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The Counseling Staff Welcomes You To West Valley College

Welcome to West Valley

The Counseling Staff welcomes you. We are here to assist you in understanding your higher education options for transfer and career preparation. We support you throughout your matriculation process by assisting you in creating your educational plan, selecting your classes, developing your study skills, and planning for transfer and/or graduation.



Counselors

Left to right: Sara Patterson, Melissa Salcido, Leticia Hernandez, Carol Pavan, Marta Mora-Evans, Maria Garcia-Scheper, Pauline Clark, Ann Freitas, Tom Golbetz, Wanda Wong, Michael Byers, Helen Pivk, Angelica Bangle, Carolyn Nash

Not pictured: Alicia Cardenas, Freba Cognetta, John Cognetta, Linda Engelking, Jean Finch, Christina Llerena, Elise Johnson, Carl Jones, Chris Jones, Geneva Leighton, Phil Severe, Ross Smith

Schedule an appointment online or by coming in person to the Counseling Center located behind the Admissions and Records Building or by telephone at 408-741-2009. Press 2 for the operator.

Drop-in counseling is available most open hours of operation.
Appointments are scheduled on a daily basis by Counselor availability.

STUDENT RESPONSIBILITIES

Student Responsibilities

As a student, you are responsible for your own academic success. Many of your responsibilities fall into these three categories: institutional, educational planning, and classroom.

Institutional Responsibilities

Know your:

- Student Rights
- Administrative Deadlines
- Academic Requirements
- Campus Services & Resources

Educational Planning Responsibilities

Know your:

- Graduation Requirements
- Major Requirements
- Transfer Requirements
- Maintain a Minimum Grade Point Average (GPA) of 2.0
- Update your Student Educational Plan with your counselor once per quarter.

Classroom Responsibilities

Know your:

- Course Requirements
- Reading and Course Assignments
- Instructor's Attendance Policy
- Due dates of Assignments



HOW TO GET THROUGH THE FIRST WEEK OF SCHOOL

How to Get Through the First Week of School

Almost everything you need to know can be found in the West Valley College Schedule of Classes and College Catalog. Both the Schedule of Classes and College Catalog are available online and in print in the Counseling Center.

See the Schedule of Classes for important deadlines like:

- **Add and Drop Deadlines**
- **Deadline to Drop for a Refund**
- **Deadline to Drop to Avoid a Withdraw (W) on Your Transcript**

Talk to your instructor early in the semester if you are interested in earning a Pass/No Pass grade instead of a letter grade. A Pass/No Pass grade will not affect your Grade Point Average (GPA).

The Tutoring Center is available to all currently enrolled students. Visit the Tutoring Center to explore all of the help options available to you.



The first week of school is a very busy time for students, teachers and staff. We recommend allowing extra time for arriving to classes on time and buying books at the campus book store. If you need to meet with a counselor, be sure to make an appointment as soon as you can so you are sure to get the help you need when you need it.

If you find that a class you would like to take has been waitlisted, check with the instructor in-person and they might be able to make space for you or recommend a newly added class to accommodate you.

COUSELING APPOINTMENT PREPARATION

Preparing for Your Counseling Appointment

Schedule your appointment through the Counseling website (search counseling appointment) or by calling (408) 741-2009. There are a few factors to consider when making a Counseling appointment. This information should help you in getting the most out of your appointment.

Appointment Types

Drop-In For Quick Questions (5-10 minutes depending on availability)

- Petition for over 18 units
- Understanding testing and placement
- Referral to resources on campus or in the community
- General Ed category questions
- Understande probation/disqualification status

Scheduled Counselor Appointment: (30 minute appointment)

- Develop an individual education plan
- Petition for graduation
- Initial Veterans guidance
- Request a letter of recommendation
- Prepare probation and disqualification petitions
- Eligibility for a Transfer Admission Agreement (TAA)
- Discuss Early Alert
- General education course completion for graduation or transfer

Scheduled Counselor Appointment: (60 minute appointment)

- Financial Aid appeal
- Veteran's educational plan
- Personal/Crisis Counseling
- Transfer Admissions Agreement
- Disqualification petition
- Career Counseling
- Out of state transcript review

For your appointment:

- **BE ON TIME!** If you are late for your 30 minute appointment, you may not have time for all your questions.
- **Bring** test scores, **transcripts from other colleges**, your individual **education plan/GE** worksheets, or any other records that are relevant to the issue you want to discuss.
- Make a **list of the questions** you want to ask.
- Do as much "legwork" ahead of time so that you can use your time with the counselor effectively. For example, if you want to:

Write a Transfer Admission Agreement (TAA) with a college.

- Visit the UC TAG website to do the preliminary work before you see a counselor.
- Create a TAG folder in the Transfer Center

Obtain information on applying for an out-of-state college.

- Stop by the Tranfer/Career Center to look for the catalog or look up the catalog online by using www.collegesource.org
- Photocopy or download information on your major and general education requirements

Obtain a letter of recommendation for admission or scholarship

- Provide your cumulative GPA, you major, career goal, previous/current work experience, internships or volunteer work and a self-addressed, stamped envelope.

College Services Are Here to Help You

- **Admissions and Records** – All services related to application, registration, add, drop, withdrawal from classes, transcripts, certificates, diplomas, bill paying. Student ID cards are issued free of charge in Admissions
Admissions: 408-741-2001 Records: 408-741-2034
Cashier: 408-741-2162
- **Associated Students/Campus Clubs** – Located in Campus Center: 408-741-2107
- **Ambassadors/Outreach** – Student Senate, Campus Clubs and Student Ambassadors who conduct tours and represent West Valley College at special events.
Student Activities Office: 408-741-2006
Outreach Office: 408-741-2672
- **EOPS/CARE** – Educational support services and grants to eligible students and single parents having experienced economic, social or language differences. Often first in family to attend college. 408-741-2023
- **Tutorial Services** – Free tutoring in academic and vocational subjects. 408-741-2038
- **Puente** – Transfer program that emphasizes Mexican-American/Latino American experience through English writing, counseling and mentoring. 408-741-2009
- **DESP** – Serving students with disabilities including Adaptive Physical Education, Learning Assistance providing mainstream support for eligible students, computer-assisted instruction, and speech development. 408-741-2010
- **Computer Assisted Writing Center** – Computers with Microsoft Word software open to use by any student enrolled in English 905, 1A or LS110E. Located in Library. 408-741-2179
- **Financial Aid, Scholarships & Veteran's Educational Benefits** – Offers a variety of opportunities to apply for financial support for college education. Applications and information available at Financial Aid office in Admissions. 408-741-2024
- **Cal WORKS** – Students receiving Temporary Assistance to Needy Families can receive individual support to facilitate success in college. Located in the Career Programs Center, AAS 35. 408-741-2098
- **SUCCESS** – A cross-cultural support program that emphasizes the African-American cultural experience through English writing, counseling and mentoring. 408-741-2608
- **Job Placement Services** – Job search assistance. Guidance for resume writing, cover letters, interviewing and job search techniques. Career Programs Center. AAS 35. 408-741-2508
- **Child Care Services** – Part day or full day child care is available from 7am to 6:30pm for eligible students. 408-741-2007
- **HONORS Program** – Innovative program for more individualized, interdisciplinary, experimental and collaborative learning experiences. Open to Freshmen with high school GPA of 3.5 and current students with 3.25 in 9+ units including a B or better in English 1A. Contact Honors coordinator in Counseling Building. 408-741-2614
- **Campus Police** – Assist you with vehicle problems, safety concerns, evening escorts, crime investigation. Located in the District Police Office. 408-741-2092
- **Health Services** – The fee paid at registration supports a variety of free and low cost health services for students. This includes mental health services. 408-741-2027
westvalley.edu/services/student-development/health
- **Technology Center** – Valid ID and lab fee card allow use of computers to complete assignments. Located in AAS building. 408-741-2666
- **Library** – Full-service including personalized reference assistance. 408-741-2028
- **Trio Program** – West Valley College received a Student Support Services/TRiO grant from the U.S. Department of Education to provide extensive academic and personal support services to 140 eligible students. The purpose is to increase the college retention and graduation of students at West Valley College and facilitate the successful transition from West Valley to four-year universities.
- **Veterans Support Services** - Supports active duty and veterans of the military service to attain educational goals. 408-741-2601

COUNSELING

Counseling Department Services

- **Educational Counseling** - Individual assistance by appointment or drop-in to provide clear, concise, up-to-date academic information and guidance for career selection, associate degrees, certificates, transfer general education and major course requirements, skill development, education preparation and planning.
- **Career Counseling** - Counselors assist students to clarify career goals through study of careers and life-styles, vocational and career testing, and specialized career exploration courses.
- **Transfer and Career Center** - Catalogs, transfer guides, career websites/information, Eureka computerized career software, career special events, UC, CSU application and essay writing workshops, Transfer Admission Agreements with universities. Regular visits of representatives from four-year colleges are scheduled throughout the year. An annual transfer day event is held every fall.
- **Career Resource Library** - A collection of books, articles, career biographies, catalogs, and computer-based materials to assist the student in exploring jobs and careers.
- **Personal Counseling** - Provided on a limited basis to students who need assistance in resolving personal, relational, self-identity, or health-related problems which are limiting or interfering with the ability to succeed in college. Referral to Health Services is made when more help is needed.
- **Assessment** - Information on English, Reading and Math placement tests, assessment schedules and interpretation of results is available in the Counseling Center.



COUNSELING

Counseling Classes

Counseling A –

Orientation to College (Meets mandatory Orientation requirement) .5 unit

Counseling 002 –

Academic & Personal Planning

(Meets mandatory Orientation requirement)

1 unit

Counseling 5 –

College Success (Meets mandatory Orientation requirement) 3 units
UC/CSU Transferable, Area E General Education: AA/AS and CSU transferable

Comprehensive course integrating academic study skills for college success, personal growth and relationships, career decision making, educational planning, goal setting and stress management.

Counseling 12 –

Careers and Lifestyles

CSU Transferable, Area E, General Education – AA/S and CSU

3 units

In depth career analysis through a variety of career exploration techniques. Battery of aptitude, interest and personality assessments examined. Prepare for careers and life styles to meet challenges of an ever changing world.

Counseling 18 –

Job Search Methods

CSU Transferable

1 unit

Step-by-step techniques and strategies for organizing effective job searches.

Counseling 24 –

Personal Growth

CSU Transferable, Area E, General Education – AA/S and CSU

3 units

Improve communication skills, enrich and improve relationships, conflict resolution and decision making strategies, assertiveness training, stress management.



Counseling 45 –

Successful Study Strategies

CSU Transferable

1 unit

Time management, test preparation, note taking and other study strategies.

Counseling 50 –

Cross Cultural Perspectives

UC/CSU Transferable meets CSU area E . Meets AA/S Area F – Cultural Diversity Requirement IGETC Area 4

3 units

Enhance understanding and respect for diverse cultural groups. Topics include racism and ethnocentrism, cultural identity, communication styles, values, social justice, cultural assimilation, world of work, media, family, and cultural identity. Explore theories and research.

Counsel 26 A,B,C – Workplace Success Skills

Pre-Vocational Assessment for the Disabled

1 unit each

A. Physical assessment B. Cognitive Assessment C. Motivational Assessment for career decision making. Exploration of career information



Paying for Your College Education

West Valley College provides financial assistance in the form of grants, scholarships, loans and part-time employment (work study) for students who meet the appropriate federal, state and/or institutional eligibility requirements.

If students are unable to pay for their educational costs, they can apply for financial aid and scholarships in the Financial Aid Office.

Residency or citizenship may be required to qualify for these programs. Check with the Financial Aid staff for clarification.

GRANTS

Financial aid that does not have to be paid back. Not available to non-residents on visas. To apply for a maximum grant award via FAFSA and view the current deadline go to:
<http://www.fafsa.ed.gov>

SCHOLARSHIPS

May be awarded based on G.P.A. and financial need or other factors such as major, ethnic background or gender. Applications for most scholarships are available in January in the Financial Aid Office. Call (408) 741-2024 for information.

WORK STUDY

The opportunity to work on campus to earn money. Must qualify for financial aid to be eligible. Not available to non-residents on visas.

FEE WAIVERS

Some fees waived for low income California residents. Complete a Board of Governors Fee Waiver (BOGW) application form prior to registration. Not available to non-residents on visas.

LOANS

Borrowed money students must repay with interest. Some repayment periods begin after students finish their education.
Not available to non-residents on visas.

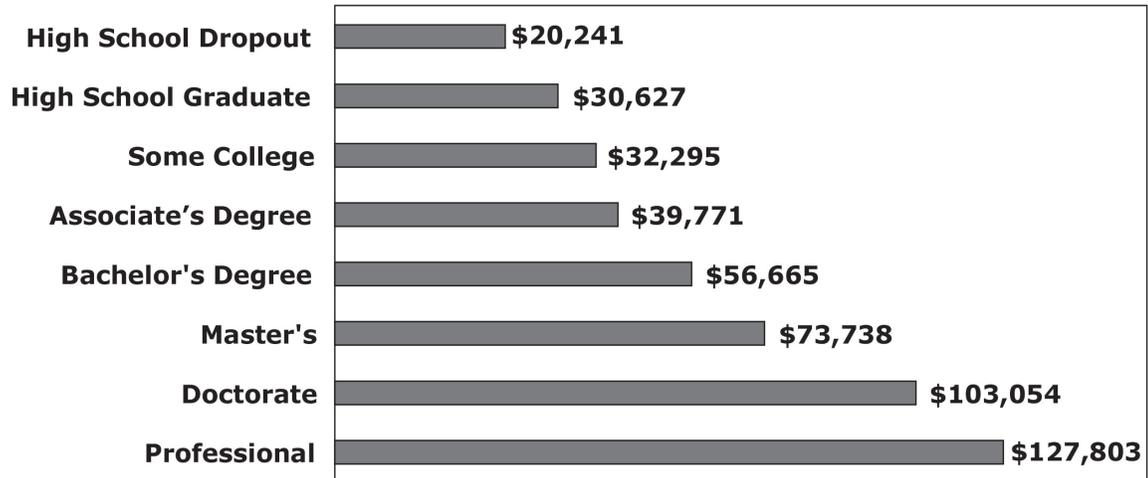
EMERGENCY BOOK LOANS

The college has a limited book loan fund that may provide loans to continuing students. Loans must be repaid within two months.

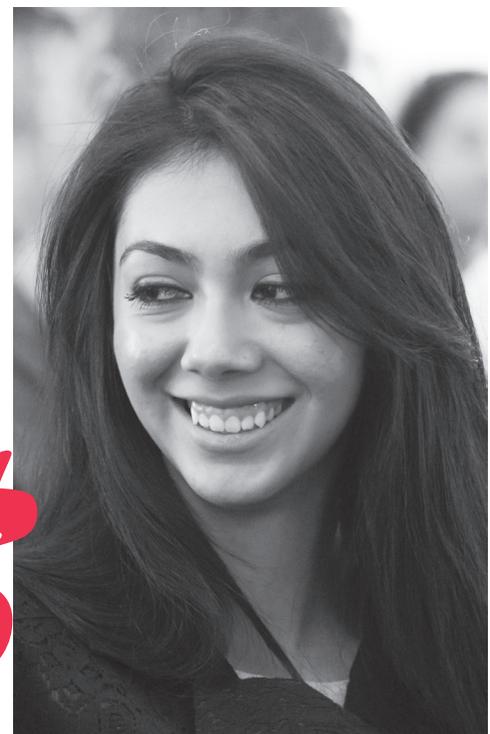
Financial aid applications are available at the Financial Aid Office, Admissions and Records. Apply early. Funds are limited and awards are made on a first come, first served basis. Additional financial aid information is available at (408) 741-2024.

The Power of Education

Mean Earnings by Highest Degree Earned



Source: US Census Bureau, *Statistical Abstract of the US: 2012*
<http://www.census.gov/compendia/statab/2012/tables/12s0232.pdf>



What is College?

You will find many differences between your high school and college experience.

UNITS, NOT TIME

Your progress in elementary school was probably a matter of time. Each year, you moved up one grade. The same was probably true for you in junior high and high school. The vast majority of students take the same time to get through the twelve grades of school.

There is a tremendous difference among students in the amount of time it takes to reach a particular goal in college. College progress is not measured in TIME. College progress is measured in UNITS.

WHAT IS A UNIT?

A semester unit in a lecture class can be generally described as one hour per week for a semester (16 weeks). The most common WVC class is a 3-unit class. For instance, History 17A, United States History, is a 3-unit lecture class that meets three hours per week for one semester.

WVC classes vary from one-half unit to five units.

HOW MANY UNITS IN A PROGRAM?

It varies. Programs involve different levels of preparation. Your program could involve any of these levels:

Certificate of Proficiency

This is comprised of all the occupational education courses constituting the major in a program. These certificates range from 15 to about 40 units.

A.A. or A.S. Degree

This is a community college degree. At WVC, this requires a minimum of 60 semester units.

B.A. or B.S. or other Bachelor's Degree

This is a university or four-year college degree. This is what is most often referred to as a "college degree." This commonly requires 120 to 136 semester units.

M.A., M.S., M.B.A., or other Master's Degree

This is the first level beyond the Bachelor's degree. It is commonly 30 to 60 semester units beyond the Bachelor's.

Ph.D, Ed.D., M.D., or other Doctorate Degree

This is the highest level of academic or professional degrees.

The unit line looks like this:

0	60	120-136	Plus 30-60	Bachelor's Degree plus 90 or more units Master's Degree plus 60 or more
	Associate Degree	Bachelor's Degree	Master's Degree	Doctorate

TIME MANAGEMENT AND COLLEGE UNITS

Recommended formula to determine expected amount of TOTAL TIME required for success in a classes is as follows:

Formula:	2 HOURS STUDY TIME FOR EACH UNIT TAKEN	
Example:	3-unit class	
In-class time =	3	hours per week (1 hour for each unit)
Study time = +	6	hours per week (2 hrs per unit x 3 units = 6 hrs)
Total Time	9	hours/week for one 3-unit class

If a student enrolls in 12 units, total time to budget is 36 hours per week for school work (12 hours in class plus 24 hours study time = 36 hours).

TWELVE (12) UNITS ARE CONSIDERED FULLTIME STUDENT STATUS. (For Financial aid, insurance, athletics, Int'l students, EOPS)

MANAGING WORK AND SCHOOL - Recommended Combinations

Work	School	Study
0 - 15 hours per week	up to 16 units	32 hours
16 - 20 hours per week	up to 12 units	24 hours
21 - 30 hours per week	up to 9 units	18 hours
31 - 40 hours per week	up to 6 units	12 hours

Hours in a week - 168
 Personal - 70
 Total time available - 98

In a one-week period you need to subtract 7 hours a day for sleeping. 2 hours a day for eating and one hour a day for personal grooming (10 hours a day times 7 = 70)

Travel to and from work	_____
Working	_____
Socializing (parties, shopping, telephone, recreation)	_____
Housekeeping chores	_____
Family obligations	_____
Personal (sleep, eat, groom)	+70

TOTAL PERSONAL

Travel to and from school _____

Attending classes _____

Study time _____

Meeting with instructors or tutors _____

Studying with other students _____

Review _____

Other _____

Add time needed to meet academic demands

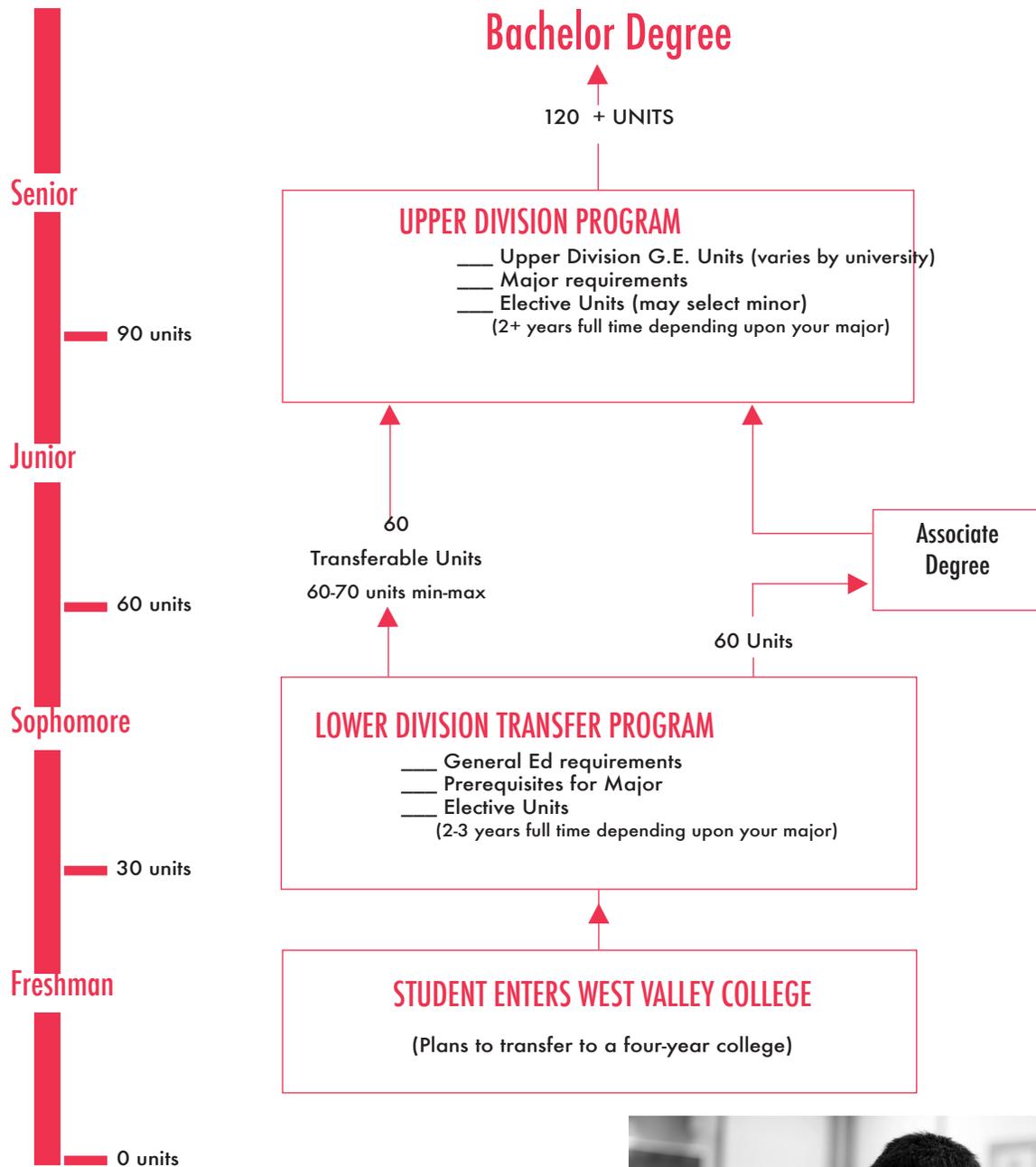
TOTAL ACADEMIC

REMAINING FREE TIME

To determine remaining free time, add total personal and academic together and subtract from 168.

TRANSFER PLANNING

Steps for Transfer: Units Needed for Degree/Transfer



Freshman & Sophomore = Lower Division
Junior & Senior = Upper Division



From an A.A. to a B.A.

Preparing for Transfer to a 4-Year College or University

How do I decide if I should transfer?

If you want a Bachelor of Arts (BA), or Bachelor of Science (BS) degree, you are a transfer student and must plan to take the appropriate courses. You may also want to earn an Associate in Arts or Science (AA or AS degree). You may earn an Associate Degree and count the courses toward transfer with careful planning.

How do I decide where to transfer?

1. First, it is strongly advised that you decide on a major in order to plan your classes accordingly. Not all universities offer all majors. Consult with a counselor to create and monitor your Education Plan.

2. Next, consider some very practical matters:

- Do you want to attend a California State University (CSU) such as San Jose State University, a University of California (UC) school such as UC Santa Cruz, or an independent (private) university such as Santa Clara University?
- Competitiveness: How difficult is it to be admitted into the school or major? Are students with average G.P.A.s readily admitted? Are there prerequisites which must be completed before transfer?

To help you answer these questions, visit the Counseling Center.

Once I've decided on a major and a transfer school, how do I prepare?

1. Complete major and general education requirements at WVC. A counselor can assist you in researching and creating an education plan to complete the necessary requirements to transfer to the university of your choice.

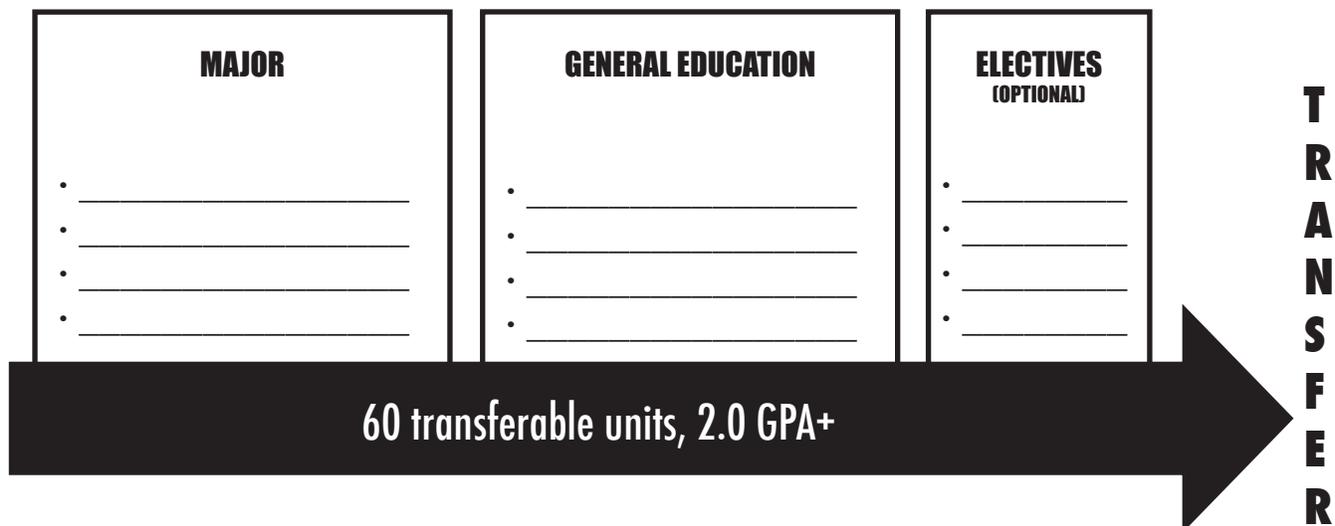
Consult www.assist.org for other UC/CSU major requirements.

2. Articulation Agreements: If you are not attending San Jose State University, find out if there is an articulation agreement for your major and transfer school. It lists the WVC equivalent to corresponding courses at your transfer school. This information is available in the Counseling Center. Consult online at www.assist.org

3. Additional Requirements or Eligibility Criteria: Become aware of additional requirements or eligibility criteria which may be in effect with specific universities and/or majors. Such requirements may include higher than average G.P.A. or limited application filing dates. Most of this information can be found in the Transfer Center or from a counselor.

4. Educational Planning: It is important that you complete an educational plan with a counselor. While you may be able to "self-program" your own courses, it is best to work with a professional who can assist you in planning your classes.

Complete your major, general education and 60 transferable units with a 2.0 or better GPA.



EDUCATION PLANNING

West Valley Education Options

- Personal Growth/Academic Enrichment
- Certificate of Achievement in Career Programs
- Associate's Degree - AA or AS
- Transfer to a College or University

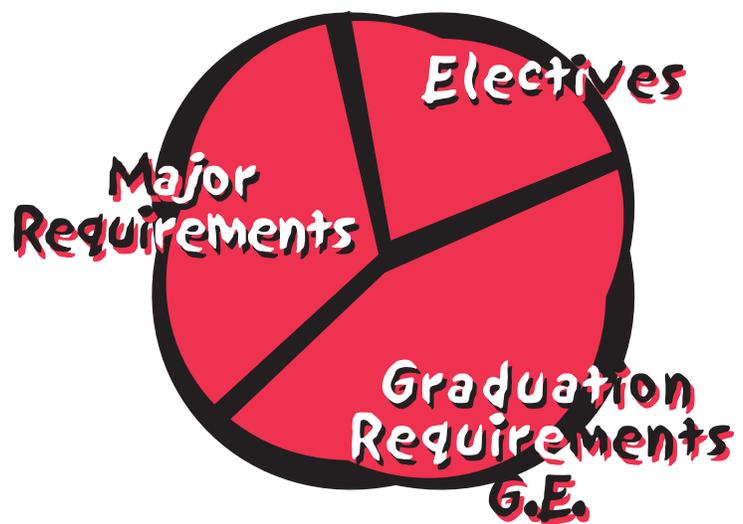
West Valley has 8 Divisions

Business	Physical Education
Fine Arts	Science/Math
Language Arts	Social Sciences
Applied Arts & Sciences	Student Services

And over 30 Major Programs!



Associate's Degree Components



California's Higher Education Opportunities

	Community Colleges	California State University (CSU)	University of California (UC)	Private University
<p>Number Statewide</p> <p>Local Schools in Each System</p>	<p>112 statewide</p> <p>De Anza, Evergreen, Foothill, Gavilan, Mission, San Jose City, Cabrillo</p>	<p>23 statewide</p> <p>CSU Est Bay, San Jose State, San Francisco State</p>	<p>10 statewide</p> <p>9 undergraduate UCSC, UCB, UCD</p> <p>1 graduate (USF)</p>	<p>78 statewide</p> <p>Cogswell College, Notre Dame de Namur University, Golden Gate, Santa Clara, Saint Mary's, Stanford, University of the Pacific, University of San Francisco, Menlo College, Biola</p>
<p>Nature of Programs and Curricula</p>	<ul style="list-style-type: none"> • Two-year schools • Career and job entry majors • Occupational certificates • AA/AS degrees • Transfer Lower Division GE and Major Requirements • Transfer Admissions Agreements 	<ul style="list-style-type: none"> • Four-year schools with graduate programs • Various majors, depends on campus • Pre-professional training • BA and BS degrees • Teaching credentials • Master degrees • Lower Division GE & Major courses • Upper Division GE & Major courses 	<ul style="list-style-type: none"> • Four-year schools with graduate and professional schools • Various majors, depends on campus • Pre-professional training • BA and BS degrees • Master degrees • Doctorates and professional degrees (i.e., law, medicine, dentistry) 	<ul style="list-style-type: none"> • Varies according to size
<p>Costs:*</p> <p>Fees and Tuition</p> <p>(does not include books, transportation or room and board)</p> <p>*Fees Subject to Change</p>	<p>\$46 per unit, subject to change, per academic year</p> <p>WVC non-resident tuition: \$204/unit</p>	<p>About \$6,296 for tuition and fees per academic year</p> <p>Total: \$17k - \$25k/year</p> <p>CSU non-resistant tuition: No less than \$372/unit</p>	<p>About \$12,692 for tuition and fees per academic year</p> <p>Total: \$24k - \$32k/year</p> <p>UC non-resident tuition: \$51k - \$55k/year</p>	<p>Between \$25,000–\$60,000 per academic year</p> <p>All students pay tuition and fees</p>
<p>Entrance Requirements for Transfer Students</p>	<ul style="list-style-type: none"> • Must be 18 years old or a high school graduate • Assessment for entry into English, ESL, reading, mathematics • TOEFL required for F-1 visa students 	<ul style="list-style-type: none"> • 60 transferable units • Minimum G.P.A. of 2.4 international • Some colleges or majors may require that lower division major requirements are completed • Impacted programs use supplemental admission criteria • Must hold space for CC Transfer students • TOEFL required for F-1 visa non-native speakers <p>G.P.A. 2.0 residents 2.4 non- residents</p>	<ul style="list-style-type: none"> • 60 transferable units • Minimum G.P.A. of 2.8 non-residents • Lower division major requirements must be completed • Impacted programs use supplemental admission criteria • TOEFL required for F-1 visa non-native speakers <p>G.P.A. 2.4 residents 2.8 non- residents</p>	<ul style="list-style-type: none"> • Number of transferable units varies • Minimum G.P.A. varies • SAT or ACT often required • Check for college requirements • TOEFL required for F-1 visa non-native speakers

University of California System

Mission

The University of California system emphasizes academic theory, research, and graduate studies. The system grants Bachelor's, Master's, and Doctoral degrees.

Admission

The UC system seeks to admit the top 1/8 of the state's high school graduating classes. The minimum community college transfer admission requirements are 60 UC transferable units for students not eligible from high school, and a minimum grade point average which varies from campus to campus. See your counselor for specific information. 2.8 minimum GPA required for non-residents.

Attendance

The UC system accepts only full time day students at the undergraduate level – no part time, no concurrent enrollment (except summer school), and no evening classes. All campuses, except UC Berkeley and UC Merced, operate on the quarter system. Three quarters – fall, winter, and spring – constitute the regular school year.

Costs

Costs are approximately \$12,692* per year for enrollment fees (not including books). Other living expenses vary according to geographic location of the campus, but range from approximately \$24,000 to \$32,000* per year for students living away from home. Non-resident cost is higher.

General Education

If you know that you want to attend a UC campus but are not certain which campus, you may choose to follow the Intersegmental General Education Transfer Curriculum (IGETC). Each UC campus has its unique general education requirements. Since the UC system has nine undergraduate campuses, there are nine slightly different UC general education patterns. For precise transfer planning, it is necessary to identify your intended UC transfer campus.

* fees subject to increase

Major Preparation

High demand majors at the UC are referred to as "screened" majors. Each screened major has special admission requirements which must be completed BEFORE transfer admission.

Application

The UC system has a one month period for filing admission applications. Fall admissions applications must be filed during the November preceding transfer. Consult the UC application form and/or a counselor for other quarter or semester filing periods. Online application is available at: www.ucop.edu/pathways/



California State University System

Mission

The California State University system emphasizes discipline/major knowledge and practical applications of that knowledge. CSU grants Bachelor's and Master's degrees.

Admission

The CSU system accepts the top 1/3 of the state's high school graduating classes. The minimum community college transfer admission requirement is a 2.0 grade point average and 60 CSU transferable units for students not eligible from high school. 2.4 GAP for non-residents.

Attendance

The CSU system accepts full time and part time students; each campus also has undergraduate evening classes. Concurrent enrollment is possible. All campuses operate on the semester system except for Bakersfield, Hayward, Los Angeles, Pomona, San Bernardino, and San Luis Obispo. Two semesters – fall and spring – constitute the regular school year.

Costs

Costs are approximately \$6,296* per year for enrollment fees (not including books). Other living expenses vary according to geographic location of the campus, but range from approximately \$17,000 to \$25,000* per year for students living away from home.

General Education

The CSU system endorses West Valley College's CSU general education pattern. The WVC pattern is acceptable at all 23 CSU campuses provided that a transferring student gets his or her WVC work "certified."

Major Preparation

High demand majors are referred to as "impacted" majors. Each impacted major has special admission requirements and may require higher than the minimum GPA that must be met prior to upper division transfer admission. All impacted transfer applications have a limited one-month application filing period.

Application

Admission to the CSU system is less restricted than in the UC system. Applications for all majors must be submitted within the official application filing period for fall admission applications. Consult the application form and/or a counselor for filing periods. Online application is available at: www.csumentor.edu/



* fees subject to increase

Components of Transfer Programs

Articulation Agreements:

Course to Course agreements with universities to guarantee equivalency of West Valley courses for general education and major requirements

Recommended Transfer/ Articulation Web Resources

- CSU Mentor:

www.csumentor.edu

Explore campuses

Review entrance and academic requirements

Apply online for admissions and financial aid

- UC Pathways:

www.ucop.edu/pathways

PATHWAYS is the University of California's online undergraduate admission information and application network. The site includes:

Information Center

California Notes

Application Center

Message Center

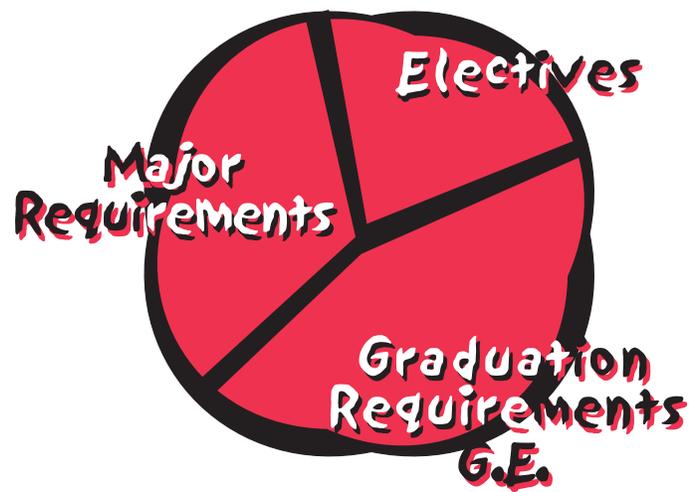
Links to individual UC campuses

- ASSIST:

www.assist.org

The official source for California articulation and student transfer information with links to the following related sites:

- Articulation agreements between West Valley College and CSU and UC campuses
- UC and CSU campuses and system links
- California Community College Campuses and system links
- High School A-F lists



- Historically Black Colleges:

www.edonline.com/cq/hbcu

- Study Abroad Programs:

www.studyabroad.com

- Financial Aid Search:

www.fastweb.com or www.finaid.org

- College Source Online:

www.collegesource.org -

College Catalogs online available at West Valley Library. Can link at home through West Valley Library easy access page at www.westvalley.edu/wvc/pat/

- Santa Clara University:

www.scu.edu

- Independent Colleges and Universities: www.aiccu.edu

Transfer Admission Guarantee (TAG)

A Transfer Admission Guarantee (TAG) is a contract of understanding between a community college and a university guaranteeing that upon completion of the conditions of the agreement, the student will be admitted to the university for the agreed term of enrollment.

Participating Universities:

University of California

- Irvine
- Merced
- Riverside
- Santa Barbara
- Santa Cruz



UCLA Transfer Alliance Program (TAP):

For Honors Program Students Only

TAP provides priority consideration for admission at UCLA

Minimum General Requirements:

(Meet with a counselor for more details)

1. 30 transferable units completed to begin the TAG process
2. A minimum G.P.A of:
 - a. 2.0 or higher for California State University
 - b. 2.8 or higher for University of California
3. Must be planning to transfer in one year
4. Must have 60 or more transferable units by the spring prior to transfer
5. Must submit an application to the University by the deadline

NOTE: If you do not qualify for a TAG, you can still apply via the regular admissions process. TAG contracts need to be completed up to a year prior to transfer. Please visit the Transfer Center at the beginning of the fall semester to obtain information regarding deadlines.

Transfer Center:

Located in the Counseling Center

We strongly recommend that all students who are interested in transferring come to the Transfer Center during their first semester in college.

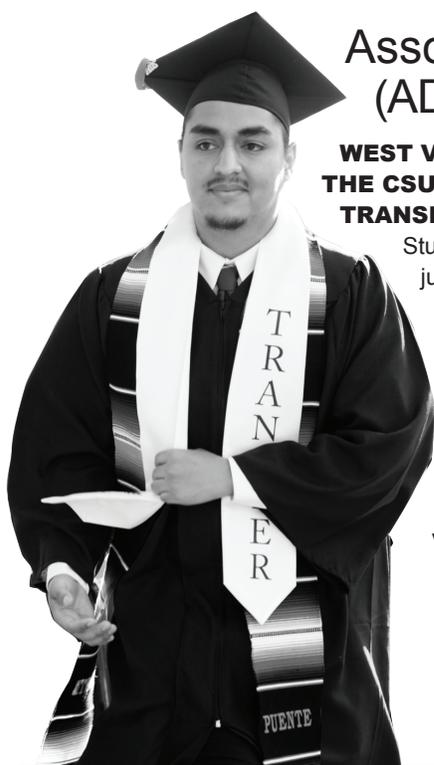
<http://westvalley.edu/services/transfercenter>

(408) 741-2040

Guaranteed Transfer to CSU



Associate Degrees for Transfer (ADT) at West Valley College



WEST VALLEY COLLEGE is the place to be for **TRANSFERRING TO THE CSU SYSTEM**. We now offer **22 ASSOCIATE DEGREES FOR TRANSFER** – the most of any community college in the larger Bay Area.

Students who complete the 60 unit degrees are guaranteed admission with junior standing to the California State University (CSU) system. The CSU system is prohibited from requiring you to take more than 60 units to complete the 120 unit baccalaureate degree in a similar major.

BENEFITS:

- Reduces the need to take unnecessary courses
- Eliminates confusion by different major requirements of the CSU campuses
- Guarantees CSU admission

VISIT:

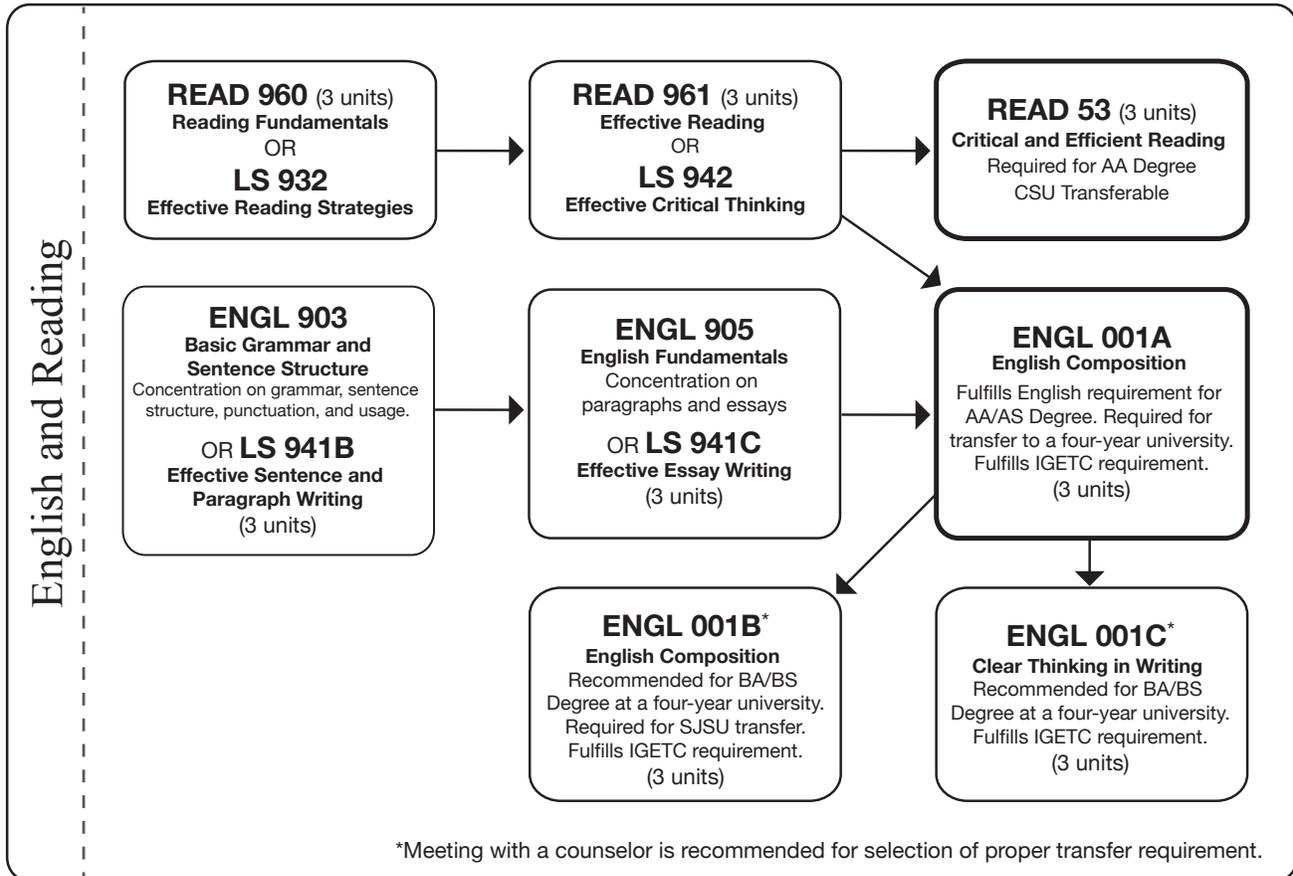
- calstate.edu/transfer/adt-search/search.shtml
- adegreewithaguarantee.com/
- westvalley.edu/services/academic-success/transfercenter/degree-for-transfer.html

OUR GROWING LIST OF ADT DEGREES INCLUDES:

- ADMINISTRATION OF JUSTICE
- ANTHROPOLOGY
- ART HISTORY
- BUSINESS ADMINISTRATION
- COMMUNICATION STUDIES
- EARLY CHILDHOOD EDUCATION
- ENGLISH
- ECONOMICS
- GEOGRAPHY
- GEOLOGY
- HISTORY
- KINESIOLOGY
- MATHEMATICS
- MUSIC
- PHYSICS
- POLITICAL SCIENCE
- PHILOSOPHY
- PSYCHOLOGY
- SPANISH
- SOCIOLOGY
- STUDIO ART
- THEATRE ARTS

Reading, English and ESL Course Progression

Reading, English and ESL Progression Flow Charts



English as a Second Language

		Level 1	Level 2	Level 3	Level 4	Level 5
Listening & Speaking Grammar & Writing Reading & Vocabulary	ESL 960 Covers Listening & Speaking, Reading Writing, and Grammar 6 Units	ESL 961 LS Basic Listening & Speaking 1 4 Units	ESL 962 LS Basic Listening & Speaking 2 4 Units	ESL 963 LS Oral Communications 1 4 Units	ESL 964 LS Oral Communications 2 4 Units	ESL 65 LS Academic Listening & Speaking 4 Units
		ESL 961 GW Basic Grammar & Writing 1 4 Units	ESL 962 GW Basic Grammar & Writing 2 3 Units	ESL 963 GW Sentence Development 3 Units	ESL 964 GW Paragraph Development 3 Units	ESL 65 GW Composition in ESL 4 Units
		ESL 961 RV Basic Reading & Vocabulary 1 4 Units	ESL 962 RV Basic Reading & Vocabulary 2 3 Units	ESL 963 RV Intermediate Reading & Vocabulary 1 3 Units	ESL 964 RV Intermediate Reading & Vocabulary 2 3 Units	ESL 65 RV Academic Reading & Vocabulary 3 Units

Selecting a Math Class

A Message from the Math Department

Selecting Your First Math Class at West Valley College

Choosing a mathematics course can sometimes be awkward, especially if you took your last mathematics course some years ago. Here are a few guidelines:

- Students take a math assessment to determine math placement.
- If it has been two years or more since you took your last math course, you should consider retaking it. (Note: If you took the course for college credit, you need to apply to the Academic Appeals Committee for permission to retake the course.)
- Take your first math class at West Valley during your first two semesters of attendance.

Once you know which courses you want and that you have the prerequisites for it, you are ready to go. ALMOST! "Almost" means that your success in completing this course is entirely dependent on two important factors:

- You must have the time to do two hours of homework for every hour spent in class.
- You must be determined to succeed. That means that you must have a willingness to give priority to this commitment, giving up leisure activities that conflict with it. You must attend every class, find assistance from a tutor, from your instructor, or from classmates, when needed, and in general, accept the responsibility for getting your work done.

NOTE: Math 902 Arithmetic Functions (3 units) is a review course for fundamental arithmetic skills, problem solving & practical applications.

Math 902P Pre-Algebra (3 units) is a bridge course for skill development between Arithmetic fundamentals and Elementary Algebra.

Math 103 (5 units) is recommended for students who have never had elementary algebra.

Math 103R (3 units) is a review course for students who have already had elementary algebra and need a refresher course.

Math 104 (4 units) covers the basic concepts of plane geometry for the student who has never taken geometry or who needs to review the course.

Math 106 (5 units) is recommended for students who have never had intermediate algebra.

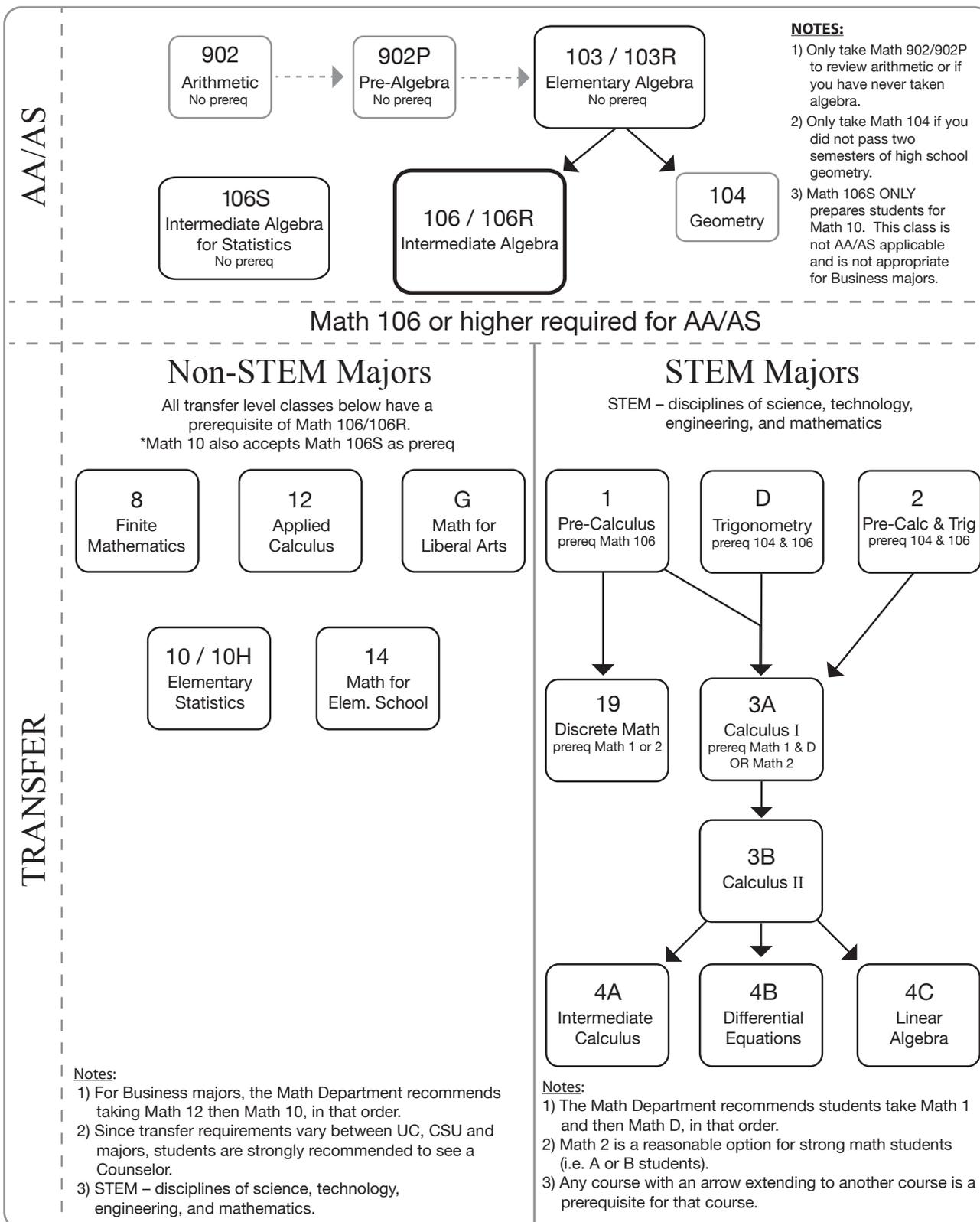
Math 106S (5 units) Prepare for Math 10 only. NOT appropriate for Business majors. Not AA/AS Applicable.

Math 106R (4 units) is a review course for students who have already had intermediate algebra and need a refresher course.



Math Course Progression

Math Progression Flow Chart



COURSE SELECTION

Other Factors in Course Selection

Test scores do not present a complete picture of your abilities, nor can test scores absolutely predict your success in a given course because there are so many other factors that can affect your performance in addition to your skills. As part of the educational planning process, please consider the factors below as you select your courses. Factors which you feel are important for your counselor to know should be brought to their attention when you schedule a meeting with them to work on your educational plans and goals.

Check the box to indicate yes or no to the following questions:

	YES	NO	
1	<input type="checkbox"/>	<input type="checkbox"/>	I was a "C" or better student in high school.
2	<input type="checkbox"/>	<input type="checkbox"/>	I have good study and learning habits.
3	<input type="checkbox"/>	<input type="checkbox"/>	I enjoy reading.
4	<input type="checkbox"/>	<input type="checkbox"/>	I have good test taking skills.
5	<input type="checkbox"/>	<input type="checkbox"/>	English is my primary language.
6	<input type="checkbox"/>	<input type="checkbox"/>	My family and friends are supportive of my decision to attend college.
7	<input type="checkbox"/>	<input type="checkbox"/>	I know my academic and career goals.
8	<input type="checkbox"/>	<input type="checkbox"/>	I have been in resource classes or had an IEP in high school or in lower grades.
9	<input type="checkbox"/>	<input type="checkbox"/>	I plan to take at least 12 units and work more than 20 hours a week.
10	<input type="checkbox"/>	<input type="checkbox"/>	I have difficulty finding enough time for all my hobbies and activities outside of school.
11	<input type="checkbox"/>	<input type="checkbox"/>	I have had to work, travel, or other experiences that should be considered in evaluating my skills.
12	<input type="checkbox"/>	<input type="checkbox"/>	I have significant family obligations, such as the care of young children that require my time and attention.
13	<input type="checkbox"/>	<input type="checkbox"/>	Money will be a concern for me while I am in school.
14	<input type="checkbox"/>	<input type="checkbox"/>	I haven't been in school for a while, and I am concerned about whether I will do well.
15	<input type="checkbox"/>	<input type="checkbox"/>	I spend a lot of time thinking about or dealing with personal, health, or family problems.
16	<input type="checkbox"/>	<input type="checkbox"/>	I checked "Always" or "Most of the Time" on 50% or more of the answers to the individual sections of the "Self-Assessment" pages in the Orientation Handbook.

If you answered "YES" to question 16, please check the areas where you answered "Always" or "Most of the Time" for 50% or more of the questions

Reading	<input type="checkbox"/>
Writing	<input type="checkbox"/>
Study Skills	<input type="checkbox"/>
Oral Language	<input type="checkbox"/>
Math	<input type="checkbox"/>

How Do I Use the Catalog and Class Schedule?

Use the Catalog to:

1. Learn college rules and regulations
2. Read detailed course descriptions
3. Find out major course requirements for Degrees and Transfer

Use the Schedule to:

1. Select classes
2. Estimate Fees
3. Review the registration process
4. Check important dates for the semester

Note: The schedule and catalog are available online through the West Valley Home Page (www.westvalley.edu)

Definitions:

1. Prerequisites: A course or skill required before enrollment in a particular course
2. Co-requisite – A course that must be taken at the same time as another course
3. Recommended Preparation – Advisory skills levels to ensure course success
4. Distance Learning: Take a course online, or at home via television
<http://www.westvalley.edu/wvc/dl/>

Pay to Stay: Please see payment schedule in the Schedule of Classes.
You will be dropped from classes automatically if fees are not paid in full by the scheduled cut-off date.

How Do I Add and Drop My Classes?

Adding a Class:

- If a class is full, add to the Wait List
- Arrive early for the first class, or e-mail an online instructor the first day of class
- Request an Add code. If there is room for you, the Professor will give you instructions for adding the class

Dropping a Class

- Do NOT assume that you will be “DROPPED FROM A CLASS”. It is the student’s responsibility to drop all unwanted classes
- Check the schedule for deadlines. Dropping may result in no notation or a W or F on your permanent transcript depending on the date on which you drop
- Use My Web Service to Drop, or go to the Admissions office
- ALWAYS PRINT AND SAVE A COPY AS PROOF OF YOUR DROP



GRADING SYSTEM

Grading System

GPA stands for Grade Point Average

A = 4 points B = 3 points C = 2 points D = 1 point F = no points

- Pass/No Pass Option – Request option no more than 1/3 of the way through the semester (this option is not available in all courses)
- Credit – Must be equivalent to a “C” grade. Units given, but no points
- No Pass – no units, no points
- I = Incomplete given for unforeseeable emergency near the end of the semester. Must be completed within one year
- W = Withdrawal. See semester schedule for deadlines
- IP = In Progress
- RP = Report Delayed
- MW = Military withdrawal

PROBATION/DISMISSAL STANDARDS:

Academic Probation: Cumulative GPA falls below 2.00

Progress Probation: A student who receives F, W, NC or I grades in 50% or more of units taken in any given semester

Dismissal: Three consecutive semesters of probation. 1.00 GPA in 12 or more units.
GPA falls below 1.75 while on probation.

EXAMPLE: How to figure GPA

Course	Units Attempted	Units Completed	Grade	Grade Points	Total
History 17B	3	3	B	3x3	9
English 905	<3>	3	P	0	0
Math 106	5	5	C	5x2	10
PE 4.16	1	1	F	1x0	0
Sociology 1	<3>	0	W	0	0
	9 letter graded units	12 units completed			19 total grade points

Overall GPA : 19 (grade points)

Divided by : 9 (letter graded units) = 2.11 GPA

How Do I Succeed in College?

- Attend ALL classes.
- Buy books ahead of time.
- Be ON TIME to class.
- Come to class prepared.
- Sit in the front of the classroom.
- Turn off your phone in class.
- Keep track of due dates and requirements.
- Pay attention. Take good notes.
- Study in advance for exams.
- Review each subject every day.
- Establish a regular time to study each subject.
- Get to know your professors. See them during office hours.
- Make up missed work, if possible.
- Take advantage of extra credit opportunities.
- Select a counselor and see him/her at least once per semester.
- Create an education plan with your counselor and follow it.
- Get help IMMEDIATELY if you don't understand. Free tutors are available in the Tutorial Center in the library building.
- Take a College Success or Study Skills class through the Counseling Department to learn time management, test-taking strategies and other hints for success.
- Reward yourself when you accomplish your goals!



WHAT ARE THE ATTENDANCE RULES?

A professor may drop a student who:

1. Fails to attend the first class.
2. Fails to attend one class during 1st three weeks of instruction.
3. Accumulates unexcused absences exceeding 10% of the total number of hours the class meets during the semester. 3 units = 5.5 hours.

Notify professor of absence in advance. Call office, leave a message.

MAJOR SELECTION

EXPLORING MAJORS

The following exercise is an introduction to all of the college majors offered by West Valley College and the California University system.

THE PARTY

Pretend that you are invited to a party in a hexagonal room - weird already! You observe six (6) groups of people, each clustered in different corners of the room. A friend advised you that each group is different - the groups are ARTISTIC, CONVENTIONAL, ENTERPRISING, INVESTIGATIVE, REALISTIC, and SOCIAL. Knowing this, you are asked to follow instructions 1, 2, and 3 on the next page.



R Realistic

People who have athletic or mechanical ability, prefer to work with objects, machines, tools, plants or animals, or to be outdoors.



I Investigative

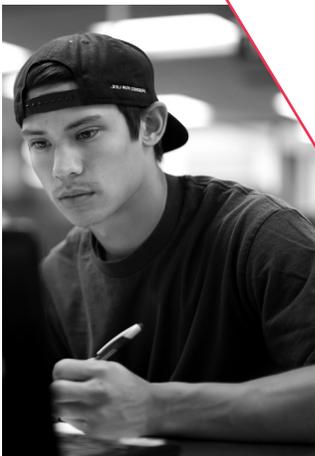
People who like to observe, learn, investigate, analyze, evaluate, or solve problems.

C Conventional

People who like to work with data, have clerical or numerical ability, carrying things out in detail or following through on others' instructions.

People who have artistic innovating or intuitive abilities, and like to work in unstructured situations, using their imagination or creativity.

A Artistic



E Enterprising

People who like to work with people - influencing, persuading, performing, leading or managing for organizational goals or for economic gain.

People who like to work with people - to inform, enlighten, help, train, develop, or cure them, or are skilled with words.

S Social



MAJOR SELECTION

STEP 1

Which corner of the room would you instinctively be drawn to, as the group of people you would most enjoy being with for the longest time? (Leave aside any question of shyness, or whether you would have to talk with them.) Write the letter for that corner here:



STEP 2

After fifteen minutes, everyone in the corner you have chosen leaves for another party across town, except you. Of the groups that still remain now, which corner or group would you be drawn to the most, as the people you would most enjoy being with for the longest time? Write the letter for that corner here:



STEP 3

After fifteen minutes, this group, too, leaves for another party, except you. Of the corners and groups which remain now, which one would you most enjoy being with for the longest time? Write the letter for that corner here:



Major Search

To locate a major that reflects your interests, follow this example. If your areas of interest were R (1st), C (2nd), and I (3rd), then turn to the following pages and find the R (REALISTIC) section and check any majors that appeal to you. Since many majors embody more than one interest area, examine the five remaining interest areas. Look through the five remaining areas for any major that has an "R" preceding it. If it appeals to you, place a check in front of it also. Repeat both of these steps for your 2nd preference area (C) and finally for your 3rd preference area (I).

Now, you should search for majors in your three interest areas.

Each major selection is followed by one or more codes:

- UC University of California major
- CSU California State University major
- West Valley College field of study:
- AA/AS Associate degree major
- OC Occupational Certificate

After you have located the majors of potential interest to you, list them and the coding that follows them in the space provided below. If you wish to pursue a single major, then you are CERTAIN. If you have several different majors you are probably FOCUSING and will need to explore your list further.

If you have an extremely long list or if nothing appeals to you, then you are UNDECIDED.

Potential Majors	Codes
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

MAJOR SELECTION

MAJORS

ARTISTIC

ARCHITECTURE/DESIGN

- R Architecture AS/OC, UC, CSU
- I,S City, Regional, Rural Planning CSU
Design UC, CSU
- E,S Fashion Design/Apparel Technology AS/OC
- E,S Graphic Design CSU
- E,S Industrial Design CSU
- E,S Interior Design AS/OC, CSU
- R,S Landscape Architecture AS, UC, CSU
- R,I Urban Design UC, CSU

FINE AND APPLIED ARTS

- E Apparel Design, Production, Manufacturing AS/OC, CSU, UC
Apparel Merchandising and Management, CSU
Electronic Patternmaking, Grading OC
Apparel Surface Print Design OC
Art (2D) AA, UC, CSU
Art (3D) AA, UC, CSU
- S Art History UC, CSU
Computer Arts Animation OC
Digital Media Design, Production, Internet Services, AA, AS, OC,
CSU
Dance AA, UC, CSU
- E Film/Cinema AS, UC, CSU
Interior Design AS/OC, CSU
Graphic Arts CSU, UC
Medical/Science Illustrator CSU
Music AA, UC, CSU
- R Photography AS/OC
Theatre Arts AA, UC, CSU
Acting Emphasis OC
Costume/Makeup Emphasis OC
Video/Film Emphasis OC
Stage Technology Emphasis OC
- A,E Radio, Television, Film, CSU
- S World Arts and Cultures UC
- S Creative Writing CSU
- A Journalism, Photojournalism, CSU
Web Design and Production OC, AA

CONVENTIONAL

- Accounting, OC, CSU
Administrative Careers OC
- R Computer Information System AS, CSU
- I Computer Business Applications Option AS/OC
- I CIS Programming Option AS/OC
- I,E Local Area Network Administrator, OC
Court Reporting AS/OC
Legal Secretarial Studies OC
Legal Transcription Technologist AS/OC
Note Reading/Scoping OC
Office Assistant/Transcription Technologist OC
Realtime Stenographic Interpreter OC, AS
Stenographic Computer-Aided Medical Transcription AS/OC
Word Processing/Office Automation OC, AS
Desktop Publishing AS/OC
- C,R Computer Science/Criminology AA/OC, UC, CSU

ENTERPRISING

- I,R Agricultural Business UC, CSU

BUSINESS

- C Accounting AS/OC, CSU
- A,S Advertising CSU
- S Business Administration/Mgmt AA/AS, UC, CSU
- I Economics/Business UC, CSU
- S Health Care Mgmt/Admin CSU
- S,R Hotel & Restaurant Mgmt CSU
- S International Business CSU/Foreign Language OC, CSU, UC
- S Management Careers OC
- I,R Mgmt. Information Systems CSU
- I,S Marketing/Merchandising AS/OC, CSU
- C,S Personnel Resources Mgmt. CSU
- R,S Production Operations Mgmt. CSU
- S Public Relations CSU
Real Estate CSU
- S Retailing CSU
- C Small Business CSU, OC
- R Transportation Mgmt. CSU
- I Fire Science Administration CSU
- R,S Park Management, AS, OC, CSU

MAJOR SELECTION

INVESTIGATIVE

AGRICULTURE

- R Agrarian Studies UC
- R Agricultural Science CSU
 - Agricultural Biology Chemistry, CSU
 - Animal Science UC, CSU
 - Avian Science UC
 - Dairy Science and Industry CSU
 - Environmental Toxicology/Pollution UC, CSU
 - Equine Industry CSU
 - Fermentation Science UC, CSU
 - Fruit Science and Industry CSU
 - Pest Management UC, CSU
 - Plant Pathology UC
 - Plant and Soil Biology UC
 - Poultry Science and Industry CSU
 - Soil Resource Management UC
 - Veterinary, Pre CSU, UC
 - Viticulture UC, CSU
 - Water Science/Aquaculture UC
- R,S International Agriculture/Development UC, CSU
- R,S Ornamental Horticulture UC, CSU

NATURAL RESOURCES

- R Conservation and Resource Studies UC, CSU
- E,R Environmental Policy, Analysis & Planning UC, CSU
- R Fisheries UC, CSU
- R Forestry and Forest Products AA, UC, CSU
- E,R Natural Resource Science, Planning & Mgmt. UC, CSU
- Park Management AS/OC
- E,R Range Science & Mgmt. UC, CSU
- E,R Wild Life Science & Mgmt. UC, CSU

BIOLOGICAL SCIENCE

- R Anatomy
- R Animal Science CSU
- R Biochemistry UC, CSU
- R Biology AS, UC, CSU
 - Agricultural CSU
 - Cell UC, CSU
 - Plant UC

- Bioinformatics UC
- R Bio Physics UC
- R Botany UC, CSU
- R,S Ecology/Environmental Science UC, CSU
- R Entomology (Insects) UC, CSU
- R Forensic Science UC, CSU
- R Genetics UC
- R Kinesiology (Movement/Physiology) UC, CSU
- R Marine Biology/Science UC, CSU
- R Microbiology UC, CSU
- R Molecular Biology (Plant & Animal) UC, CSU
- R Neurobiology UC
- Nutrition UC, CSU
- R Physiology UC, CSU
- R Zoology UC, CSU
- C,R Forensic Science/Criminology CSU

ENGINEERING/COMPUTER SCIENCE

- R Aeronautical/Aerospace UC, CSU
- R Agricultural CSU
- A,R Architectural CSU
- R,S Biomedical UC, CSU
- R Chemical UC, CSU
- R Civil UC, CSU
- R Computer Science UC, CSU
- R Computer Game Science UC
- R Construction UC, CSU
- R Electrical/Electronics UC, CSU
- R Environmental UC, CSU
- R Geoscience UC
- R Manufacturing/Industrial UC, CSU
- R Materials/Metallurgical UC, CSU
- R Math and Statistics UC
- R Mechanical UC, CSU
- R Mineral UC
- R Nuclear UC, CSU
- R Ocean/Naval/Offshore UC
- R Petroleum UC
- R Structural UC, CSU
- R Systems and Controls/Robotics UC
- R Software Engineering, CSU
- R Engineering Technology, CSU
- R Facilities Engineering, CSU

MAJOR SELECTION

HUMANITIES

- A,S Classical Civilizations UC
- A,S Medieval/Renaissance Studies UC
- Philosophy UC, CSU
- S Religious Studies UC, CSU
- S Linguistics UC, CSU

MATHEMATICS

- Applied Mathematics UC, CSU
- Cybernetics UC
- Mathematics AA, UC, CSU
- C Statistics UC, CSU

PHYSICAL AND EARTH SCIENCE

- Astronomy UC, CSU
- Astrophysics UC
- Biochemistry UC
- Biomedical Physics UC
- Chemistry AS, UC, CSU
- Chemistry/Physics CSU
- R Environmental Studies UC, CSU
- R Geography AA, UC, CSU
- R Geology AS, UC, CSU
- Geophysics UC
- Meteorology/Atmospheric Science UC, CSU
- R Oceanography UC, CSU
- R Physical Science UC, CSU
- R Physics AS, UC, CSU

SOCIAL SCIENCE

- R,S Anthropology AA, UC, CSU
- R,S Archeology UC
- S Behavioral Science CSU
- E Economics UC, CSU
- S Environmental Social Science UC
- History AA, UC, CSU
- S Political Science - Government, International Relations, Public Policy UC, CSU
- Psychobiology UC
- Psychology AA, UC, CSU
- S Clinical, Developmental, Industrial, School, Social, CSU, UC
- S Developmental, Industrial, School, Social
- S Social Science AA, CSU
- S Sociology AA, UC, CSU
- S Women's Studies AA, UC, CSU

REALISTIC

- Administration of Justice/Criminal Justice AS/OC, CSU
- Agricultural Engineering Technology CSU
- I,E Engineering Science/Technology CSU
- I,S Athletic Trainer/Sports Medicine CSU
- C,I Medical Laboratory Technology CSU
- I International Security & Conflict Resolution, CSU
- C Nuclear Medicine Technology CSU

TRADE, INDUSTRIAL, TECHNICAL

- Aviation CSU
- C,E Construction Technology, CSU
- C Drafting Technology AS/OC
- I Engineering Technology CSU
- I Computer
- I Electrical
- I Electronic
- I Industrial/Manufacturing
- I Mechanical

SOCIAL

- R Agricultural Education UC, CSU
- E Business Education CSU
- S Communications UC, CSU
- A Speech/Rhetoric AA, UC, CSU
- R Television, Film, Broadcast Communication CSU, UC
- Interpersonal Communications OC

COMMUNITY SERVICE

- C Child Development AA/OC, CSU
- C,E Community Service CSU
- C,R Criminal Justice Administration-Corrections, Security, Law Enforcement UC, CSU
- E,I,R Health and Environmental Safety CSU
- Human Services CSU
- E Paralegal AS/OC
- E Public Administration UC, CSU
- C,E Public/Community/School Health CSU
- R Recreation Administration/Leisure Studies CSU
- I Social Ecology UC
- I Social Work/Welfare UC, CSU
- A,E Music Education CSU

MAJOR SELECTION

HEALTH PROFESSIONS

- C,E Deaf Studies CSU
- I Gerontology (Aging) CSU
- Medical Assisting AS, OC
 - Lab Assistant
 - Office Reception
 - Transcription (Dietetics)
- E,I Nursing UC, CSU
- Nutrition CSU, UC
- I,R Occupational Therapy CSU
- I,R Physical Therapy CSU
- Recreational Therapy CSU
- I,R Respiration/Inhalation Therapy UC
- I,R Speech & Hearing Services/Speech Therapy/Audiology UC, CSU

HUMANITIES

- A Classics UC, CSU
- A Comparative Literature UC, CSU
- A English-Writing & Literature AA, UC, CSU
- A Humanities UC, CSU
- Liberal Arts AA
- Liberal Studies CSU
- Western Civilization UC

LANGUAGES

- Chinese UC, CSU
- French AA, UC, CSU
- German AA, UC, CSU
- Hebrew UC, CSU
- Italian UC, CSU
- Japanese UC, CSU
- Russian UC, CSU
- Spanish UC, CSU
- Other-African, Arabic, Classical, Greek, Latin, Portuguese, Scandinavian, Slavic UC

SOCIAL SCIENCE

- Ethnic Studies
 - I American Studies CSU
 - I Asian Studies UC, CSU
 - I Black/Afro-American Studies UC, CSU
 - I Chicano, Mexican/Latin American Studies AA, UC, CSU
 - I Jewish Studies UC
 - I Native American Studies UC

Regional Studies

- I Asia UC
- I Europe CSU
- I France UC
- I Holland UC
- I India CSU
- I Latin American UC, CSU
- I Middle East UC
- I Near East UC
- I Russia UC, CSU
- I Third World UC

EDUCATION

Elementary Credential-Complete a special liberal studies type degree. UC, CSU
Secondary Credential- a Bachelor's degree in a major taught in junior or senior high school. UC, CSU
Community College Credential-Complete a Master's or Doctor's degree in a subject taught in community colleges. UC, CSU

Designated and Special Subjects

- R Industrial Arts/Vocational Education CSU
- E Adult UC, CSU
- I,R Physical Education/Coach AA, UC, CSU
- A Art UC, CSU
- R Driver Education CSU
- E Business Education CSU

Special Instruction

- Bilingual/Cross Cultural CSU
- C Early Childhood CSU
- Language Development CSU
- Reading CSU
- C Special & Disabled Education CSU

Service Credentials

- E Administrative UC, CSU
- School Nursing CSU
- Librarian/Media Services CSU
- E,I Counseling CSU
- E,I School Psychologist CSU



PLANNING WORKSHEET

How Do I Plan My Schedule?

- Use the following chart to plan your class, study time and work schedule.
- **REMEMBER: Allow 2 hours study time outside of class for each hour spent in class!!**
- Block out your classes. There is a 10 minute Passing Period built into each class block of time.
- Block out your work schedule, study time, athletic practice and other commitments.

Time Management Chart

Use this worksheet to help schedule your classes.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
7:45						
9:20						
10:55						
12:30						
2:05						
3:40						
6:00						
10:00						



West Valley College
General Education Requirements
For A.A./A.S. Degree

The associate degree may be sought as either a final education goal or a major step toward a baccalaureate degree elsewhere. The successful completion of the A.A./A.S. degree may also result in preparation to enter an occupation. A minimum of 20 "Pass" units may be applied toward the completion of the associate degree. A minimum of 25 general education units are required. Students must also declare a major and satisfy those requirements. For courses in the major, a "C" or better is required. Proficiency in Reading, Writing, Mathematics and Information Competency is required for graduation.

Areas	Write your Selection
Area A Language and Rationality	
English (English 1A)	_____
Communication and Analytical Thinking	_____
Area B Natural Sciences	_____
Area C Humanities	_____
Area D Social Science	
Series 1	_____
Series 2	_____
Area E Lifelong Understanding and Development	_____
Area F Cultural Diversity	_____
Area G Physical Education Activity	_____
Minimum Proficiencies	
Reading – Reading 53	_____
Writing – English 1A	_____
Math – Math 106, 106R, G or higher	_____
Information Competency – Library 4	_____

CSU GENERAL EDUCATION AAT & AST WORKSHEET



CSU General Education Requirements/AAT or AST

Students must complete a minimum of 39 units in the 5 categories listed below for transfer to CSU. Areas A1, A2, A3, and B4 must be completed with a grade of "C" or better. A course may only be counted once in areas A-E. "Full Certification" or "Partial Certification" may be requested on a Transcript Request form available in the A&R Office or on the web.

Areas	Write your Selection
Area A English Language Communication and Critical Thinking A1: Oral Communication _____ A2: English Composition _____ A3: Critical Thinking _____	
Area B Scientific Inquiry and Quantitative Reasoning B1: Physical Sciences _____ B2: Biological Sciences _____ B3: Which of B-1 or B-2 has a lab? _____ B4: Mathematics _____	
Area C Arts and Humanities – 3 courses required – 9 units C1: Arts _____ C2: Humanities _____ C3: Other course from C1 or C2 _____	
Area D Social Sciences - 3 courses required – 9 units	1. _____ 2. _____ 3; _____
Area E Lifelong Understanding and Self-development -3 units	_____
Plus MAJOR PREP for AAT/AST	



IGETC General Education Requirements

Completion on IGETC will permit a student to transfer to the UC or CSU systems with lower division general education requirements met. A minimum grade of C or better is needed to meet requirements. Certification completion can be either full or partial. "Certification" may be requested on a Transcript Request form available in the Admissions & Records office or on the web.

Area 1 - English Communication

Group A: English Composition _____

Group B: Critical Thinking _____

Group C: Oral Communication (CSU only) _____

Area 2 - Mathematical Concepts and Quantitative Reasoning

Area 3 - Arts and Humanities

Area 4 - Social and Behavioral Sciences

Area 5 - Lifelong Understanding and Self-development

UC Language Requirement _____

S.M.A.R.T. GOALS

Terms behind the letters / Typically accepted values of terms are:

Letter	Major Term	Minor Terms
S	SPECIFIC	Significant, Stretching, Simple
M	MEASURABLE	Motivational, Manageable, Meaningful
A	ATTAINABLE	Appropriate, Achievable, Acceptable
R	RELEVANT	Resourced, Resonant, Realistic
T	TIMELY	Trackable, Tangible, Timed

Developing SMART Goals

Paul J. Meyer describes the characteristics of S.M.A.R.T. goals in *Attitude is Everything*.

SPECIFIC

The first term stresses the need for a specific goal over and against a more general one. This means the goal is clear and unambiguous; without vagaries and platitudes. To make goals specific, they must tell a team exactly what is expected, why is it important, who's involved, where is it going to happen and which attributes are important. A specific goal will usually answer the five "W" questions:

- **What:** What do I want to accomplish?
- **Why:** Specific reasons, purpose or benefits of accomplishing the goal.
- **Who:** Who is involved?
- **Where:** Identify a location.
- **Which:** Identify requirements and constraints.

MEASURABLE

The second term stresses the need for concrete criteria for measuring progress toward the attainment of the goal. The thought behind this is that if a goal is not measurable, it is not possible to know whether a team is making progress toward successful completion. Measuring progress is supposed to help a team stay on track, reach its target dates, and experience the exhilaration of achievement that spurs it on to continued effort required to reach the ultimate goal. A measurable goal will usually answer questions such as:

- How much?
- How many?
- How will I know when it is accomplished?

S.M.A.R.T. GOALS

ATTAINABLE

The third term stresses the importance of goals that are realistic and attainable. While an attainable goal may stretch a team in order to achieve it, the goal is not extreme. That is, the goals are neither out of reach nor below standard performance, as these may be considered meaningless. When you identify goals that are most important to you, you begin to figure out ways you can make them come true. You develop the attitudes, abilities, skills, and financial capacity to reach them. The theory states that an attainable goal may cause goal-setters to identify previously overlooked opportunities to bring themselves closer to the achievement of their goals. An attainable goal will usually answer the question:

- How: How can the goal be accomplished?

RELEVANT

The fourth term stresses the importance of choosing goals that matter. A bank manager's goal to "Make 50 peanut butter and jelly sandwiches by 2:00pm" may be Specific, Measurable, Attainable, and Time-Bound, but lacks Relevance. Many times you will need support to accomplish a goal: resources, a champion voice, someone to knock down obstacles. Goals that are relevant to your boss, your team, your organization will receive that needed support.

Relevant goals (when met) drive the team, department, and organization forward. A goal that supports or is in alignment with other goals would be considered a relevant goal. A relevant goal can answer yes to these questions:

- Does this seem worthwhile?
- Is this the right time?
- Does this match our other efforts/needs?
- Are you the right person?
- Is this acceptable for correction?

TIMELY

The fifth term stresses the importance of grounding goals within a time frame, giving them a target date. A commitment to a deadline helps a team focus their efforts on completion of the goal on or before the due date. This part of the S.M.A.R.T. goal criteria is intended to prevent goals from being overtaken by the day-to-day crises that invariably arise in an organization. A time-bound goal is intended to establish a sense of urgency. A time-bound goal will usually answer the question:

- When?
- What can I do 6 months from now?
- What can I do 6 weeks from now?
- What can I do today?

REFERENCES

Meyer, Paul J (2003). "What would you do if you knew you couldn't fail? Creating S.M.A.R.T. Goals". *Attitude Is Everything: If You Want to Succeed Above and Beyond*. Meyer Resource Group, Incorporated, The. ISBN 978-0-89811-304-4.

S.M.A.R.T. GOALS WORKSHEET

SPECIFIC - Who? What?

MEASURABLE - How?

ACHIEVABLE - Reasonable?

RELEVANT - Expected Result?

TIMELY - When?

Common College Terms

ACADEMIC APPEALS COMMITTEE: A committee composed of representatives from the faculty and the administration that handles the enforcement, interpretation, and waiver of academic regulations.

ACCREDITED: Having been certified as fulfilling standards or requirements. Accreditation means that the courses at West Valley are recognized and accepted by other collegiate institutions. West Valley is accredited by the Western Association of Schools and Colleges (WASC).

ARTICULATION AGREEMENT: A formal, written agreement between West Valley College and a four-year institution that allows students to complete West Valley College courses in lieu of those offered by the four-year college. Courses taken under an articulation agreement can be used to satisfy admission, general education and major requirements.

ASSOCIATE IN ARTS OR SCIENCE DEGREE (AA/AS): A degree awarded by a community college upon satisfactory completion of an organized program. The degree requires completion of 60 units of prescribed courses.

BACHELOR'S DEGREE (e.g., B.A., B.M., B.S., B.F.A, etc.): A degree awarded by a four-year college or university after satisfactory completion of an organized program of study.

CERTIFICATE: A document issued by the various departments indicating completion of core requirements within an occupational program (for example, Interior Design, Fashion Design, Paralegal, Digital Media, Marketing and Sales). Since not all occupational programs offer certificates, check your catalog.

CATALOG RIGHTS: Students' right to follow the requirements in the catalog for the year they start their education at a college or university, as long as they maintain continuous enrollment. Continuous enrollment at West Valley is defined as completing at least one course in an academic year (fall, spring or summer).

COMMUNITY DEVELOPMENT: Noncredit, fee-based courses and programs designed to meet the many educational and occupational needs of the adults living in the environs of West Valley College.

DISMISSAL: A student whose academic performance or progress falls under one or more of the criteria listed in the catalog shall be subject to academic dismissal from West Valley College.

DROP DATES: Specific deadlines listed in the schedule of classes for refunding of fees, withdrawal dates and dropping classes without a penalty. Too many "W"'s can put a student on progress probation.

DUAL ADMISSION: An option offered to first year students by the UC System for students who are interested in guaranteed admission. UC outreach makes initial student contracts through such program as Puente, EOP&S and SUCCESS. Specific unit and GPA requirements must be met.

ELECTIVE: A course in a student's program that is open to choice. Not all courses are prescribed. Students can also choose free electives or recommended electives.

GENERAL EDUCATION (G.E. Breadth Requirements): Education encompassing a broad knowledge of the principal fields of study considered necessary for intelligent citizenship and for basic understanding of the fine arts, natural sciences, and the social sciences.

G.E. CERTIFICATION: A formal document of completion of lower-division general education requirements for public four-year schools. Once a student completes all the approved courses, he or she must request certification in the Records office.

GRADE POINT AVERAGE (GPA): The numerical average computed by dividing the total grade points by the total credit hours attempted within a semester. A cumulative GPA is the total grade points on a student's record divided by the total hours attempted. (See "How to Compute Your GPA" in this workbook.)

GRADUATION PETITION: A formal request a student must file after completing all graduation requirements in order to receive an associate's degree at West Valley. Graduation petitions must be filed in the Admissions/Records office before the posted deadline listed in the schedule of classes.

GRADUATION REQUIREMENTS: Specific requirements that a student must meet to qualify for graduation. These include specified total credit hours in a given major, plus general education and a minimum GPA (2.0 at WVC). Additional proficiency requirements must also be met.

IGETC-INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM: A series of courses that community college students can use to satisfy lower division general education requirements at any CSU or UC campus. The IGETC will provide an option to the California State University General Education Requirements.

COMMON COLLEGE TERMS

INTERNATIONAL RECORDS: Must be evaluated by a service. Please see details on following page.

LOWER DIVISION: Freshman/Sophomore level of college. Transfer with fewer than CSU or UC transfer requirements is a lower division transfer. Below 60 units.

MAXIMUM UNIT LOAD: Students may enroll for a maximum of 18 units during a regular (fall or spring) semester and 6 units during a summer session. The registration system will prevent students from enrolling for additional units. Students can petition for "over maximum units" by meeting with a counselor who carefully assesses whether or not it is in the best interest of the student to attempt the additional units.

PASS/NO PASS OPTION (P/NP): Student can choose, in courses so designated, to either earn "P," by achieving at least a "C" grade, or to earn a grade. Neither P or NP is computed in the student's GPA. P/NP classes are especially appropriate for courses outside the major or for courses taken for exploration.

PREREQUISITE: A requirement that must be met before enrolling in a particular course. These requirements vary, but are usually an entrance test score or completion of a prior course or the ability to demonstrate previously acquired knowledge.

PROBATION: Students will be placed on either academic or progress probation if they fall below the minimum standards set by the college. See section on Academic Probation in the college catalog.

REGULAR SESSION: Classes offered for credit during the scheduled Fall or Spring semesters.

SCHEDULE OF CLASSES: A published announcement showing all the classes offered during the fall, spring, and summer sessions. The information includes a list of courses, days, times, rooms, and instructors. A schedule of classes should always be used in conjunction with the college catalog.

STUDENT SUCCESS ACT: Passed in 2012, helps students complete educational goals by earning certificates, degrees, career advancement, and/or transferring to a university.

SUMMER SESSION: Classes offered for credit during the months of June, July and August.



TRANSFERABLE COURSES: Courses that are approved to transfer to a four-year college or university. These courses can be taken as general education requirements, for major preparation or for elective credit. Please check the course descriptions in the college catalog to determine which courses are transferable to CSU and/or UC.

TRANSCRIPTS: An official copy of the student's academic record, showing courses completed, grades and credits earned, as well as other data concerning the student (i.e., completion of American History and Institutions requirement and either partial or full certification). There is no charge for the first two transcripts requested by the student; thereafter, a fee may be charged for each transcript request.

TRANSFER ADMISSION AGREEMENT (TAA): A guaranteed admission contract with participating UC, CSU and private universities (see Counseling Department for listing of universities). At the time of application, the student must meet such requirements as having completed thirty (30) transferable units with a minimum GPA of 2.8 for UC, 2.0 for the CSU and varying GPA's for private institutions.

UPPER DIVISION: Junior/Senior level of coursework completed at four-year colleges and universities. 60 plus units.

WEB ADVISOR: A online web-based registration system that allows students to sign up for classes, view unofficial transcripts or check grades. Web Advisor can be accessed from any remote location with access to the web. www.westvalley.edu

WINTER: A session offering classes for credit between semesters.

WORK EXPERIENCE: On-the-job experience that may earn a student academic credit at West Valley. These units are transferable to the CSU system but not to the UC system.

ANGEL FAQ

1. What is ANGEL?

ANGEL is our web-based classroom. If you have internet connection and a web browser you can access ANGEL from anywhere in the world. Instructors can easily distribute course content such as documents and syllabi and also use features such as discussion forums, assessments, and drop box.

2. How do I login to ANGEL?

Make sure that you're using the correct browser (Firefox is currently the best choice - you can download the correct version from the ANGEL log in page). Click on the WVC webpage and then click on the ANGEL link. Or, go directly to the ANGEL website at this URL: <http://wvmccd.ANGELlearning.com/default.asp> Bookmark the ANGEL website in case the WVC website is not responding.

3. What is my ANGEL login and password?

Login to ANGEL by using your seven-digit college ID username, and your six-digit birthdate password. For example, your college ID could be 1234567, and if you were born June 5, 1990, your password would be 060590.

4. How do I change my ANGEL password?

In ANGEL, click on Preferences>Change Password

5. What do I do if I am having trouble taking an exam?

If you are locked out of your test, contact your instructor immediately by e-mail or telephone. Most instructors have a policy about this in their course syllabus. Close all other browsers and tabs. Movies and music use bandwidth that may disrupt your ANGEL exam.

6. Why can't my instructor open my documents?

It may be that you're not formatting the document as required. Please contact your instructor to find out what format he/she prefers.

7. Why can't I open my instructor's documents?

It may be that you don't have the supporting software. Please ask your instructor what software formats they are using. If you do not have the software the instructor is using request the documents in PDF format. These will open with Adobe Acrobat which is a free program to download.

8. What is course mail?

ANGEL has its own internal mail system which allows instructors and students to communicate without using external mail accounts. Unlike personal e-mail accounts, faculty and students can communicate without exchanging their e-mail addresses.

9. I'm registered for the class; why can't I access my ANGEL account?

After the first day of the semester, ANGEL accounts are created automatically within 24 hours of registering.

10. I can't figure out how to post to a discussion.

Go up to the upper left corner and locate the new post button. Click it and type away.

11. I can't figure out how to reply to a discussion post.

First, click on the discussion post you wish to reply to. Sometimes if you are using a small screen, you may not be able to see the Reply link; it is on the lower left hand side of the discussion window.

ANGEL FAQ

12 I see a lot of discussion posts but do not see any replies. Am I missing something?

You could be. Look to the left side of the post title. Is there a plus sign? If so, click the plus sign and the responses will open.

13. I cannot figure out how to check my grades in ANGEL. Can you help?

Yes! At the top of your ANGEL page you should see a tab labeled Reports or it may read as something else if your instructor has changed the text. Click it and in the Category area of Choose a Report, change Learner profile to Grades. Then click Run.

14. I've logged into ANGEL but do not see the Lessons tab (or Content tab) that my instructor refers us to. What should I do?

You might need to look more towards the top of the page underneath the course number information. This is where the links for Content or lessons would appear.

15. I need to send an email to my instructor. How do I do that?

ANGEL has its own internal mail system which allows instructors and students to communicate without using external mail accounts. Unlike personal e-mail accounts, faculty and students can communicate without exchanging their e-mail addresses.

16. My instructor says my text when I paste it into a text box is bringing in code. Can you help me with that?

Yes, use 'paste from word' or 'paste from text'. You will find this by locating the 4th icon over from the left above the text box – it looks a bit like a clipboard. There is an arrow next to this, click this arrow and you will see a dropdown that allows you to 'paste from word' or 'paste from text' as needed.

17. I cannot type (or paste) into a text box. Why is this happening to me?

Some users are currently unable to type into an ANGEL text box. The workaround for all supported browsers is on the ANGEL log in page. If you are experiencing this issue in Firefox, try clearing your browser's cache. If doesn't resolve the issue, open a new "New Private Window." This can be done by going to File in the Firefox toolbar > then click New Private Window. Use this new window for ANGEL.

18. My file won't upload into ANGEL. What could be wrong?

Your file could be too large. It may be that the images you included need to be resized. You can locate image resizers free on the internet – here is a good source <http://www.webresizer.com/>. Just follow the instructions. To see the size of your file or your image files, right click and select properties. (On a MAC hold "control" and click the file, select "get info".) ANGEL will not allow uploads over 10 mb.

19. My instructor uses the word jpeg. What does this mean?

It means an image file. Image files are formatted in different ways and ANGEL will accept png and jpegs.

20. I see some of my fellow classmates' discussion posts who are able to have a photo/image inside their post. I only know how to attach an image file (jpeg). How can I insert a photo and will it work on all browsers?

It does look very nice to insert your photo so that it lies next to your text. Use the Insert photo icon – it is just above the text box in the row(s) of icons. It is yellow and looks like there is a landscape in it.

To insert an image from your computer, select browse server. And then you will get a pop up with a browse button towards the bottom. Once you have selected your image, click to upload the file.

Student Tips for Online Success!!

Prepare Ahead for Your Online Class

- **Understand and Confirm Technology Requirements**

Make sure you have the appropriate technology for completing an online course set up prior to the start of the course – Check technical requirements.

Find out which computer(s) and web browser(s) will work for the course and ANGEL.

- **Familiarize Yourself with the Course Requirements**

Spend time looking over the course syllabus and other important course materials. Make sure you understand the course objectives, the scope of the material you will cover, and when assignments are due.

- **Be Familiar with Computer Basics**

You should know how to write an email, upload software, and use the Internet. Many instructors will also require that you use Microsoft Word

- **Become Familiar with ANGEL**

ANGEL is our online learning management system. Think of it as your classroom. Check the WVC eLearning page for reference guides and tips on using ANGEL.

- **Order Textbooks**

Check the bookstore or contact the instructor and purchase your books prior to the beginning of the online course.

- **Connect with Instructors Early**

Most have their emails listed in the schedule of classes.

Succeeding in Your Online Class

Understand Instructor Response – Verify how frequently the instructor responds to email or discussion forum questions and don't wait until the last minute to clarify any questions you might have.

If your instructor does not have live-synchronous discussion time on the syllabus, ask the instructor for a live, office-hour window.

Set aside time to communicate with the instructor on assignments/topics covered in course.

- **Log In Daily**

Log in to the class as soon as it begins read the course syllabus and note any dates. Try to log in on a daily basis and read all instructor email and announcements as they often give important information on assignments, tests, etc.

- **Create an Appropriate Study Environment**

Create a space in which to work that is free from distractions and will allow you to concentrate.

- **Manage Your Time Wisely**

You cannot afford to get behind in an online class. Know the deadlines and meet them. Create a schedule in accordance with class deadlines and plan to set aside adequate time to complete assignments. Complete all reading and homework assignments on time. Expect to spend nine hours per week for a 3 unit course.

- **Be Self-motivated**

Online courses require a lot of self-discipline and motivation to be successful.

- **Don't Wait Until the Last Minute**

Don't wait until the last minute to submit assignments. Try to submit your assignments or take quizzes and tests early enough that if you experience any technical difficulties your assignment will not be late.

- **Create an Appropriate Study Environment**

Create a space in which to work that is free from distractions and will allow you to concentrate.

- **Participate**

Most online instructors require that students participate in discussion forums. Think carefully about the posts that you write and create thoughtful comments that will enhance the class discussions.

Understand deadlines and grading criteria for posting to forums.

- **Be Polite and Respectful**

When responding to posts or expressing opinions online use the same etiquette you would in a face-to-face classroom. Respond thoughtfully and try to make a substantial contribution to the discussion.

- **Speak Up if You are Having Problems**

Remember that your professor cannot see you, so you must be absolutely explicit with your comments and requests.

Communicate with fellow students as they are probably having the same challenges and questions.

- **Achieve Family / School Balance**

Anticipate family scheduling that may interfere with your course work and create solutions that work for everyone. Work ahead if you anticipate being out of town, on vacation, etc.

- **Take Responsibility**

Even though you don't see instructors and classmates -- taking classes via the Web is still going to school. You need to take online courses as seriously as you would any traditional courses. If you're struggling, you need to let your instructor know right away so he or she can get you the help you need.

Remember...the key to online success is Self-motivation, Discipline and Commitment!

Your Right to Know; Your Right to be Safe: Campus “SaVE Act” Campus Sexual Violence Elimination

What is the “SaVE Act?”

- ▶ This means Sexual Violence Elimination (SaVE) and it is about violence against women;
 - ▶ It expands the 1992 sexual violence reporting and policy of the Jeanne Clery Act.
 - ▶ Became a federal law March 2013. All higher education institutions must comply with this law.
- The Campus SaVE Act has four central components:

1. Identify the institution’s Campus Security Authority personnel
2. Create a Campus Sexual Assault Victim Bill of Rights;
3. Expand sexual crime reporting on campus;
4. Ensure the college has standard operating procedures for handling incidents of sexual violence

What are the crime statistics that need to be reported?

- ▶ The SaVE Act adds the following offenses to the list of criminal offense for which statistics must be reported:
 - Domestic violence
 - Dating violence
 - Sexual assault
 - Stalking

What does this mean to you?

- ▶ A student or employee who reports to an institution of higher education that she/he has been a victim of these crimes, whether it has occurred on or off-campus, will be provided with a written explanation of his or her rights and options.
- ▶ We have to provide everyone (students and staff) training on prevention and awareness.
- ▶ We have to provide you definitions of what these crimes mean including the definition of **consent** in reference to sexual activity.
- ▶ We have to give you information on “**risk reduction**” to recognize warning signs of abusive behavior and how to avoid potential attacks.
- ▶ You have the right to know that your case will be handled appropriately. This means other off – and on-campus authorities may be involved.
- ▶ The District/college is required to ensure that disciplinary procedures for such cases must clearly state that what the proceedings will involve.

Who to call or report a crime:

- ▶ If you have experienced any of these crimes or have witnessed any of these crimes on campus, you may remain anonymous when reporting;
 - ▶ Call 911 or call the West Valley-Mission Community College District police at 408 741-2092;
- When asked for your name, if you want to remain anonymous, identify the call as a SaVe Act call. If you have experienced any of these crimes or have witnessed any of these crimes on campus, you may remain anonymous when reporting.

Can I talk to someone about this?

- YES, DEFINITELY. You can talk to:
- ▶ The Vice President of Student Services (VPSS). When you report it to the Vice President of Student Services, the police may need to be involved as well as other authorities.
 - ▶ To Health Services professional staff
 - ▶ To a counselor
 - ▶ Be aware that they may need to report this to the VPSS so that you can be protected and informed of your options.

Please visit the following website: <http://www.westvalley.edu/services/student-right-to-know/campus-save-act.html>

INTERNATIONAL EVALUATIONS

INTERNATIONAL EVALUATION SERVICES FOR TRANSFER AND ASSOCIATES DEGREES

If you have foreign transcripts, your best first step is to consult with a counselor at West Valley College so that you will be advised of the best course of action to take for your situation.

Students with international records should have those units evaluated if they are planning to transfer to a university. Students are required to list ALL universities and colleges attended inside as well as outside the United States since this will affect the transfer admission process. Most US universities and 4 year colleges do their own international record evaluations in the admissions process, so you may need to apply to that university or college just to have an evaluation of your foreign records.

West Valley College does not offer international record evaluation, but uses an accredited evaluation service from NACES: National Association of Certified Evaluation Services list. Please be aware that these evaluations are not free and will cost the student money. Their members can be found online at: <http://www.naces.org/members.htm> You may choose from the list and West Valley College will accept evaluations ONLY from that list. Official records from evaluation services MUST be presented in a sealed envelope from the agency.

International transcript evaluations done for West Valley College do not necessarily apply to the transfer process. The transfer institution will determine how or if the class taken from outside the US will fit into the student's current plan of study or not. West Valley College counselors can help advise you on this process, but cannot determine which classes will be accepted by the transfer university.

Some general transfer guidelines include: English taken outside of the US is considered a "foreign language" and does not meet the GE requirement for transfer in most cases. Most students coming from outside the US will need an American Institutions and History requirement if attending a CSU campus. Students, who have studied a major in their home country, may still have general education to fulfill for CSU or UC since most universities outside the US do not require these types of classes toward the Bachelor degree, whereas the US universities do require them.

Students who are interested in using their evaluations toward an Associate degree at West Valley College are required to have this evaluation because there is no way to certify equivalency of college records without it. An English translation is usually required by the transcript evaluation service in order to proceed with the evaluation, which may cost extra money. Students will be sent a student copy and a sealed envelope containing a copy of their evaluation or the evaluation may be sent directly to West Valley College. It is the student's responsibility to request that the foreign transcript evaluation be evaluated by our evaluations department in Admissions & Records.

Students who want to use classes from a foreign transcript evaluation toward a major requirement at West Valley College must go directly to the department that offers the desired Associate degree and see the department chairperson for a possible waiver. The department chair of that degree department may request syllabi in order to determine equivalency for each class toward the West Valley College major, so be prepared. Waivers do not have to be granted for classes taken outside the US - this is solely under the discretion of the department granting the degree, NOT the Counseling department or the Records office.

Please contact a counselor at West Valley College if you should have a question regarding this process. We will be happy to answer any questions regarding your situation.

Matriculation

Matriculation is a process which assists you in choosing, planning, and achieving your educational and career goals at West Valley College. It begins when you apply for admission, and it ends when you complete your studies at West Valley. Between the time you are admitted to West Valley and the time you leave, West Valley will provide you with services, resources, facilities, courses, programs, and contacts with skilled personnel to help you to understand your needs and to enable you to select and accomplish your educational and career goals. Matriculation is a partnership between YOU, the student, and US, your community college. There are mutual responsibilities for both partners.

West Valley College agrees to:

- assess your basic skills and your educational and career goals,
- inform you about the College programs, services and policies,
- provide quality instruction and counseling,
- offer support services,
- monitor, assess, and evaluate your progress towards your goal.

You agree to:

- express a broad educational intent upon admission,
- declare a specific educational goal by the time you complete 15 units,
- develop an educational plan,
- participate in advisement/counseling and make use of other support services as necessary,
- attend class, complete assignments and maintain progress toward a goal.

For more specific information about orientation, assessment, counseling and advising, see the current schedule of classes or contact:

Assessment Office 741-2035
Counseling Center 741-2009

Assessment, orientation, and advisement requirements exist because we believe they improve your chances for success. However, you have the right to waive any or all of these requirements. Following is an explanation of your rights as defined by state regulations and college policy.

You have the right to:

- waive orientation, assessment, and advisement/counseling,
- retake placement tests according to Assessment Office policy,
- waive assessment recommendations,
- request a waiver of a prerequisite or co-requisite under certain conditions,
- file a complaint of unlawful discrimination if assessment, orientation, counseling, prerequisites, or any other matriculation procedure is being applied in a discriminatory manner.

Waivers:

To Waive Assessment, Orientation, OR Assessment Recommendations:

See a counselor for a waiver form.

TO WAIVE ADVISEMENT:

No form is required. If you have not declared an educational goal by the time you have completed 15 units, you will be required to see a counselor and complete an educational plan within 90 days. Failure to do so may result in the termination of the college's obligation to provide you with further matriculation services.

Challenges: Pre- or Co-requisites or Other Limitations on Enrollment

You have the right to challenge prerequisites or co-requisites or other limitations on enrollment for the following reasons:

1. You believe the pre- or co-requisite has not been made reasonably available.
2. You believe the pre- or co-requisite or limitation on enrollment was established in violation of regulation or in violation of the district-approved policies and processes. (Supporting documentation must be provided.)
3. You believe the pre- or co-requisite or limitation on enrollment is unlawfully discriminatory or is being applied in an unlawfully discriminatory manner. (Supporting documentation must be provided.)
4. You believe you have the knowledge or ability to succeed in the course despite not meeting the prerequisite. (Supporting documentation must be provided.)
5. Enrollment in this course has been limited to a special group of students, and there are no other courses which would fulfill this requirement. You believe you would be delayed by a semester or more in attaining the degree or certificate specified in your educational plan. (Supporting documentation, including a copy of your educational plan, must be provided.)
6. The pre- or co-requisite was established to protect health and safety and despite the fact you do not meet the pre- or co-requisite, you believe that you are able to demonstrate that you do not pose a threat to yourself or others. (Evidence must be provided.)

WAIVERS & COMPLAINTS

To challenge a pre- or co-requisite or other limitation on enrollment, contact Admissions and Records for a challenge form and specific instructions. Submit the completed form and any required supporting documentation to Admissions and Records. Your request will be evaluated by a challenge review committee and a written response will be available within five working days. Return on the date specified to Admissions and Records to pick up the written response to your request.

Complaints

If you feel that assessment, orientation, counseling or any other matriculation procedure is being applied in a discriminatory manner, you may file a complaint. Refer to the current college catalog for specific information regarding this process or contact the Director of Human Resources and Employee Relations in the Human Resources Office.



In accordance with approved District Policy and Procedure, the following individuals are designated as the Responsible Officer for grievances, complaints and questions.

- For sexual harassment, Title IX or Gender Equity:
**Director of Human Resources
and Employee Relations**
West Valley College
14000 Fruitvale Avenue
Saratoga, CA 95070-9698
(408) 741-2131
- Section 504 Disabled and ADA discrimination for students:
Disabled Students Program and Services
West Valley College, Building 17
14000 Fruitvale Avenue
Saratoga, CA 95070-9698
(408) 741-2010
- For discrimination, equal opportunity, employment discrimination, or Title IX Civil Rights:
**Director of Human Resources
and Employee Relations**
West Valley College
14000 Fruitvale Avenue
Saratoga, CA 95070-9698
(408) 741-2131

CREDITS

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West Valley College gratefully acknowledges the assistance of Santa Monica College who gave its permission to use and adapt their orientation materials for this workbook.



District Policy

5500 STANDARDS OF CONDUCT

References: Education Code Sections 66300 and 66301; Accreditation Standard II.A.7.b.

The District shall enforce a student code of conduct the purpose of which is to promote and maintain orderly conduct of a responsible student body in a manner compatible with the District and College function as an educational institution.

Students are subject to state and federal laws and to the specific regulations established by the District and/or each College in the District. Violators shall be subject to disciplinary action, including possible cancellation of registration, and may be denied future admission to the Colleges of the District. Criminal actions may also result in referral for prosecution.

The Chancellor shall establish procedures for the imposition of discipline on students in accordance with the requirements for due process of the federal and state law and regulations.

The procedures shall clearly define the conduct that is subject to discipline, and shall identify potential disciplinary actions, including but not limited to the removal, suspension, or expulsion of a student.

The procedures shall be made widely available to students through the college catalogs and other means. The Board shall consider any recommendation from the Chancellor for expulsion. The Board shall consider an expulsion recommendation in closed session unless the student requests that the matter be considered in a public meeting. Final action by the Board on the expulsion shall be taken at a public meeting.

The following conduct shall constitute good cause for discipline, including but not limited to the removal, suspension, or expulsion of a student:

Causing, attempting to cause, or threatening to cause physical injury to another person.

Possession, sale or otherwise furnishing any firearm, knife, explosive or other dangerous object, including but not limited to any facsimile firearm, knife, or explosive, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from a District employee, which is concurred in by the college president.

Unlawful possession, use, sale, offer to sell, or furnishing, or being under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the California Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5.

Committing or attempting to commit robbery or extortion.

Causing or attempting to cause damage to District property or to private property on campus.

Stealing or attempting to steal District property or private property on campus, or knowingly receiving stolen District property or private property on campus.

Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the college or the District.

Committing sexual harassment as defined by law or by District policies and procedures.

Engaging in harassing or discriminatory behavior based on race, sex, (i.e., gender) religion, age, national origin, disability, or any other status protected by law.

Willful misconduct, which results in injury or death to a student or to college personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the District or on campus.

Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, college personnel.

Cheating, plagiarism (including plagiarism in a student publication), or engaging in other academic dishonesty.

Dishonesty, forgery, alteration, or misuse of college documents, records, or identification; or knowingly furnishing false information to the District.

Unauthorized entry upon or use of college facilities.

Lewd, indecent, or obscene conduct on District-owned or controlled property or at District-sponsored or supervised functions.

Engaging in expression that is obscene, libelous, or slanderous; or which so incites students as to create a clear and present danger of the commission of unlawful acts on college premises, or the violation of lawful District administrative procedures, or the substantial disruption of the orderly operation of the District.

Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.

Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or academic regulations equivalent site of instruction, including but not limited to handwritten or typewritten class notes, except as permitted by any District policy or administrative procedure.

Also see BP/AP 3715 titled Intellectual Property.

Date Adopted: January 17, 2012

5520 STUDENT DISCIPLINE PROCEDURES

Pursuant to California Education Code 76030 - 76037, the following types of discipline may be initiated at any time when a student is found to be in violation of the policies or rules and regulations of the West Valley-Mission Community College District or its colleges. College authorities will determine which type of action is appropriate. Any member of the college community (i.e., faculty, staff, and student) may file a written complaint with a college administrator against any student for misconduct.

Prior to initiation of these formal disciplinary actions, the parties involved are highly encouraged to seek resolution through informal efforts. Should either party wish to pursue an informal resolution,

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appropriate college personnel (counselor, department chair, division chair, dean, and/or the Vice President of Student Services) are available to meet with the parties to mediate and assist with these informal efforts.

TYPES OF DISCIPLINARY ACTIONS:

1. **Official Warning** (Education Code Section 76031). An official warning is a written notice from the Vice President of Student Services or a designee of the President to the student that states if the misconduct is continued, it may result in further disciplinary action. Written official warnings shall not be made a part of the student's permanent record.
2. **Removal from Class** (Education Code Section 76032). An instructor may remove a student from his or her class when the student's conduct interferes with the instructional process. The duration will be for the day of removal and may extend through the next class meeting, or a total of two (2) consecutive class meetings. The instructor shall immediately report the removal to the Vice President of Student Services and to the appropriate Division Chair or administrator. A written report shall be provided to the Vice President of Student Services. The Division Chair or appropriate administrator shall arrange for a conference between the student and the instructor regarding the removal. Upon request of either the instructor or the student, the Division Chair or appropriate administrator shall attend the conference. During the period of removal, the student shall not return to the class without the concurrence of the instructor. The student has the right to return to class after two consecutive class meetings, pending further disciplinary action, if any. Nothing here in will prevent the Division Chair or the appropriate administrator from recommending further disciplinary actions in accordance with these procedures based on the facts which led to the removal.
Within five (5) days following the conference, if further action is required, the Division Chair or appropriate administrator will refer the student to the Vice President of Student Services for further disciplinary actions. The Vice President of Student Services shall decide whether to recommend suspension, whether to impose some lesser disciplinary action, or whether to end the matter. The Vice President of Student Services shall provide the student a written notification of the decision and the type of disciplinary action being imposed. A record of the disciplinary action will be entered in the student's discipline file and will be maintained in the Office of the Vice President of Student Services.
Removal of student who is a minor (Education Code Section 76032): An instructor may remove a student who is a minor from his or her class when the student's conduct interferes with the instructional process. The duration will be for the day of removal and may extend through the next class meeting, or a total of two consecutive class meetings. If the student removed by an instructor is a minor, the college President or the President's designee shall ask the parent or guardian of the student to attend a parent conference with the instructor regarding the removal as soon as possible.

If the instructor or the parent or guardian so requests, a college administrator shall attend the conference. During the period of removal, a student shall not return to the class from which he or she was removed without the concurrence of the instructor of the class. The student has the right to return to class after two (2) class meetings, pending further disciplinary action, if any. Nothing herein will prevent the college administrator from recommending further disciplinary procedures in accordance with these procedures based on the facts which led to the removal. The Vice President of Student Services shall provide the student a written notification of the decision and the type of disciplinary action being imposed. A record of the disciplinary action will be entered in the student's discipline file and will be maintained in the Office of the Vice President of Student Services.

3. **Withdrawal of Consent to Remain on Campus** (Penal Code Section 626.4). The District Police, working in conjunction with the Vice President of Student Services or the College President, may notify any person for whom there is a reasonable belief that the person has willfully disrupted the orderly operation of the campus that consent to remain on campus has been withdrawn. If the person is on campus at the time, he or she must promptly leave or be escorted off campus. If the District Police issues a student a Withdrawal of Consent to Remain on Campus, the Vice President of Student Services is required to review and confirm this action within 24-hours of issuance of this notice.
The person from whom consent has been withdrawn may submit a written request for a hearing on the withdrawal within the period of the withdrawal. The request shall be granted no later than 7 days from the date of receipt of the request.
In no case shall consent be withdrawn for longer than 14 calendar days from the date consent was initially withdrawn.
Any person who knowingly re-enters the campus during the period in which consent has been withdrawn, except to come for a meeting or hearing, is subject to arrest. A copy of the Withdrawal Consent form and any other information about the incident will be maintained in the student discipline files in the Office of the Vice President of Student Services.
4. **Official Reprimand** (Education Code Section 76031). A reprimand is a written notice of the violation of specific rules from the Vice President or a designee of the President. A student receiving a reprimand is formally notified in writing that continued conduct of the type described in the reprimand may result in more severe disciplinary actions. A copy of the official reprimand shall be placed in the student's discipline file and will be maintained in the Office of the Vice President of Student Services.
5. **Social Probation** (Education Code Section 76031). Social probation consists of the exclusion of the student from participation in specified or all extra-curricular College activities. Extra-curricular College activities are defined as College-related activities for which the student receives no academic credit. The written notification of social probation shall set forth the reason or reasons for the

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imposition of this disciplinary action, the activities to which the exclusion applies, and the length of time for which it is to be imposed. Social probation shall be imposed for a period not to exceed one (1) semester by the President or his/her designee. A copy of the written notice of social probation shall be served to the student and shall be placed in the student's discipline file maintained in the Office of the Vice President of Student Services, and shall also be placed on the student's permanent record.

6. **Restitution** (Education Code Section 76031). Restitution consists of the reimbursement for damages to or misappropriation of District property, the property of a member of the College community, or of a visitor on the West Valley or Mission College campuses. Reimbursement may take the form of appropriate personal services to repair, restore or otherwise compensate for the damage or injury done, and may be made a condition of continued attendance at the College. The President or his/her designee shall inform the student in writing of the amount to be reimbursed to the college and the length of time provided for reimbursement. A copy of the restitution requirement will be placed in the student's discipline file maintained in the Office of the Vice President of Student Services, and shall also be placed on the student's permanent record.

7. **Disciplinary Probation** (Education Code Section 76031). Disciplinary probation is a lesser sanction than suspension. Probation requires the student to adhere to specific written terms and conditions defined by the College Hearing Board, Vice President of Student Services, or the Vice President's designee. The terms of probation shall bear a reasonable relationship to the violation committed by the student. The sanction may include, but need not be limited to, ineligibility to participate in college or student-sponsored activities including public performances and may be imposed upon an individual student or group(s) of students. Disciplinary probation may be imposed for a period not to exceed one year.

Should the student violate one or more of the terms of the probation during the probationary period, the Vice President of Student Services will impose a more stringent disciplinary action such as suspension. The student will be notified in writing. The Vice President of Student Services shall also immediately notify the President. A record of the disciplinary action shall be placed in the student's discipline file maintained in Office of the Vice President of Student Services, and shall also be placed in the student's permanent record.

8. **Interim/Emergency Suspension** (76030). In those cases where an immediate suspension is required in order to protect lives or property, or to ensure the maintenance of order, the College President or the President's designee may summarily suspend a student for a period not to exceed ten (10) instructional days provided that, within the ten-day period, a reasonable opportunity for a disciplinary hearing is provided to that student (California Education Code, Section 66017). Interim suspension is outlined below in the Due Process Procedures section. Records of the interim suspension shall be retained in the Vice President of

Student Services Office and in the student's permanent record. The President shall report an Interim/Emergency Suspension to the Board of Trustees at its next regular meeting.

9. **Disciplinary Suspension** (Education Code Sections 66017; 76030; and 76031). Disciplinary suspension is the exclusion from the campus and other privileges or activities for a definite period of time. Disciplinary suspension serves as a penalty against a student for repeated, continued, or serious violations of the District's and/or College's rules, policies, or regulations. A student may be suspended (a) for one (1) or more classes for up to ten (10) days of instruction; (b) from one (1) or more classes for the remainder of the school term; or (c) from all college classes and activities for one (1) or more terms. A suspended student may be prohibited from occupying any portion of the campus and denied participation in any or all college activities. During the term of the suspension, the suspended student will not be permitted to enroll in classes at West Valley-Mission Community College District. Disciplinary suspensions shall be initiated by the Vice President of Student Services and are subject to the due process procedures outlined below in the following section. The President shall report a disciplinary suspension of any student to the Board of Trustees at its next regular meeting after the suspension has been imposed. A copy of the suspension notice, including the reason for the suspension, shall be placed in the student's discipline file maintained in the Office of the Vice President of Student Services, and shall also be placed in the student's permanent record.

10. **Expulsion** (Education Code Section 76030). An expulsion for good cause is a permanent termination of student status with readmission to the College upon the express approval of the Board of Trustees. A student may be expelled only by the Board of Trustees after notice has been given and a hearing conducted in accordance with the procedures set forth in the Due Process Procedures section. The Board of Trustees shall expel a student for misconduct whenever other means of correction have failed to bring about proper conduct or when the seriousness of the situation warrants such disciplinary action. A copy of the expulsion notice, including the reasons for the expulsion, shall be placed in the student's discipline file maintained in the Office of the Vice President of Student Services, and shall also be placed in the student's permanent record.

Any suspension or expulsion shall preclude enrollment at any and all colleges within the District during the period of suspension or expulsion.

DUE PROCESS PROCEDURES

Consistent with Education Code Sections 66017 and 76030, the student disciplinary actions of interim/emergency suspension, disciplinary suspension, and expulsion are subject to the due process and appeal procedures described herein.

In cases where lesser disciplinary actions have been ineffective in halting student misconduct or the magnitude of the misconduct

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warrants more severe disciplinary action, the College will initiate the process for a suspension or expulsion. When the decision is made to initiate such a process the representative of the College or other individuals who have knowledge of the violation of the student conduct standards will submit a written account to the Vice President of Student Services. The Vice President of Student Services or designee will deliver in person, or provide via certified mail (accompanied by a return receipt) to the student a copy of the charges against him/her. The charges will list the specific violation (s) of the District Student Discipline Policy, a factual summary of the alleged misconduct, other relevant information, and notice of the due process hearing and appeal procedures. If the student is a minor, the parent or guardian shall also be provided notice of the due process hearing and appeal procedures. The following outlines the procedures:

1. The Vice President of Student Services shall administer these procedures and take appropriate action, subject to the approval of the President and the Chancellor as required herein or as otherwise required by law.
2. Disciplinary action taken under these procedures may be taken regardless of anticipated, pending or completed civil or criminal proceedings arising out of the same act or event.
3. Alleged student misconduct of a serious nature to warrant consideration of suspension or expulsion shall be reported to the Vice President of Student Services and when reported to or discovered, the Vice President of Student Services shall initiate an investigation of the charges. Should the Vice President of Student Services deem it appropriate to pursue disciplinary actions against the student, he/she shall arrange a meeting with the student prior to issuance of formal charges, at which time the student shall be informed that an investigation is being conducted.
4. If the student is a minor, the student's parent or guardian shall also be provided notice of the due process procedures.
5. Following issuance of formal charges, the student has the right to request a hearing to present information and/or evidence supporting his/her case.
Should the student fail to request a hearing, the Vice President, after due investigation and deliberation, shall proceed to impose whatever disciplinary action he/she deems appropriate or recommend appropriate action to the President.
If the student requests a hearing, he/she shall be afforded one of the following options:
 - a. A hearing before the Vice President of Student Services / designee, or
 - b. A hearing before the College Hearing Board. (For a description of College Hearing Board see the College Hearing Board section).
The Vice President of Student Services shall set the time, date, and location for the hearing.
6. Proceeding under option 5a, where a student requests a hearing before the Vice President of Student Services:

The Vice President of Student Services, or the designee, shall discuss the accusation with the student. The Vice President of Student Services and the student or his/her representative shall have the right to call, examine and cross-examine witnesses. The Vice President of Student Services then may consider any relevant evidence or information presented in the matter, take or recommend disciplinary action if appropriate, and inform the student that if he/she disagrees with the disciplinary action, he/she may appeal to the President for review of the disciplinary action by so informing the Vice President in writing (see Student Appeal Procedures).

- a. Following the hearing, in any case where disciplinary suspension is recommended by the Vice President of Student Services, the action shall be reported to the College President within ten (10) business days. The President shall either approve or disapprove the action within five (5) business days of receipt of the disciplinary suspension recommendation. If the President approves, he/she shall impose disciplinary suspension.
- b. The President, at his/her discretion, may stay the disciplinary suspension, if he/she feels that the staying of such will not endanger any individual or the College.
- c. If after notification, the student fails to appear at the hearing before the Vice President of Student Services, the Vice President may declare the student in default, and proceed as if the student were present at the hearing.
7. Proceeding under Option 5b., where the student requests a hearing before the West Valley or Mission College Hearing Board: The Vice President of Student Services or designee shall schedule a meeting of the College Hearing Board within ten (10) working days.
 - a. The Vice President of Student Services shall provide the student and the College Hearing Board with a written statement of the charges against the student, and any other relevant information.
 - b. The student may select a representative to assist him/her in his/her presentation before the College Hearing Board. If the student is to be represented by legal counsel, he/she must notify the President of the fact at least seven days prior to the date of the scheduled hearing. An attorney shall not represent the student unless, in the judgment of the College, complex legal issues are involved. The Vice President of Student Services or the College Hearing Board may request legal assistance; any legal advisor provided to the College Hearing Board may sit in an advisory capacity to provide legal counsel but shall not be a member of the panel or vote with it.
 - c. If the student fails to appear at the time and place designated for the hearing, the College Hearing Board may proceed in his/her absence, declaring him/her to be in default.
 - d. The Vice President shall have the proceedings of the College Hearing Board recorded at the meeting, either stenographically or electronically, and any such record shall be maintained at the

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Office of the Vice President of Student Services for a period of three (3) years.

- e. The hearing before the College Hearing Board shall be conducted in a manner conducive to the determination of the truth. It is not contemplated or required that the hearing be conducted with the formality of a legal proceeding. Formal rules of evidence shall not apply. Any relevant evidence shall be admitted.
- f. At the hearing, unless the College Hearing Board determines to proceed otherwise, the Vice President of Student Services or designee and the student shall be permitted to each make an opening statement. Thereafter, the Vice President of Student Services or designee shall first present any relevant evidence in his/her possession regarding the alleged misconduct; the student may then present any relevant evidence which he/she may have. The Vice President of Student Services or designee may present rebuttal evidence after the student completes his or her presentation. The Vice President of Student Services or designee and the student or his/her representative shall have the right to call, examine, and cross-examine witnesses. Written statements, if any, shall be submitted under penalty of perjury.
- g. After submission of all relevant evidence, the College Hearing Board shall immediately meet in private, and based upon the evidence presented to it, determine the truth of the charges and the recommended disciplinary action, if any, to be imposed upon the student. Upon reaching its decision, the College Hearing Board shall reconvene and announce its decision and recommend the appropriate disciplinary action. Appropriate disciplinary action may include specific sanctions, terms and conditions.
- h. The Vice President of Student Services and the student shall be given written notice of the decision of the College Hearing Board and the discipline or sanctions recommended to be imposed within five (5) working days. The Vice President shall implement such disciplinary action, except as provided in the following paragraph of this section.
- i. If the recommended disciplinary action involves disciplinary suspension, the College Hearing Board shall forward the findings of fact to the President within ten (10) business days. If the President concurs in the recommendations, he/she shall impose disciplinary suspension. If the President disapproves, he/she shall advise the College Hearing Board within five (5) business days. Any student who has held a recommendation of disciplinary suspension imposed against him/her has the right of appeal to the President. The President, at his/her discretion, may stay the disciplinary suspension, if he/she feels that the decision to stay will not endanger any individual or the College. If the proposed disciplinary action recommended is expulsion, the President shall initiate proceedings before the Board of Trustees, as set forth in section titled Procedures Before the Board of Trustees.

If, at the conclusion of the hearing before the College Hearing Board, the student wishes to appeal the discipline imposed or

recommended, he/she shall immediately inform the Vice President of Student Services in writing (see Student Appeal Procedures section).

Appeals concerning expulsion shall be scheduled for a hearing before the Board of Trustees by the President. Appeals concerning other forms of disciplinary action shall be directed to the President for disposition.

COLLEGE HEARING BOARD

1. The membership of the College Hearing Board shall be as follows:
 - a. Students. Two (2) student seach appointed to an annual term by the Student Senate of the Associated Students of West Valley or Mission College for a one (1) year term, and who shall be appointed not later than the third week of the fall semester.
 - b. Faculty. Two (2) faculty member seach appointed by the Academic Senate for a one (1) year term, and who shall be appointed not later than the third week of the fall semester.
 - c. Classified. Two (2) classified employees appointed by the Classified Senate for a one (1) year term, and who shall be appointed not later than the third week of the fall semester.
 - d. Administration. A member of the administrative staff of the College shall be appointed by the President for a one (1) year term. The Vice President of Student Services cannot serve in this capacity.
2. As an administrative agency of the College, the College Hearing Board shall be responsible to the President for acting, reviewing, and making recommendations relative to matters brought before it in accordance with the procedures outlined in these procedures. The College Hearing Board shall appoint one member of the panel to serve as the chairperson.
3. No administrator, faculty member, classified staff, or student who has any personal involvement in the matter to be decided, who is a necessary witness, or who could not otherwise act in a neutral manner shall serve on the College Hearing Board.
4. The Chairperson of the College Hearing Board shall convene a meeting of the Board at the earliest possible opportunity after appointment of members in the fall semester of each school year for the purpose of orientating the members to the responsibilities and duties of the College Hearing Board and the procedures under which it shall function and operate.

PROCEDURES BEFORE THE BOARD OF TRUSTEES:

1. If the President, his/her designee, the Vice President of Student Services or the College Hearing Board, recommends expulsion, then the matter must be brought before the Board of Trustees by the Chancellor for a hearing, in accordance with these procedures (Education Code Section 76030).
2. Prior to the Board of Trustees' hearing of an expulsion recommendation, the Chancellor shall deliver a written statement to the President of the Board of Trustees, and to the student and

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his/her parent or guardian, if the student is a minor or to the student alone, if he/she is an adult. This written statement shall be delivered either personally or by certified or registered mail, and contain the following information:

- a. A recitation in sufficient detail to apprise the student of the charge or charges against him/her.
- b. The date, time and place of the meeting of the Board of Trustees at which the matter shall be considered, and the date shall not be less than ten (10) days from personal delivery or mailing of the written statement to the student. The hearing shall be conducted in closed session of the Board of Trustees (Education Code Section 72122) unless the student submits a written request for an open hearing to the President at least seven (7) days in advance of the scheduled hearing. The student must also notify the President at least seven (7) business days in advance if he/she intends to attend the hearing.
- c. A recitation that the student may be represented at the hearing by legal counsel, if so desired. If the student is to be represented by legal counsel, he/she must notify the President of the fact that at least seven (7) days prior to the date of the scheduled hearing. The Board of Trustees may request legal assistance; any legal advisor provided to the Board of Trustees may sit in an advisory capacity to provide legal counsel but shall not be a member of the panel or vote with it.
- d. A recitation of the privilege of the student and/or the parent or guardian to employ the services of a short hand reporter or stenographer at his/her or their own expense to record the hearing.
3. The Chancellor shall have written summary of the hearing transcribed into the minutes of the meeting of the Board of Trustees, and if the hearing is conducted in closed session, these minutes shall be transcribed and kept in a separate closed session minutes book not open for public inspection.
4. If after notification, the student fails to appear at the hearing before the Board of Trustees, the Board of Trustees may declare the student in default and proceed as if the student were present at the hearing.
5. After the hearing has been declared open, the Vice President of Student Services shall make a statement and present any relevant evidence and information, either oral or documentary, which he/she has in possession. The Vice President of Student Services shall, if the matter has been heard by the College Hearing Board, present a copy of the College proceedings on the findings of fact. Upon conclusion of the presentation by the Vice President of Student Services, the student and/or parent or guardian, and/or their legal counsel, may make a statement and present any relevant evidence or information, either oral or documentary, which he/she or they may possess. Each side shall also have the opportunity to offer rebuttal evidence.
6. A prospective witness must either be sworn, or affirm to tell the truth. In the absence of both, the Board of Trustees may deny him/her the right to testify, or may proceed with the hearing, giving consideration to this fact when deliberating the testimony. Witnesses shall be subject to cross-examination by the other party, and inquiry of the members of the Board of Trustees. Written statements of absent witnesses shall be received only if submitted as affidavits or declarations under penalty of perjury.
7. Upon hearing all relevant evidence and information submitted, any final statements of the Vice President of Student Services, and/or the student, parent or guardian (if the student is a minor), and/or their counsel, the Board of Trustees shall confer in private and consider the evidence presented and reach its determination in the matter. When these deliberations are completed, the Board of Trustees shall reconvene in open, public session and announce its decision by recording a vote on the matter into the minutes of the meeting which shall be open to public inspection.
8. Within ten (10) days after the Board of Trustees takes its final action, the President shall deliver to the student and/or the student's parent or guardian, if the student is a minor or the student alone, if he/she an adult, either in person or by registered or certified mail, a letter setting forth the final action of the Board of Trustees, and a copy shall be filed in the student's permanent record and in the files of the Board of Trustees. If the Board of Trustees expels the student, the Vice President of Student Services shall proceed to implement the disciplinary action as soon as practicable, unless otherwise directed by the Board of Trustees.
9. In any case where the Board of Trustees imposes expulsion based upon the student having disrupted the orderly operation of the College, the Board of Trustees, as part of its final action, may deny the expelled student access to the College Campus. If such condition is imposed by the Board of Trustees, the letter of notification required to be given by Paragraph 8 of this Section shall contain a statement of such condition and its duration.
10. The College shall retain records of all disciplinary investigations, proceedings, and action.

STUDENT APPEAL PROCEDURES

With the exception of recommendations of expulsions which are subject to appeal to the Board of Trustees, students may appeal the findings of the College Hearing Board to the College President. Such appeal may be based only on the following grounds:

1. Required procedures were not properly followed;
2. New evidence, not reasonably available at the time of the hearing is presented and is of sufficient importance to warrant reconsideration;
3. The findings were unsupported by evidence in record made before the hearing; or
4. The sanction imposed for the violation was unreasonably harsh or inappropriate when viewed within the context of the nature of violation.

DISTRICT POLICY & PROCEDURE

TIMELINES FOR THIS APPEAL PROCESS ARE DELINEATED BELOW:

- The student has five (5) days from receipt of the findings of the hearing to file a written appeal with the Vice President of Student Services. The Vice President of Student Services will forward this appeal to the College President.
- Upon receipt of the written appeal, the President has ten (10) days to conduct an appeal hearing and five (5) days from that appeal to hand deliver or mail (by certified mail).
- The appeal hearing shall consist of a review of the record of the student's original and presentation of information pertinent to the grounds for the appeal.
- Upon mutual agreement between the student and the College President, time limits may be extended.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

FERPA requires that a student's education records be:

1. Disclosed only to persons who meet the strict definition of a school official who has a legitimate educational interest in the records (or others explicitly granted access under the law).
2. Made available within 15 working days of the student's written request for inspection and review.

DEFINITION OF A SCHOOL OFFICIAL:

1. A school official is defined as person employed by the college or college district in an administrative, supervisory, research, or support staff position.
2. An official committee member (i.e., Matriculation Committee, Basic Skills Committee) or another individual assigned by an administrator or supervisor to assist in an official task.
3. An outside contractor (i.e., health or medical professional, district counsel/attorney, auditor) acting as an agent for the college.

A College official has a legal right to know if a person defined as having a legitimate educational interest is:

1. Performing a task that is specified in his/her position or related to student discipline.
2. Providing college services or benefits related to a student, or maintaining the safety and security on campus.
Example of a legitimate educational interest: A counselor who needs to review a student's education records to determine what courses have been or need to be completed. This task is related

to student academic advising. The counselor is authorized to view education records that are relevant to the task at hand.

THE FOLLOWING PROVIDES A QUICK REFERENCE FOR FACULTY:

- Private notes of a faculty/staff member concerning a student and intended for the faculty/staff member's own use are not part of the student's educational record, provided they are kept separate from the student's educational records. Only those individual student records that are necessary to fulfill professional responsibilities should be kept.
- Requests for information from the educational record custodian must not be made without a legitimate educational interest and the appropriate authority to do so.
- Student scores or grades may not be displayed publicly in association with names, social security numbers or other personal identifiers. Some other code known only to the instructor and the individual student may be used to post grades/scores.
- All papers or lab reports containing student names and grades should be secured. Students should not have access to the scores and grades of others in the class.
- Factual information regarding grades and performance in an educational record may be amended when the student is able to provide valid documentation that information is inaccurate or misleading. See College Catalog <<http://westvalley.edu/catalog/>>
- Under Academic Standards for Appeals and student Grievance and Matriculation standards for waivers and challenges.
- Student educational record information is not to be shared, including grades or grade point averages, with other faculty or staff members of the College unless their official responsibilities identify their "legitimate educational interest" in that information for that student.
- Information from student educational records, including grades, grade point averages, and letters of recommendation should not be shared by phone or correspondence with parents or other parties outside the institution, without written permission from the student.
- Information from medical, psychiatric, or psychological reports; records from law enforcement officials on or off the campus; or notes of a professional or staff person which are intended for that individual alone are not to be included in a student's educational records or made available to him/her, or to a third party.
- FERPA enforcement may include sanctions as severe as the withholding of federal funding. Civil litigation against individuals for alleged FERPA violations is also possible.

FOR MORE INFORMATION on FERPA regulations

Please contact the Office of the Vice President of Student Services (408) 741-2020 or Director of Admissions and Records (408) 741-4616 or visit the federal website.

U.S. DEPARTMENT OF EDUCATION FERPA WEBSITE

www.ed.gov/policy/gen/guid/fpco/ferpa/

FERPA: Basic Guidelines for Faculty and Staff www.nacada.ksu.edu/Resources/FERPA-Overview.htm

CLASS PLANNING WORKSHEET

USE THIS WORKSHEET TO HELP SCHEDULE YOUR CLASSES

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
7:45						
9:20						
10:55						
12:30						
2:05						
3:40						
6:00						

ORIENTATION QUIZ

Orientation Quiz

Name _____

1. Minimum units required to be considered a full-time student are: (check one)

- 9
- 18
- 12
- 15

2. Minimum units required to be eligible for an Associate Degree: (check one)

- 39
- 18
- 60
- 75

3. Select three campus resources where you can get information about funding for school:

- Admissions Office
- Counseling
- EOPS Program
- Health Center
- Financial Aid

4. Counselors can be found in which areas (check the correct sites)

- Campus Center
- Counseling Center
- Health Center
- Financial Aid
- Tutorial Center

5. Match the following services with the right letter

<input type="checkbox"/>	Transfer Center	a. Assistance when you need to develop an Education Plan
<input type="checkbox"/>	Counseling	b. Order an Official Transcript
<input type="checkbox"/>	Financial Aid	c. Assistance with an Essay for a UC Application
<input type="checkbox"/>	Records Office	d. Having trouble in a Math class
<input type="checkbox"/>	Tutorial Center	e. Need an emergency loan

6. The number of hours of homework per week while taking 12 units is expected to be: (check one)

- 2
- 7
- 12
- 24

ORIENTATION QUIZ

7. Name of the program that guarantees admission to a California state University (CSU):

- Transfer Guarantee Program (TGP)
- Transfer Agreement Guarantee (TAG)
- Associate Degree - Transfer (ADT)

8. Name of the program that guarantees admission to a University of California (UC):

- Transfer Guarantee Program (TGP)
- Transfer Admission Guarantee (TAG)
- Associate Degree – Transfer (ADT)

9. The number of units required to initiate a Transfer Admission Agreement with the University of California (UC): (check one)

- 10
- 20
- 30
- 40

10. Place the following degrees in order

- 1. MA
- 2. AA./AS/ADT
- 3. PhD
- 4. BA/BS

11. The college catalog is the same as the schedule of classes:

- True
- False

