.gov.
2. 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.
3. A notification of official financial aid awards will be sent when your Financial Aid file is awarded.
4. If you are interested in participating in Federal Work-Study, please contact Kristin Martin at: kristin.martin@westvalley.edu to apply.
5. If you wish to apply for a student loan, please contact Kristin Martin at: kristin.martin@westvalley.edu 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

Contact the Financial Aid office at: wvfa@westvalley.edu to request a Professional Judgment packet.

Financial Aid Application Deadlines

- Applications should be renewed each year starting October 1 - June 30, 2021.

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

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.

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 four 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 or contact the Veteran's Certifying Official in the Financial Aid Office, located in the Student Services Center (SSC), 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.



PAYING REGISTRATION FEES

Registration fees are due at the time of registration. If you are having difficulty, payment plans are available. Remember, if you can't pay by the deadline you risk being dropped from your classes. Please review payment policy, deadlines, and options at westvalley.edu/admissions/fee-schedule.html

Financial aid is always an option to cover registration fees and to assist with any other school related expenses. For more information visit westvalley.edu/services/financialaid/



California Nonresident Tuition Exemption
For Eligible California High School Graduates
(The law passed by the Legislature in 2001 as “AB 540”)

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>
2. Complete an AB540 Affidavit (California Nonresident Tuition Exemption Request) at https://www.westvalley.edu/admissions/_files/pdf/ab540-nonresident-tuition-exemption-request-form.pdf



VIRTUAL CONVOCATION

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](https://www.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

A semester-length student parking permit may be purchased online at westvalley.edu. For online purchases, a printable temporary permit will also be provided if the permit purchased is currently in use. To purchase a semester-length permit, online, you will need to know your vehicle's make, model, color and license plate number. If you are a Financial Aid student receiving a California College Promise Grant (formerly Board of Governors Waiver), you can purchase your permit online but you must do so via the link in the student portal located on the college website, and you must enter your student ID number when prompted.

Semester-length parking permit refund requests must be made in accordance with the refund schedule identified by Admissions. To request a refund of your parking permit, please take your permit to the District Police office.

One-day "Daily" parking permits may be purchased at any of the daily permit dispensers located throughout the parking lot. 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.

WINTER SESSION PARKING INFORMATION

There is no grace-period during the Winter Session. All vehicles parked on campus during the Winter Session must have a valid parking permit properly displayed at all times. During the Winter Session (Monday, January 4 through Thursday, January 28, 2021) all of the following parking permits will be valid for use:

- Fall 2020 Semester Permit
- Spring 2021 Semester Permit
- Daily Permit

Students who have already purchased a Fall 2020 or Spring 2021 semester length permit may use either of these permits to legally park on campus during the Winter Session.

SPRING SEMESTER PARKING INFORMATION

A student "grace-period" will be observed during the week immediately prior to the start of the spring semester and during the first week of the spring semester. (The "grace-period" begins on Monday, January 25, 2021 and ends on Sunday, February 7, 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 issued to vehicles failing to display a valid student parking permit beginning Monday, February 8, 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.

SPECIAL PARKING AND LOADING - Students or Staff members who have special parking or loading needs must make arrangements with Parking Services in advance. Business cards or notes left on the vehicle are not acceptable and a citation may result. No warnings are issued.

LOST/STOLEN PERMITS - Stolen permits should be immediately reported to the District Police Department by calling 408-855-5435 or by visiting the Police business office located adjacent to the athletic facilities. Lost permits will not be replaced free of charge, however, a replacement permit may be purchased at the original purchase price.

DISCLAIMER - This is only a summary of the District's parking procedures and regulations. All procedures and regulations are subject to change. For the most current and complete procedures and regulations, please visit us online at wvm.edu/parking.

QUESTIONS? CONTACT US - Parking Services can be reached by calling 408.855.5435, or via e-mail at parking.services@wvm.edu, or at by visiting us at the District Police Office located next to the pool.

EMERGENCY PREPAREDNESS

The District Emergency Preparedness Coordinator is available to make presentations on various safety training topics including: active shooter, earthquake preparedness and campus evacuation training. More information is available at: wvm.edu/emergency/

or WVM.EmergencyCoord@wvm.edu



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/I-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?

Text books are available in the library to use for up to 2 hours at a time. Students can borrow all textbooks and a calculator available for a class in exchange for a suggested donation of 10 cans of food to Second Harvest Food Bank. Quantities are limited. Please visit the Library Reference Desk any time during the semester.

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

Parking permits are required at all times except in visitor parking. Note: There is no grace period during the Winter and Summer Sessions. **Daily permits** can be obtained at the parking machines throughout the various parking lots on campus. **Semester permits** can be purchased online at westvalley.edu or at the Admissions Office. Fee Waiver eligible students pay a reduced fee for semester permits. See the District Police parking page for more information.

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

Schedule an appointment in-person or call 408-741-2009. Drop-in counseling is subject to counselor availability. Drop in counseling is for quick questions (10 minute maximum time allowed). Distance Counseling is also available for help with academic or procedural questions. 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 Transcripts, Registration, Payments, Parking	408-741-2001 408-741-2001
Assessment westvalley.edu/assess	408-741-2035
Associated Students of WVC westvalley.edu/campus-center/get-involved.html	408-741-2107
Bookstore westvalley.edu/services/bookstore	408-741-2015
CalWORKs Program westvalley.edu/services/calworks	408-741-4007
Campus Center westvalley.edu/campuslife	408-741-2025
Canvas Support westvalley.edu/faculty/gault.html	408-741-2627
Career Services westvalley.edu/careers	408-741-2098
Child Development Center westvalley.edu/child-development-center	408-741-2152
College Outreach westvalley.edu/admissions/outreach	408-741-2672
Counseling Center westvalley.edu/services/counseling	408-741-2009
Disability and Educational Support Program (DESP) westvalley.edu/services/desp	408-741-2010
The Office of Student Equity and Success westvalley.edu/offices/student-equity	408-741-4616
Extended Opportunity Programs Services (EOPS) and Cooperative Agencies Resources for Education (CARE) westvalley.edu/services/eops	408-741-2023

Please check the web for hours of operation

Financial Aid westvalley.edu/financialaid	408-741-2024
Health Services westvalley.edu/services/health	408-741-2027
International Students westvalley.edu/services/international	408-741-2694, 408-741-4028
Library Services westvalley.edu/library	408-741-2028, Reference Desk 408-741-2029
Transfer Center westvalley.edu/services/transfer	408-741-2040
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 westvalley.edu/campus-life	408-741-4637
TRiO/Student Support Services westvalley.edu/services/trio	408-741-2022
Success Center westvalley.edu/services/success-center	408-741-2038
Veterans Certifying Official, Financial Aid westvalley.edu/services/veterans/benefits.html	408-741-2601
Veterans Resource Center westvalley.edu/veterans	408-741-2158



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

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
- WATER TREATMENT & WATER DISTRIBUTION
- BUSINESS (ENTREPRENEURSHIP, MARKETING, SMALL BUSINESS START-UP)
- COURT REPORTING & CAPTIONING

READING & MATH

- BASIC SKILLS
- GEOMETRY
- PRE-ALGEBRA
- ELEMENTARY ALGEBRA
- READING FLUENCY & FUNDAMENTALS

IMMIGRANT EDUCATION

- CITIZENSHIP PREPARATION
- AMERICAN ENGLISH AND CIVICS

WORKFORCE PREPARATION

- COMMUNICATION SKILLS
- DIGITAL CITIZENSHIP
- LEADERSHIP SKILLS

MANY OTHERS, MORE COMING SOON!

- ADAPTED PHYSICAL EDUCATION
- PARENTING
- OLDER ADULT (FITNESS, MUSIC, ART, GLOBAL TOPICS)

See more information at:
westvalley.edu/ce



Spring 2021 FINAL EXAMINATION SCHEDULE

FINALS BEGIN SATURDAY, MAY 22, AND END FRIDAY, MAY 28, 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

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 do not 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	Mon. May 24, 7:30-9:30am	7:15 to 9:15am	Tues. May 25, 7:30-9:30am	7:15 to 9:15am	Fri. May 28, 7:30-9:30am
9:20 to 10:50am	Wed. May 26, 9:40-11:40am	9:20 to 10:50am	Thu. May 27, 9:40-11:40am	9:20 to 10:50am	Fri. May 28, 9:40-11:40am
10:55 to 12:25pm	Mon. May 24, 9:40-11:40am	10:55 to 12:25pm	Tues. May 25, 9:40-11:40am	10:55 to 12:25pm	Mon. May 24, 11:50-1:50pm
12:30 to 2:00pm	Wed. May 26, 11:50-1:50pm	12:30 to 2:00pm	Thu. May 27, 11:50-1:50pm	12:30 to 2:00pm	Tues. May 25, 11:50-1:50pm
2:05 to 3:40pm	Mon. May 24, 2:00-4:00pm	2:05 to 3:40pm	Tues. May 25, 2:00-4:00pm	2:05 to 3:40pm	Fri. May 28, 2:00-4:00pm
3:45 to 5:10pm	Wed. May 26, 2:00-4:00pm	3:45 to 5:10pm	Thu. May 27, 2:00-4:00pm	3:45 to 5:10pm	Wed. May 26, 4:10-6:10pm
5:15 to 5:55pm	Mon. May 24, 4:10-6:10pm	5:15 to 5:55pm	Tues. May 25, 4:10-6:10pm	5:15 to 5:55pm	Fri. May 28, 11:50-1:50pm

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, May 22, 2021. Classes will meet beginning at their regularly scheduled time 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

