REQUIRED Steps to Receive PRIORITY REGISTRATION

APPLICATION
- Apply online at westvalley.edu/admissions
- You can also apply in person at Admissions located in the Student Services Center

+

ASSESSMENT
- All students must complete the My-Placement in English and Mathematics
- ESL students: complete the ESL Placement Process

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ORIENTATION
- Enroll in ONE of these classes: COUN A, 2, 5, 12, 45 OR LRSV 1 via the Portal at wvcportal.wvm.edu

OR
- High school students can sign up for an Early Admissions (E.A.) Orientation at westvalley.edu/outreach

OR
- Non-credit Online Orientation at web.wvm/wv_online_orientation

+

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

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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 complete the guided self-placement tool (not a test) to determine their correct level placement before they can register for ESL classes.

Beginning ESL students frequently start in the non-credit life skills program then continue with the five level academic ESL program. For more guidance on which program is best suited for you, please contact Ellen Goldman in the ESL/World Language Lab at ellen.goldman@westvalley.edu

Before completing the guided self-placement tool, students should think if they need life skills/civics ESL or the academic ESL program. Please refer to the chart to help you decide.
https://www.westvalley.edu/admissions/assessment/index.html#tabs-2

For the Life Skills Civics program, the simple noncredit application is here:
https://www.westvalley.edu/schools/continuing-education/application/

For the Academic ESL program, new ESL students may select either the noncredit Life Skills application above, or the CCCApply college application if they want to take an ESL class for credit. The college application is found here: **https://www.westvalley.edu/onboard/**

Classes in the Academic ESL program may be taken for either credit (pay for units) or noncredit (no units and free). Students may select the application type based on whether they want to take an Academic class for credit or noncredit.

After completing either application, students will receive a college ID number and a college e-mail address within 48 hours. Both your college email address and Portal password are needed to sign into the college Portal to access the ESL placement tool at the bottom of the Portal registration tab.

The ESL placement tool helps guide you to your correct level and takes just 10 minutes! You will receive your placement results immediately and be able to register. For more assistance, please email ellen.goldman@westvalley.edu or visit the Language Lab in LA-42.

ORIENTATION OPTIONS

COUN 000A, COUN 005, COUN 12 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 005, COUN 12 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 must attend an April Athletic Orientation to answer questions about academics and athletics. Parents are welcome. Please contact the athletic counselor to register for the course with questions: Andrew.cardamone@westvalley.edu If you miss the April Athletic Orientation, complete one of the orientation courses above or attend an EA Workshop: https://www.westvalley.edu/graduating-high-school-students/early-admissions/

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 International Students - F1 Visa

Mandatory program orientation session for new and transfer F1 visa students - includes federal regulation and status advising.

Email Andrea.Vizenor@westvalley.edu for date and time

Managing Your Class Schedule

Students who have registered may make changes to their schedule in the Portal. 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 student will request an Add Code from the instructor. The Add Code is a six-digit alpha-numeric code that gives the student permission to add the class on our Portal. 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 Portal on a regular basis. In addition, it is the student's responsibility to drop the course if you no longer want it. Be sure to check deadlines.

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 Portal 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

State regulations allow few courses to be repeated. In addition, there are groupings of courses with similar content called "families" in Kinesiology, Art, Theater, 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, 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 the student is enrolled in a 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 Kinesiology 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 for textbooks and supplies. (ex: art supplies)

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. Students entering the 9th grade may have their forms signed by a middle school administrator.

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

Grades	Winter	Spring
9th, 10th, 11th, 12th	November 16	November 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. More details: https://www.westvalley.edu/policies/student-success-act.html

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 through Starfish.

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 Application (CADAA). 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.

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/CADAA 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.westvalley.edu/financial-aid/forms.html

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 $2,000/year for incoming 2026 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 $6,000/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). Former Foster Youth receiving SSCG can get up to $5250 per semester with 12+ units. 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 $7,395/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 $20.50 - 25.00/hour ($16,200/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 (CADA) 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 require schools and colleges to develop and apply a consistent standard of academic progress in determining student eligibility. The government requires that students who apply for financial aid at West Valley adhere to this regulation by meeting Qualitative and Quantitative Standards.

Qualitative: Maintain a cumulative 2.0 GPA

Quantitative: Maintain a cumulative completion rate of 67% and complete educational objective in a period of time that is no longer than 150% of the published length of the declared program of study.

For additional information, please visit:

https://www.westvalley.edu/financial-aid/progress.html

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 Veteran's Office, located in the Campus Center, 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/

PARKING REGULATIONS - Overview

A valid student, staff, or one-day "daily" visitor parking permit is required to park on campus. 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

The Board of Trustees has approved the distribution of free semester-length student parking permits to all registered students.

To receive a semester-length permit at no cost, students must order their permit by first logging into the student portal, and then using the "Parking Permit" ordering link found within the portal. Using the link in the portal is necessary to confirm student status, and to ensure the permit fee is waived at checkout. Student ID number, car make, model, year, and license plate number are required at time of order. A printable temporary permit will be immediately provided by e-mail if the permit ordered is currently in use.

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. Frequent visitors may also purchase a semester-length permit via the "Purchase Visitor Pass" link located on the parking information page on the college website.

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 student parking grace-period during the Winter Session. All vehicles parked on campus during the Winter Session must have a valid parking permit properly displayed at all times. During the Winter Session (Monday, January 4 through Thursday, January 28, 2027) all of the following parking permits will be valid for use:

- Fall 2026 Semester Permit
- Spring 2027 Semester Permit
- Valid Daily Permit

Students who have already purchased a Fall 2026 or Spring 2027 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 25, 2027 and ends on Sunday, February 7, 2027.)

During the grace period, no parking citation will be issued to any vehicle that is parked in a marked student parking stall without a permit; all other parking violations will be enforced. Parking citations may be issues to vehicles failing to display a valid student parking permit beginning Monday, February 8, 2027.

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. 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.

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