

FIVE STEPS to SUCCESS

STEP 1 APPLY

Submit your free application for Winter/Spring beginning Oct 1 at westvalley.edu/onboard. Applying is a two-step process:

1. Create or log into your OpenCCCApply account.
(Note: You do not need to create a new OpenCCCApply account if you already have one)
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.

Student ID Example: G012314567 Contact askwvc@westvalley.edu if you don't receive the email containing your student ID within 24 hours. Be sure to provide your name and confirmation number

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 ACTIVATE

Once you receive your welcome email or text, activate access to your portal and email. Details are available at westvalley.edu/onboard/activate.html

Select WVC Portal from the heading of the college's webpage and use your username and password to login. Once logged into the portal, select "My Placements" where you will see a list of recommended Math and English classes. If okay, select, "I Accept."

Complete your COVID-19 Compliance Declaration if you plan to take in-person classes.

Students wishing to enroll in ESL classes must complete the 3 ESL steps: westvalley.edu/admissions/assessment

STEP 3 EMPOWER

Empower yourself for a successful college experience by completing the following steps. westvalley.edu/onboard/empower.html

Complete an Orientation—We offer a variety of orientation options, designed to provide valuable information and strategies for reaching your goals.

westvalley.edu/admissions/orientation.html

Complete your FREE application for Federal Student Aid (FAFSA) at fafsa.ed.gov or the California Dream Act application at dream.csac.ca.gov. More information is available at westvalley.edu/financial-aid

Meet with a Counselor—If you are uncertain about which courses to take, schedule either an in-person or virtual meeting with a counselor.

westvalley.edu/services/counseling

STEP 4 REGISTER

Congratulations! You are ready to register. For full instructions and videos on these steps, go to westvalley.edu/onboard/register.html

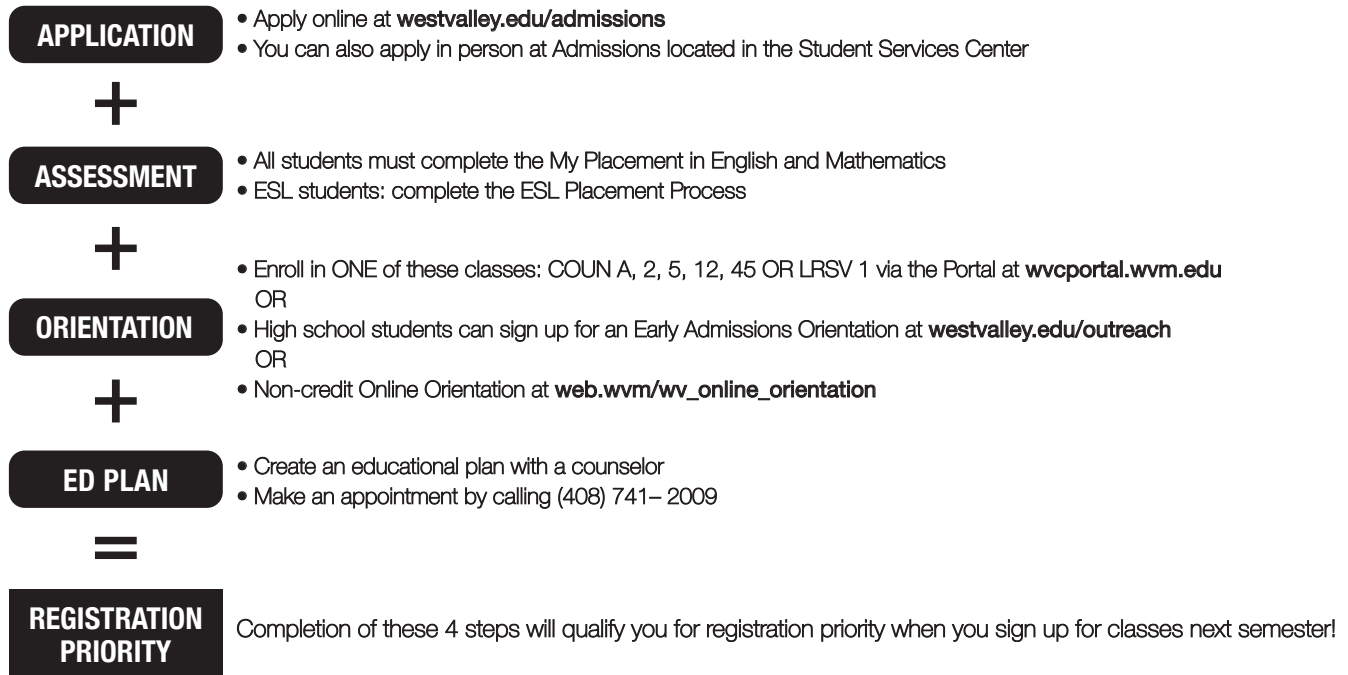
Note: If the course you want has prerequisites, submit the Prerequisite Clearance Form along with your transcript and/or AP scores.

STEP 5 PREPARE

Once registered, you can prepare to take classes by paying your fees, requesting your student ID card, finding textbooks and purchasing your parking permit. Full instructions and videos on these steps are available at westvalley.edu/onboard/prepare.html

Need help? Stop by the Welcome Center, located in the Student Services Center, call 408-741-2633 or email askwvc@westvalley.edu

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

ESL PLACEMENT PROCESS

All incoming (new) ESL students must attend an in-person ESL welcome session led by faculty and complete the online ESL guided placement process. The ESL welcome session introduces the ESL program at West Valley College, shows how to navigate the WVC website, use Canvas, and select and register for classes on the WVC Portal. The ESL guided placement process has four parts:

1. Review reading passages to judge your reading level
2. Review listening descriptors to judge your listening ability
3. Write for 30 minutes
4. Review sample essays to judge your writing ability.

The welcome session and guided placement process should take approximately 2 hours. After finishing, students receive an email with their placement results and may register for classes.

- To see a list of scheduled ESL welcome and guided placement sessions, visit: <https://westvalley.edu/admissions/assessment/>. Click on “ESL Placement” tab.
- To reserve your seat for an ESL welcome session and guided placement, please contact Ellen Goldman at ellen.goldman@westvalley.edu
- For more information about the credit ESL program, please visit <http://www.westvalley.edu/academics/esl/>

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 my 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

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.

10 Student Registration Information ♦ Spring 2023

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/ or email 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. 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, CLICK APPLY NOW.) 48 hours after completing an online application: Check your e-mail for your West Valley ID number. Add it to your paperwork. **Returning high school students need to file an updated online application and a complete Concurrent Enrollment packet each semester.**

2. Review class offerings. Go to westvalley.edu and click Schedule of Classes. Classes numbered 900 above (basic skills) and PE classes are NOT available for concurrently enrolled students. Enrollment is limited to 8 units **within the district.**

3. Complete the Concurrent Enrollment Application Packet.

4. All students must complete the my placement web. wvm.edu/placement-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

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 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 7 - 10 business days.

9. Home School students are required to submit a Home School Affidavit issued by the state of California.

10. Prior to registration, students are encouraged to complete the pre-orientation.

11. Purchase your textbooks and attend class.

Winter and Spring Online Registration Dates (after C.E. packet has been submitted and processed):

Grades	Dates
12th grade only	Nov. 16
11th and 12th grades only	Nov. 16
10th, 11th, and 12th grades only	Nov. 16

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

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.

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.

12 Fees and Tuition ♦ Spring 2023

Fee type	Amount	Required of	Refunds
Enrollment	\$46 per unit (subject to California legislative change)	California residents	Full refunds for drops through 2-12-23 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 2-12-23 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 2-12-23 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	\$702	International F1 Students	Non-refundable
Course Material Fee	Variable	Certain Courses may indicate fee in course notes	Full refunds for drops through 2-12-23 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 Office through 2-12-23.
Health Services	\$21 Spring semester	All students including high school students	Full refund for drops through 2-12-23 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 except high school students	Not eligible for exemption.
Associated Student Government (ASG) fee	\$14		Appeal for exemptions can be made through Admissions Office through 2-12-23.
Parking fee	\$50 for Spring semester Students may use either their Fall 2022 permit or Spring 2023 permit to park during winter term.		Parking permits must be returned to the Admissions Office by 2-12-23.
Transcripts	First 2 printed (non-rush) transcripts: free Must be ordered in person at the Admissions Office: (7 – 10 business days) Subsequent requests (7 – 10 business days): \$6.00 1 hour “rush”: \$20.00 24 hour “rush”: \$15.00 Additional copies ordered at the same time as the “rush” order: \$5.00		
Other charges	Duplicate degree \$10; degree/certificate cover \$10 (Free at Graduation). Nelnet Student Payment Plan (participation 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.

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 2023

Use this worksheet to calculate your fees.

1. Enrollment Fees

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

2. Tuition for Non-Residents

(in addition to enrollment fee)

Out of State

\$307.00 per unit. _____ units x \$307.00 = _____

3. Basic Fees for Winter:

WebReg (\$3.00);

Representation Fee (\$2.00) = _____

4. TOTAL FEES

Add 1 or 2 and 3 and enter total here = _____

FEE WORKSHEET – Spring 2023

Use this worksheet to calculate your fees.

1. Enrollment Fees

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

2. Tuition for Non-Residents

(in addition to enrollment fee)

Out of State

\$307.00 per unit. _____ units x \$307.00 = _____

F1 International \$702 - 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.
- 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 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 \$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 \$6,000/year for AA/AS degree or AA-T/AS-T programs.*
- Cal Grant C pays up to \$4,000/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 or former foster youth will be considered for the additional funding for Cal Grant A, B, or C.
- 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 \$2,596 per year (\$1,298 per semester). Recipients who are enrolled in 15+ units and have remaining unmet need may be eligible for \$8,000 per year (\$4,000 per semester). The Financial Aid office may award SSCG the maximum amount for those who meet the required combined units at the end of the academic year. For more information: CalGrants.org
- Pell Grant pays up to \$6,895/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.

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/services/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/



16 Parking Regulations ♦ Spring 2023

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 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 lots. 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 (Tuesday, January 3 through Thursday, January 26, 2023) all of the following parking permits will be valid for use:

- Fall 2022 Semester Permit
- Spring 2023 Semester Permit
- Daily Permit

Students who have already purchased a Fall 2022 or Spring 2023 semester length permit may use either of these permits to legally park on campus during the Winter Session.

SPRING SEMESTER Parking Information

A student parking "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 23, 2023 and ends on Sunday, February 5, 2023.)

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 6, 2023.

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.

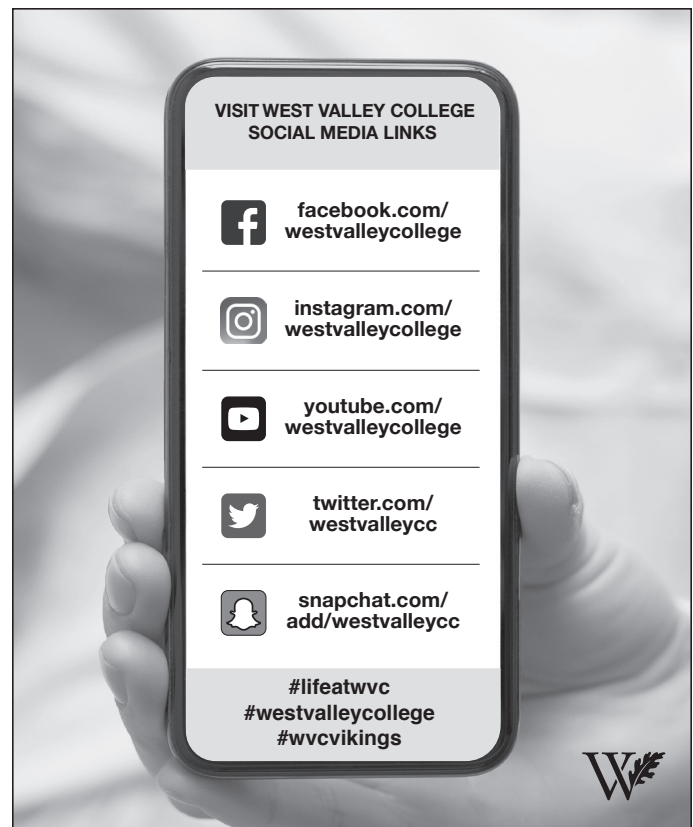
ELECTRIC VEHICLE CHARGING - Electric vehicle charging stations, also known as "E.V." stalls, are located in Parking Lots 2, 4, 5 and 7. Students, staff, and visitors are welcome to use the charging stations; however, a valid student, staff, or one-day visitor parking permit must be displayed on the vehicle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

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: <https://www.wvm.edu/services/police/prepare/Pages/default.aspx> or email: 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?

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

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

Please check the web for hours of operation

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

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

Academic Schools, Divisions, and Student Services

Bill and Leila Cilker

School of Art and Design

Architecture
Art
Communication Design
Dance
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
- Chem Jam and Prep
- 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