

FIVE STEPS to SUCCESS

STEP 1 APPLY

Submit your free application for Winter/Spring beginning Oct 1 at westvalley.edu/onboard

Applying is a two-step process:

1. Create an Account with California Community Colleges (CCC)

Create an Open CCC Account. This one account will be used whenever you apply to any of the 116 community colleges in California. You will receive an email with the subject, "New CCC Account Creation" which contains your CCCID for if you apply to other community colleges in the future.

2. Submit an Application for Admission to West Valley College

Once you have submitted your application, you will see a confirmation screen. Take a screencapture (or print) this screen for future reference as it contains your confirmation number.

Within 24 hours, you will receive an email and text with your WVC username and student ID number. If you do not receive an email with your Student ID Number within 48 hours, search your inbox for a message with the subject, "Welcome to West Valley College" and forward that message to wvc.admissions@westvalley.edu.

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

STEP 2 ACTIVATE

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

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

STEP 3 EMPOWER

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

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

westvalley.edu/admissions/orientation.html

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

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

westvalley.edu/services/counseling

STEP 4 REGISTER

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

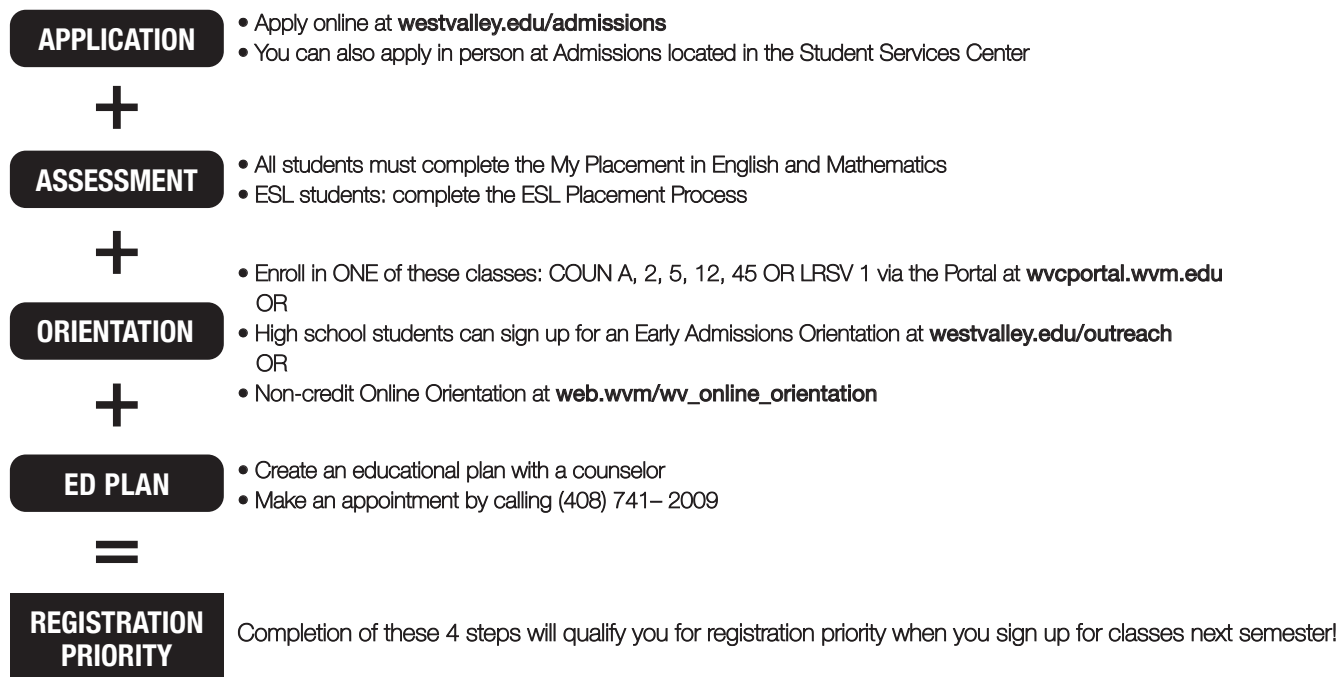
Note: If the course you want has prerequisites, submit the Prerequisite Clearance Form along with your transcript and/or AP scores.

STEP 5 PREPARE

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

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

REQUIRED Steps to Receive PRIORITY REGISTRATION



* Students who have completed this process at another college should speak with a counselor (408) 741– 2009

Students with disabilities can fulfill all of the above requirements by contacting the Disability and Educational Support Program (DESP) at (408) 741– 2010

ESL ASSESSMENT (CREDIT)

ESL PLACEMENT PROCESS

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

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

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

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

ORIENTATION OPTIONS

COUN 000A, COUN 002, COUN 005, COUN 12, COUN 45 or LRSV 001

Orientation is required for students who have no previous college experience or fewer than 15 completed college units. Complete my Placement before attending COUN 000A, COUN 002, COUN 005, COUN 12, COUN 45 or LRSV 001.

Once you submit your application, you will receive a date when you will be able to register for an orientation class. The Cafeteria may be closed so please bring a snack and/or beverage. Check the schedule of classes for room location.

ATHLETIC ORIENTATION

New athletes are required to attend this orientation designed specifically to answer questions concerning academics and athletics. Parents are welcome. Please contact the Athletic Counselor to register for the course with questions. Andrew.cardamone@westvalley.edu

ONLINE ORIENTATION

(not for academic credit)

Students who choose this option are required to complete all required online assignments as instructed on the link. Go to <https://orientation.westvalley.edu/> to start orientation. Students selecting this option will not receive academic credit but will receive credit for completing an orientation. This option is not available for applicants to the Community Grant.

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New International Students - F1 Visa

Mandatory program orientation session for new and transfer F1 visa students - includes federal regulation and status advising.
Email terri.eppley@westvalley.edu for date and time

Managing Your Class Schedule

Students who have registered may make changes to their schedule in the WVCPortal. Always review your current balance after making any changes to your schedule.

Adding Classes

To add a class once the term begins, you must attend the first class meeting. If there are seats available, the instructor will assign students Add Codes for the class. The Add Code is a six-digit alpha-numeric code that gives the student permission to add the class on our WVCPortal. Add Codes must be used by the deadline.

It is your responsibility to meet all pre and corequisite requirements prior to registration. It is also suggested that students monitor their courses through the WVCPortal on a regular basis. In addition, it is your responsibility to drop the course you added if you no longer want it. Be sure to check deadline dates.

Note: An add code cannot be issued before the start date of the class. Wait list ends once class begins.

Dropping Classes

Full-Term Classes

The WVCPortal can be used to drop classes before or after the term begins. It is the student's responsibility to officially drop classes. **DO NOT ASSUME THAT YOU WILL BE "DROPPED" FROM A CLASS BY THE INSTRUCTOR. IT IS THE STUDENT'S RESPONSIBILITY TO DROP ALL UNWANTED CLASSES.** No enrollment fee refunds will be issued for classes dropped after the published refund deadline in the current Schedule of Classes.

Short-Term Classes

Students must drop **the day before the first class meeting** to receive a refund for short term classes that meet for five days or less. Refunds are also issued to students that drop short term classes that meet 5 times or more before 10% of the scheduled class meetings have elapsed.

Repeatability

State regulations allow few courses to be repeated. In addition, there are groupings of courses with similar content called "families" in PE, Art, Theater, and Music. West Valley and Mission College's "families" of courses are linked and students may only take 4 courses within a family whether the course is offered at West Valley or Mission College. Refer to the table in the online schedule, campus catalog or consult with a Counselor to review the full list of "family" courses.

Audit Information

An auditing student is a class observer who attends the class without the requirement of taking tests or completing assignments. Students must receive official approval from the specific instructor to audit the course. Priority in class enrollment shall be given to students enrolled in the course for credit toward a degree or certificate. High School students and F-1/I-20 students are not allowed to audit. No student auditing a course shall be permitted to change his or her enrollment to receive credit for the course.

To audit a course, students:

1. Attend first class meeting and request permission to audit the course from the instructor.
2. Obtain and complete an audit slip from the Instructor.
3. Bring form to Admissions Office during 3rd week of term with \$15 per unit fee. Audit fee will be waived if enrolled in minimum of 10 units.

For more details, see Audit Policy in the college catalog.

Concurrent Enrollment for High School Students

1. Complete an online application. (Go to westvalley.edu, CLICK APPLY NOW.) 48 hours after completing an online application: Check your e-mail for your West Valley ID number. Add it to your paperwork. **Returning high school students need to file an updated online application and a complete Concurrent Enrollment packet each semester.**
2. Review class offerings. Go to westvalley.edu and click Schedule of Classes. Classes numbered 900 above (basic skills) and PE classes are NOT available for concurrently enrolled students. Enrollment is limited to 8 units **within the district.**
3. Complete the Concurrent Enrollment Application Packet.
4. All students must complete the my placement web. wvm.edu/placement-tool-wv
5. If your course has a prerequisite, complete the Prerequisite Clearance Request Form before your registration date. This will require proof: AP scores and/or college transcripts. Example: all math courses at the Math 3B level and above require AP scores.
https://www.westvalley.edu/admissions/assessment/prerequisite_form.html
6. Check to see if a class(es) has space: Go to westvalley.edu/wvcportal/searchsections.html no log in required.
7. High School students enrolled in California high schools do NOT pay tuition but DO pay for textbooks and supplies. (ex: art supplies, Scantron forms, etc.)
8. All students that submit a complete packet, will receive an email with directions on how to register. Due to increased demand, this may take 7 - 10 business days.
9. Home School students are required to submit a Home School Affidavit issued by the state of California.
10. Prior to registration, students are encouraged to complete the pre-orientation.
11. Purchase your textbooks and attend class.

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

| Grades | Winter/Spring |
|--------|---------------|
| 12th | Nov 20 |
| 11th | Nov 20 |
| 10th | Nov 20 |

Enrollment Information

CALIFORNIA STUDENT SUCCESS ACT REQUIREMENTS

All students are required to comply with the California Student Success Act of 2012 requirements (English and Math course placement, orientation, student educational plan) in order to receive a priority date for future registration.

1. Orientation

Attend a College Orientation to become familiar with higher education opportunities, requirements, and educational planning. You will get assistance from counseling faculty to register for classes. Orientations can be fulfilled through any of the following options:

- Enrollment in any of the following courses:
 - Counseling A: College Orientation
 - Counseling 2: Academic and Personal Planning
 - Counseling 5: College Success
 - Counseling 12: Careers and Lifestyles
- Early Admissions (EA) Orientation, DESP On to College Orientation for Students with IEP's and 504's.
- Online at westvalley.edu/admissions/orientation.html

2. Develop a student educational plan

Students may develop a one year student educational plan by attending a Counseling A: Orientation class; an Early Admissions Orientation; a designated Counseling transferable class, or a specific program orientation. Counseling appointments are available to create a comprehensive, multi-year student educational plan during your first semester in college. Please contact the Counseling Center for assistance.

3. Guided Self-Placement for English and Math

Complete the Guided Self-Placement process to help you determine which math and English classes might be more appropriate for you. Simply follow these four simple steps:

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

Orientation or Assessment Waiver

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

Students with Previous College Work

An orientation is not required for students who have completed 15 college units. However, counselors can help you complete an educational plan, prepare transfer agreements, select a possible major or career, or help with a personal problem. Appointments can be made by:

Set-up an appointment online via Handshake.

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| Fee type | Amount | Required of | Refunds |
|--|--|--|---|
| Enrollment **** | \$46 per unit (subject to California legislative change) | California residents | Full refunds for drops up through 2-11-24 for a semester length class.** |
| Tuition for Non-Residents | \$358 per unit (in addition to enrollment fee) | All Non-California residents (in addition to enrollment fee) | Full refunds for drops up through 2-11-24 for a semester length class.** |
| International Students | \$358 per unit (in addition to enrollment fee) | Visa holders from another country (in addition to enrollment fee) | Full refunds for drops up through 2-11-24 for a semester length class.** |
| International Student Application Fee | \$100 | International applicants who submit an F-1 application to study at West Valley College | Non-refundable |
| International Student Health Fee | \$900 | International F1 Students | Non-refundable |
| Course Material Fee | Variable | Certain Courses may indicate fee in course notes | Full refunds for drops up through 2-11-24 for a semester length class.** |
| Campus Center Use Fee* | \$15 Spring / Fall | All students except online students who live outside Santa Clara County | Appeal for exemptions can be made through Admissions Office through 2-11-24. |
| Health Services* | \$21 Spring Health Fee waived for 2023-2024 academic year. | All students including high school students | Full refunds for drops up through 2-11-24 for a semester length class.** Appeal for exemptions can be made through Admissions Office through 2-11-24. |
| Web Reg. Web processing Fee* | \$3 for each term | All students using web for college transactions | Not eligible for exemption. |
| Representational Fee* | \$2 for each term | All students except high school students | Appeal for exemptions can be made through Admissions Office through 2-11-24. |
| Associated Student Government (ASG) Fee* | \$14 Spring / Fall | | Appeal for exemptions can be made through Admissions Office through 2-11-24. |
| Parking Fee* | \$50 Spring / Fall \$25 Summer Fall permits preceding or Spring permits following Winter are valid for Winter intersession. | | The Board of Trustees has temporarily approved free semester-length parking permits to all registered students. Waiver in effect Spring 2023 - Spring 2024. |
| Transcripts | First 2 printed transcripts (contact admissions; 5 business days): free Electronic (1 – 2 business days): \$6.00 Mail (5 business days): \$6.00 GE / IGETC (7-10 business days): \$6.00 | | |
| Other charges | Duplicate degree: \$10 Degree/certificate cover: \$10 (free at graduation) Nelnet Student Payment Plan (participation optional): \$20.00 | | |

*The following are considered Basic Fees: Campus Center Use, Health Services, Web Processing, Representational, and Associated Student Government. **Refund dates vary for short-term classes. ***All fees are subject to change. **** Beginning spring 2024, some students living within the West Valley Mission Community College district will have their enrollment fees waived. Check the West Valley College home page for more details.

Payment Information

Fees are charged and due at the time of registration. Payments can be made:

1. On the web using Visa or Mastercard; or selecting a payment plan.
2. By mail with check, money order or Cashiers check

Please write student's College ID number on the front. DO NOT MAIL CASH.
Please send one check per student. Send all payments to:

West Valley College – Admissions Office
14000 Fruitvale Avenue
Saratoga, CA 95070-5698

Nelnet Payment Plans

WVMCCD has partnered with Nelnet Business Solutions to let you pay over time, making college more affordable.

- \$20 enrollment fee per semester
- \$30 returned payment fee if a payment is returned
- Payments are processed on the 5th of each month and will continue until the balance is paid in full

Simple steps to enroll:

- Log into your college portal
- Under WVCPortal select Registration
- Select Create a Payment Plan at the bottom of the menu

Refund Policies

The first set of refunds occurs the week after the add drop period.

If you pay with a credit card, your card will be refunded. If you pay by cash or check, a check will be mailed to you.

Please be aware that new registration activity may create a new balance which is due and payable at the time of activity.

- If your class is cancelled, you will automatically receive a refund.
- Parking permits must be returned to Admissions by the last day to add a semester length class.
- Financial Aid students who withdraw from college prior to completing 60% or more of scheduled class meetings in a semester may owe money back to the federal government. Check with the Financial Aid Office immediately.

Course Material Fees

Some courses require a mandatory instructional materials fee or an optional fee for purposes of materials needed to assist in learning or achieving the objectives of the course. Education Code section 76365 permits colleges to require students to provide various types of instructional materials and enables colleges to sell such materials.

Returned Check Fee

The WVC fee for processing checks returned by a bank due to insufficient funds, stopped payment or closed accounts is \$15.00 per check in addition to the original amount and may go as high as \$25.00, depending upon the response time on the check clearance. In addition, a delinquency hold will be placed on the student's records and registration will not be allowed. Passing of N.S.F., stop payment, and account closed checks may be considered a criminal offense and may be referred to the District Attorney's Office for prosecution.

Use of Social Security Number

Notification of Tax Identification Numbers (TIN) or Social Security Numbers (SSN) Required Collection & Usage. Federal legislation relating to the Hope Tax Credit and Internal Revenue Service (IRS) 1098T production mandates that all colleges report student SSN or TIN numbers to the IRS. This IRS mandate requires colleges to collect the SSN or TIN.

A student may refuse to disclose his or her SSN or TIN to the school but the

IRS is then authorized to fine the student in the amount of \$50. West Valley College assigns a unique student ID number to every student and does not use the SSN or TIN as a student identifier. All SSNs and TINs collected as mandated are protected by federal regulations under the Family Educational Rights and Privacy Act (FERPA).

FEE WORKSHEET – Winter 2024

Use this worksheet to calculate your fees.

1. Enrollment Fees

$$\$46.00 \text{ per unit. } \underline{\hspace{1cm}} \text{ units} \times \$46.00 = \underline{\hspace{1cm}}$$

2. Tuition for Non-Residents

(in addition to enrollment fee)

Out of State

$$\$358.00 \text{ per unit. } \underline{\hspace{1cm}} \text{ units} \times \$358.00 = \underline{\hspace{1cm}}$$

3. Basic Fees for Winter:

WebReg (\$3.00);

$$\text{Representation Fee } (\$2.00) = \underline{\hspace{1cm}}$$

4. TOTAL FEES

$$\text{Add 1 or 2 and 3 and enter total here} = \underline{\hspace{1cm}}$$

FEE WORKSHEET – Spring 2024

Use this worksheet to calculate your fees.

1. Enrollment Fees

$$\$46.00 \text{ per unit. } \underline{\hspace{1cm}} \text{ units} \times \$46.00 = \underline{\hspace{1cm}}$$

2. Tuition for Non-Residents

(in addition to enrollment fee)

Out of State

$$\$358.00 \text{ per unit. } \underline{\hspace{1cm}} \text{ units} \times \$358.00 = \underline{\hspace{1cm}}$$

$$\text{F1 International } \$900 - \text{Health Fee} = \underline{\hspace{1cm}}$$

3. Campus Center Use Fee \$15.00

$$= \underline{\hspace{1cm}}$$

4. Basic Fees for Spring:

WebReg (\$3.00);

Associated Student Services Fee (\$14.00);

$$\text{Representation Fee } (\$2.00) = \underline{\hspace{1cm}}$$

5. TOTAL FEES

$$\text{Add 1 or 2 plus 3 and 4, enter total here} = \underline{\hspace{1cm}}$$

Legislation AB 2210

Education Code section 68075.6 grants an immediate nonresident tuition fee exemption to eligible Special Immigrant Visa (SIV) holders and refugee students who settled in California upon entering the United States. This exemption is granted for one year from the date the student settled in California upon entering the United States. For more information visit <https://www.westvalley.edu/admissions/fee-schedule.html>

BANKMOBILE FINANCIAL AID REFUND SELECTION

West Valley Mission College District has partnered with BankMobile to deliver your financial aid refund. BankMobile is committed to provide students with clear choices and offer great customer service.

Your choices include:

- Deposit to an existing account
 - Deposit to BankMobile Vibe checking account
- BankMobile ATM is located in the Campus Center.

FINANCIAL AID

Location: Student Services Center (SSC)

Phone: (408) 741-2024

Regular Hours: Please visit West Valley College website for current hours of service.

westvalley.edu/services/financialaid/

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

Submit a Free Application for Federal Student Aid (FAFSA) or the CA Dream Act. We will automatically review your eligibility for all Financial Aid programs based on your application data.

FINANCIAL AID PROGRAMS AVAILABLE

California College Promise Grant

CCPG waives 100% enrollment fees.

Eligibility Criteria:

- You must be a California resident or an AB 540 student as determined by the office of Admissions and Records
- You meet specific income levels, or
- You have demonstrated financial need, of at least \$1104, through the FAFSA/CA Dream Act application process, or
- You currently receive benefits from TANF/CalWorks, or SSI/SSP or General Assistance, or
- You are eligible for a dependent veterans fee waiver or approved by the National Guard Adjutant General that you are a dependent, or
- You are eligible as a recipient of the Congressional Medal of Honor, or you are eligible as a dependent of a victim of the September 11, 2001, terrorist attack, or you are eligible as a dependent of a deceased law enforcement/fire suppression personnel killed in the line of duty.
- For application forms and deadlines go to <https://www.cccapply.org/en/money/california-college-promise-grant>.

California College Promise Grant Fee Waiver (CCPG) New State Regulations

Under new state regulations, students will LOSE eligibility for the CCPG if:

They are on probation for not maintaining a 2.0 GPA (grade point average) for two consecutive primary terms. They have not successfully completed half (50%) or more of the units attempted in two (2) consecutive primary terms. Only Foster Youth are exempt from this policy. Primary terms are FALL and SPRING terms at semester-based schools.

Students that are determined ineligible are also able to regain eligibility or be reinstated by meeting one (1) of the standards below:

- Improve GPA and/or course completion measures to meet the academic and progress standards.
- Successful appeal regarding extenuating circumstances and/or demonstrating significant academic improvement.
- Not attending his/her community college district for two (2) consecutive primary terms.
- Extenuating circumstances are defined as verified cases of accidents, illnesses, or other circumstances beyond the student's control.

For more information, visit: westvalley.edu/services/student-right-to-know/student_success_act.html#tabs-4 To download an appeal, visit: westvalley.edu/admissions/forms

Grants

Eligibility Criteria:

- 2.0 GPA Minimum
- Declare a major that is at least one year in length.
- Community Grant pays up to \$2,000/year for incoming 2023 high school graduates. Amounts may vary upon funding.
- California College Promise pays up to \$2,000/year for First and Second Year Viking Promise. Amounts may vary upon funding.
- Cal Grant B pays up to \$6,000/year for AA/AS degree or AA-T/AS-T programs.*
- Cal Grant C pays up to \$4,000/year for vocational students not transferring to a 4 year college.*
- Cal Grant funding is limited to four (4) academic years. In order to graduate with a Bachelor's Degree from a 4-year institution within the 4-year limit, you must complete 15 units or more per semester or the equivalent quarter units.
- * Cal Grant recipients with dependents or former foster youth will be considered for the additional funding for Cal Grant A, B, or C.
- Student Success Completion Grant (SSCG): Cal Grant B or Cal Grant C recipients who are enrolled in 12-14.5 units at a California Community College and have remaining unmet need. The SSCG award is \$2,596 per year (\$1,298 per semester). Recipients who are enrolled in 15+ units and have remaining unmet need may be eligible for \$8,000 per year (\$4,000 per semester). Former Foster Youth receiving SSCG can get up to \$5250 per semester with 12+ units. The Financial Aid office may award SSCG the maximum amount for those who meet the required combined units at the end of the academic year. For more information: CalGrants.org
- Pell Grant pays up to \$6,895/year
- Chafee Grant pays up to \$5,000/year (former foster youth only)
- Federal Supplemental Education Opportunity Grant (FSEOG) pays up to \$600/year

Federal Work Study

Eligibility Criteria:

- Same eligibility requirements as with grants.
- Must have remaining unmet financial need after fee waiver and grants are considered
- Must enroll in at least 6 units
- Part time employment
- Work on or off campus
- Pays \$18 - 27.75/hour (\$5,000/year max.)

Federal Direct Student Loans

Loan amount based on financial need after above programs are considered. Financial need is the difference between the cost of education and the resources available to you. Students must have a completed financial aid file before requesting a Loan Request Packet from the Financial Aid Office.

Scholarships

West Valley College scholarships are designed to recognize accomplishments and to provide tangible encouragement to students who have demonstrated academic achievement, leadership, community service, and financial need. Funds are donated from a joint investment of contributions from the private sector and from West Valley College employees. The application process starts in December. Awards are announced in late spring, and are awarded for the following school year.

Outside Scholarships: Many foundations, professional associations, religious and ethnic organizations, and corporations offer grants and scholarships. These awards are based on a wide variety of qualifications including, financial need, academic achievement, religious affiliation, ethnicity, and special interests.

STEPS TO APPLY FOR FINANCIAL AID

Apply for financial aid with the following process.

1. Complete the Free Application for Federal Student Aid (FAFSA). Apply online at: fafsa.ed.gov. Make sure to list the West Valley College school code (001338) on your application to ensure that we receive a copy of your application data. Or current AB540 students may apply for the CA Dream Act Application at: dream.csac.ca.gov.
2. An email will be sent from Financial Aid indicating how to submit additional documentation. A Financial Aid file is complete when all documents have been submitted and reviewed.
3. A notification of official financial aid awards will be sent when your Financial Aid file is awarded.
4. If you are interested in participating in Federal Work-Study, please contact Kristin Martin at: kristin.martin@westvalley.edu to apply.
5. If you wish to apply for a student loan, please contact Kristin Martin at: kristin.martin@westvalley.edu for a Loan Request Packet.

Special circumstances: If you didn't initially qualify for all the aid you need, be aware that some students have special circumstances that make them eligible, or increase their award. These may include:

- Changes in dependency status or family size
- Recent unemployment
- Unusually high medical bills or child care costs
- Other situations that may impact the family's ability to pay

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

Financial Aid Application Deadlines

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

Return of Title IV Funds

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

Financial Aid Updates

Satisfactory Academic Progress (SAP)

Federal regulations require schools and colleges to develop and apply a consistent standard of academic progress in determining student eligibility. The Government requires that students who apply for financial aid at West Valley adhere to this regulation by meeting Qualitative and Quantitative Standards.

Qualitative: Maintain a cumulative 2.0 GPA

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

For additional information, please visit:

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

Course Repeatability

Students repeating courses will be allowed to continue to benefit from financial aid based on the course repeatability regulation. Financial Aid will allow one repetition after passing the course. Passing grades are: A, B, C, D, P. Courses from which a student withdraws are not considered repeated coursework. Refer to the College's catalog for the College's course repeatability policy.

Lifetime Pell Grant Limits

Applies to all students regardless of when they received their first Pell grant. Students are eligible to receive Pell grant for up to 12 full time semesters. A student attending as a half-time (6 units) student is considered as having used half of a semester for purposes of tracking the Pell grant limits.

Unusual Enrollment History (UEH)

Unusual Enrollment History (UEH) means the student attends an institution long enough to receive (Title IV) federal student aid funds, leaves without completing the enrollment period, enrolls at another institution, and repeats the pattern of attending just long enough to collect Title IV funds without having earned any academic credits.

If selected, Financial Aid will ask for transcripts for all institutions/universities attended in the last four years. Students will also need to provide their reason(s) for jumping from school to school and submit documentation to back up their situation.

Veteran's Educational Benefits

New veterans should visit our website: westvalley.edu/services/veterans or contact the Veteran's Certifying Official in the Financial Aid Office, located in the Student Services Center (SSC), at least six weeks prior to the first day of school. Processing paperwork early can help avoid delay in receipt of first payment. You must bring a copy of your DD214 or 2384 (NOBE) or Certificate of Eligibility for Ch. 33 (post 911) and any documentation relating to spouse and/ or dependents. Returning veterans should allow the same amount of time for their requests. Continuing veterans should check with the Veterans Office as soon as they register each semester.



PAYING REGISTRATION FEES

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

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



PARKING REGULATIONS - Overview

A valid student, staff, or one-day "daily" visitor parking permit is required to park on campus. Student parking permit requirements are enforced Monday through Sunday, between 7:00 AM and 10:00 PM.

Purchase and/or possession of a permit does not authorize parking on campus. It is the responsibility of the driver to properly park the vehicle and to properly display a valid and authorized permit. Vehicles with car covers are no exception. Restricted areas, including disabled parking, red zones, loading zones, staff parking, and time zones, are enforced every day, 24-hours a day. Overnight parking is prohibited without prior authorization from the District Police.

PURCHASING A PARKING PERMIT

The Board of Trustees has temporarily approved the distribution of free semester-length student parking permits to all registered students. This fee waiver will be in effect through the Spring of 2024.

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

Visitors may purchase a one-day "Daily" parking permit at any of the daily permit dispensers located throughout the parking lots. Daily permits are \$3.00 per day and all dispensers will accept cash, coins, and credit cards. Frequent visitors may also purchase a semester-length permit via the "Purchase Visitor Pass" link located on the parking information page on the college website. To be valid, all permits must be displayed on the front dashboard and the entire permit, including the expiration date, must be visible from the outside of the vehicle.

WINTER SESSION Parking Information

There is no student parking grace-period during the Winter Session. All vehicles parked on campus must have a valid parking permit properly displayed at all times. During the Winter Session (Tuesday, January 2 through Thursday, January 25, 2024) all the following parking permits will be valid for use:

- Fall 2023 Semester Permit
- Spring 2024 Semester Permit
- Valid Daily Permit

Students who have already purchased a Fall 2023 or Spring 2024 semester length permit may use either of these permits to legally park on campus during the Winter Session.

SPRING SEMESTER Parking Information

A student parking "grace-period" will be observed during the week immediately prior to the start of the spring semester and during the first week of the spring semester. (The "grace-period" begins on Monday, January 22, 2024 and ends on Sunday, February 4, 2024.)

During the grace period, no parking citation will be issued to any vehicle that is parked in a marked student parking stall without a permit; all other parking violations will be enforced. Parking citations may be issued to vehicles failing to display a valid student parking permit beginning Monday, February 5, 2024.

GENERAL Parking Information

VISITOR PARKING - Visitors who will be on campus for a brief visit may take advantage of a limited number of free forty (40) minute time zone parking stalls located in parking lot 5. Visitors planning a longer visit to campus should purchase a one-day "daily" parking permit at any of the daily permit dispensers located throughout the parking lots.

MOTORCYCLES/TWO-WHEELED VEHICLE PARKING - Motorcycles and other two-wheeled vehicles are prohibited from parking in spaces designated for four-wheel vehicles. Designated motorcycle parking is available in parking lots 2, 3, 5, and 7. No parking permit is required for two-wheeled vehicles.

DISABLED PARKING - All individuals who are disabled (as defined in the California Vehicle Code Section 295.5) and use a designated disabled parking stall must display a valid placard or specialized license plates issued by the DMV. Failure to display a valid placard or plate may result in a citation and fine.

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

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

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

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

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

EMERGENCY PREPAREDNESS

The District Emergency Preparedness Coordinator is available to make presentations on various safety training topics including: active shooter, earthquake preparedness and campus evacuation training. More information is available at: <https://www.wvm.edu/services/police/prepare/Pages/default.aspx> or email: WVM.EmergencyCoord@wvm.edu

