

# 5 STEPS to SUCCESS

## STEP 1 APPLY

Submit your free application beginning February 1  
This is a two-step process:

1. Create or log into your OpenCCApply 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](mailto: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](http://westvalley.edu/concurrent)

## STEP 2 FINANCIAL AID

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

Contact the Financial Aid Office via Cranium Cafe at [westvalley.edu/financial-aid](http://westvalley.edu/financial-aid)

## STEP 3 GUIDED SELF- PLACEMENT\*

All students must complete the Guided Self-Placement at [web.wvm.edu/placement-tool-wv](http://web.wvm.edu/placement-tool-wv)

Prerequisites must be cleared prior to registration. Submit the Prerequisite Clearance Form along with your transcript and/or AP scores. [westvalley.edu/admissions/assessment/prerequisite\\_form.html](http://westvalley.edu/admissions/assessment/prerequisite_form.html)

\*Students wishing to enroll in ESL classes must complete the 3 ESL steps: [westvalley.edu/admissions/assessment](http://westvalley.edu/admissions/assessment)

## STEP 4 PRE-ORIENTATION AND ORIENTATION

In order to receive priority registration, new students who have not completed college coursework (not including classes taken as high school students) are **recommended** to complete the pre-orientation and required to complete 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](http://westvalley.edu/wvcportal) – For assistance, contact Admissions via Cranium Cafe at [westvalley.edu/admissions](http://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](https://westvalley.edu/admissions)
- You can also apply in person at Admissions located in the Student Services Center



### ASSESSMENT

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



### ORIENTATION

- Enroll in ONE of these classes: COUN A, 2, 5, 12, 45 OR LRSV 1 via the Portal at [wvcpportal.wvm.edu](https://wvcpportal.wvm.edu)  
OR
- High school students can sign up for an Early Admissions Orientation at [westvalley.edu/outreach](https://westvalley.edu/outreach)  
OR
- Non-credit Online Orientation at [web.wvm/wv\\_online\\_orientation](https://web.wvm/wv_online_orientation)



### ED PLAN

- Create an educational plan with a counselor
- Make an appointment by calling (408) 741 – 2009 or through Cranium Café



### REGISTRATION PRIORITY

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

### ESL PLACEMENT PROCESS

All incoming (new) ESL students need to be assessed for placement level in the credit ESL program. The credit ESL placement process has three parts: 1) fill out an intake survey form, 2) do the ESL Guided Self-Placement to judge your reading level and listening ability, and 3) write for 30 minutes to judge your writing ability. The whole process should take about one hour and can be done at any time. Use the link <https://www.westvalley.edu/admissions/assessment/> to start the process. After finishing all three parts, you will receive an email with your placement results, and you can register for classes.

### THE ESL ORIENTATION

The ESL department offers a special online ESL Orientation with help on navigating the website and how to succeed in your classes. The ESL Orientation is highly recommended for all new ESL students. To sign up, go to weblink <https://www.westvalley.edu/admissions/assessment/index.html#tabs-2> and follow the directions after you have completed the ESL Placement Process and received your placement level. You will be contacted with a Zoom link to the orientation.

For more information about the credit ESL program, please visit <https://www.westvalley.edu/academics/esl/>

Please direct questions to Sylvia Ortega via email: [sylvia.ortega@westvalley.edu](mailto:sylvia.ortega@westvalley.edu)

## ORIENTATION OPTIONS

### COUN 000A, COUN 002, COUN 005, COUN 12, COUN 45 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, COUN 005, COUN 12, COUN 45 or LRSV 001. 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](mailto: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 <https://orientation.westvalley.edu/> 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. Go to [westvalley.edu/services/academic-success/international/](http://westvalley.edu/services/academic-success/international/) or email [terri.eppley@westvalley.edu](mailto:terri.eppley@westvalley.edu) for date, time and location of new student orientation workshop.

## 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: An add code cannot be issued before the start date of the class. 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.

### 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 audit 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 Instructor.
3. Bring form to Admissions Office during 3rd week of term with \$15 per unit fee. Audit fee will be waived if enrolled in minimum of 10 units.

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](http://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](http://westvalley.edu) and click Schedule of Classes. Classes numbered 900 above (basic skills) and PE classes are NOT available for concurrently enrolled students. Enrollment is limited to 8 units **within the district.**
3. Complete the Concurrent Enrollment Application Packet.
4. All students must complete the Self-Assessment [web.wvm.edu/place-ment-tool-wv](http://web.wvm.edu/place-ment-tool-wv)
5. If your course has a prerequisite, complete the Prerequisite Clearance Request Form before your registration date. This will require proof: AP scores and/or college transcripts. Example: all math courses at the Math 3B level and above require AP scores.  
[https://www.westvalley.edu/admissions/assessment/prerequisite\\_form.html](https://www.westvalley.edu/admissions/assessment/prerequisite_form.html)
6. Check to see if a class(es) has space: Go to [westvalley.edu/wvcportal/searchsections.html](http://westvalley.edu/wvcportal/searchsections.html) no log in required.
7. High School students enrolled in California high schools do NOT pay tuition but DO pay the health 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. Due to increased demand, this may take 5 business days.
9. Prior to registration, students are encouraged to complete the pre-orientation.
10. Purchase your textbooks and attend class.

### Summer and Fall Online Registration Dates (after C.E. packet has been submitted and processed):

Grades	Summer	Fall
12th grade only	May 10	Aug 9
11th and 12th grades only	May 11	Aug 10
10th, 11th, and 12th grades only	May 12	Aug 11

# 12 Student Registration Information ♦ Fall 2022

## 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: College Orientation
  - Counseling 2: Academic and Personal Planning
  - Counseling 5: College Success
  - Counseling 12: Careers and Lifestyles
- Early Admissions (EA) Orientation, DESP On to College Orientation for Students with IEP's and 504's.
- Online at [westvalley.edu/admissions/orientation.html](http://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:

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

## SUMMER/FALL 2022 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	April 12, 2022
Group 2 – College Identified Groups: Athletes, ASG, Honors, TRiO, Puente, Umoja, International, Middle College, College Advantage, FYE, and continuing students.	April 14, 2022
Group 3 – New and returning students	April 19, 2022

**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	April 21, 2022
Group 5 – College Identified Groups: Athletes, ASG, Honors, TRiO, Puente, Umoja, International, FYE, and continuing students.	April 25, 2022
Group 6 – New and returning students	April 27, 2022
Group 7 – Higher degree students, 100+ units, Probation students	April 29, 2022

## Orientation or Assessment Waiver

If you determine that there are prerequisites, corequisites or other limitations on Enrollment Challenges please refer to the pages at the end of this schedule under Student Information.

## 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.

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

Financial Aid manages programs designed to help students pay for educational and living expenses while they are in school. When students apply for financial aid, we evaluate their circumstances and identify all the financial help available to them through federal, state, and other programs. Most students do not realize they may qualify for one or more of the financial aid programs currently available.

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.
- For application forms and deadlines go to <https://www.cccapply.org/en/money/california-college-promise-grant>.

### 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](http://westvalley.edu/services/student-right-to-know/student_success_act.html#tabs-4) To download an appeal, visit: [westvalley.edu/admissions/forms](http://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 \$3,000/year for incoming 2022 high school graduates. Amounts may vary upon funding.
- California College Promise pays up to \$2,000/year for First and Second Year Viking Promise. Amounts may vary upon funding.
- Cal Grant B pays up to \$1,648/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](http://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 \$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](http://fafsa.ed.gov). Make sure to list the West Valley College school code (001338) on your application to ensure that we receive a copy of your application data. Or current AB540 students may apply for the CA Dream Act Application at: [dream.csac.ca.gov](http://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](mailto: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](mailto: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](mailto:wvfa@westvalley.edu) to request a Professional Judgment packet.

## Financial Aid Application Deadlines

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

## Return of Title IV Funds

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

## Financial Aid Updates

### Satisfactory Academic Progress (SAP)

Federal regulations have added a new element to monitor academic progress for financial aid students: Pace Quantitative Standard

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

### Course Repeatability

Students repeating courses will be allowed to continue to benefit from financial aid based on 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](http://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](http://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/](http://westvalley.edu/services/financialaid/)



## PARKING REGULATIONS - Overview

A valid student, staff, or one-day “daily” visitor parking permit is required to park on campus. Student 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 [www.westvalley.edu](http://www.westvalley.edu) or in person at the Admissions and Records office. 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, either online or in person, you will need to know your vehicle make, model, color, and license plate number. If you are a Financial Aid student receiving a California Promise Grant, you can purchase your permit online but you must do so via the link in the student portal located on the college website.

Semester-length parking permit refund requests must be made in accordance with the refund schedule identified by Admissions. For permits purchased in-person at the Admissions Office, please take your permit to the Admissions Office to request a refund. For permits purchased online and mailed to your home, please take your permit to the District Police office.

Visitors may purchase a one-day “Daily” parking permit at any of the daily permit dispensers located throughout the parking. 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 22, 2022 and ends on Monday, September 5, 2022.)

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 Tuesday, September 6, 2022.

## 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.

**ELECTRIC VEHICLE CHARGING** - Electric vehicle charging stations, also known as “E.V.” stalls, are located in Parking Lots 2, 4, 5 and 7. Students, staff, and visitors are welcome to use the charging stations; however, a valid student, staff, or one-day visitor parking permit must be displayed on the vehicle while it is parked in an “E.V.” charging stall.

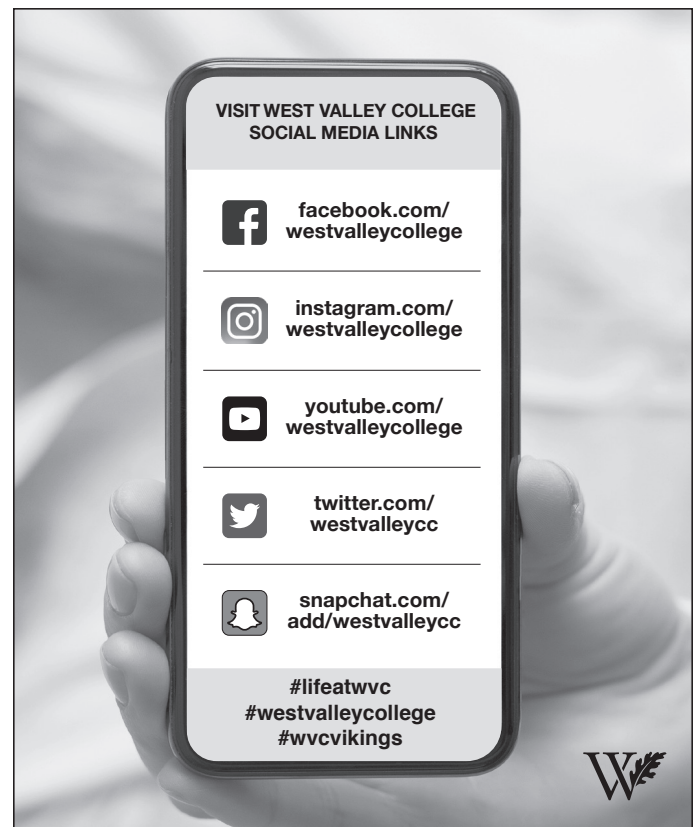
**DISCLAIMER** - This is only a summary of the District’s parking procedures and regulations. All procedures and regulations are subject to change. For the most current and complete procedures and regulations, please visit us online at [wvm.edu/parking](http://wvm.edu/parking).

**QUESTIONS? CONTACT US** - Parking Services can be reached by calling 408.855.5435, or via e-mail at [parking.services@wvm.edu](mailto: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/](http://wvm.edu/emergency/)

or [WVM.EmergencyCoord@wvm.edu](mailto:WVM.EmergencyCoord@wvm.edu)



# 18 Frequently Asked Questions ♦ Fall 2022

## 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](http://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](http://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>Netnet 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.

For more FAQ, go to: <https://www.westvalley.edu/admissions/faq.html>



**westvalley.edu**

<b>Admissions &amp; Records</b> email: askwvc@wvm.edu Transcripts, Registration, Payments, Parking	408-741-2001 408-741-2001
<b>Assessment</b> westvalley.edu/admissions/assessment	408-741-2035
<b>Associated Students of WVC</b> westvalley.edu/campus-center/get-involved.html	408-741-2107
<b>Bookstore</b> westvalley.edu/services/bookstore	408-741-2015
<b>CalWORKs Program</b> westvalley.edu/services/calworks	408-741-4007
<b>Campus Center</b> westvalley.edu/campuslife	408-741-2025
<b>Canvas Support</b> westvalley.edu/faculty/gault.html	408-741-2627
<b>Career Services</b> westvalley.edu/services/careers	408-741-2098
<b>Child Development Center</b> westvalley.edu/child-development-center	408-741-2152
<b>College Outreach</b> westvalley.edu/admissions/outreach	408-741-2672
<b>Counseling Center</b> westvalley.edu/services/counseling	408-741-2009
<b>Disability and Educational Support Program (DESP)</b> westvalley.edu/services/desp	408-741-2010
<b>The Office of Student Equity and Success</b> westvalley.edu/offices/student-equity	408-741-4616
<b>Extended Opportunity Programs Services (EOPS) and Cooperative Agencies Resources for Education (CARE)</b> westvalley.edu/services/eops	408-741-2023

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

<b>Financial Aid</b> westvalley.edu/financialaid	408-741-2024
<b>Health Services</b> westvalley.edu/services/health	408-741-2027
<b>International Students</b> westvalley.edu/services/international	408-741-4028
<b>Library Services</b> westvalley.edu/library	408-741-2028, Reference Desk 408-741-2029
<b>Transfer Center</b> westvalley.edu/services/transfer	408-741-2040
<b>Police Emergency</b>	911
<b>Emergency from a Cell Phone</b>	408-299-3233
<b>Non-Emergency</b>	408-299-2311
<b>Business Office</b>	408-741-2092
<b>Parking</b>	408-855-5435
<b>Student Development</b> westvalley.edu/campus-life	408-741-4637
<b>TRiO/Student Support Services</b> westvalley.edu/services/trio	408-741-2022
<b>Success Center</b> westvalley.edu/services/success-center	408-741-2038
<b>Veterans Certifying Official, Financial Aid</b> westvalley.edu/services/veterans/benefits.html	408-741-2601
<b>Veterans Resource Center</b> westvalley.edu/services/veterans	408-741-2158

**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-non-resident-tuition-exemption-request-form.pdf](https://www.westvalley.edu/admissions/_files/pdf/ab540-non-resident-tuition-exemption-request-form.pdf)

## Academic Schools, Divisions, and Student Services

### Bill and Leila Cilker

#### School of Art and Design

Architecture  
Art  
Dance  
Digital Media  
Fashion Design  
Industrial 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  
World Languages

### School of Science and Math

Biology  
Chemistry  
Computer Science  
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

Admissions 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.

### CAREER & TECHNICAL EDUCATION

- Accounting & Bookkeeping
- Small Business Essentials
- Court Reporting & Captioning
- Facilities Maintenance Technician

### BASIC SKILLS AND MATH

- Math Jam for Statistics (August 2022)
- Chem Jam and Prep (August 2022)
- Pre-Algebra, Elementary Algebra

### IMMIGRANT EDUCATION

- ESL Integrated: Beginning to Advanced
- ESL Speaking-Listening
- ESL for Careers in Healthcare and ECE
- Citizenship Preparation

# FREE!

### WORKFORCE PREPARATION (JOB AND CAREER SKILLS)

- Communication, Digital, and Leadership Skills
- Introduction to Windows OS, Mac OS
- Microsoft Office: Word, Excel, Google Workspace
- Intro to Financial Literacy: Money Matters
- Spanish for Medical Professionals

### OTHER PROGRAMS

- Adapted Physical Education
- Older Adult (Fitness, Music, Art, Global Topics)
- Parenting (Positive, Single, and Special Needs)

See more information at: [www.westvalley.edu/ce](http://www.westvalley.edu/ce)