Summer 2016 Credit Courses

Enroll Now!

Summer Schedule 2016

SUMMER CLASSES START
JUNE 1 & JUNE 13 INCLUDING
5, 6 & 8 WEEK SESSIONS!
It's easy to enroll! Visit www.napavalley.edu, click on ENROLL NOW or call (707) 256-7201.

GIVE A GIFT OF KNOWLEDGE

SCHOLARSHIPS — Over $225,000 are distributed annually for academic and needs based scholarships.

PROGRAM SUPPORT — Over $200,000 are distributed annually to support college programs.

For more information, visit napavalley.edu/AboutNVC/Foundation or call (707) 256-7170.

Free Enrollment for High School Students

Per Credit Unit Fees are FREE for Dual Enrolled High School Students at Napa Valley College! Students must be 15 years old or entering 10th, 11th, or 12th grade in the fall of 2016, complete a Dual Enrollment form, and register in person. Priority registration for high school students begins May 6 for NVC summer courses.

Interested in Non-Credit or Life Long Learning Classes?

Dozens of classes are offered at NVC’s Upper Valley Campus in St. Helena. Call 707-967-2900 or visit napavalley.edu for a complete class schedule.

• Arts & Crafts
• Culinary (Food & Wine)
• Educational Trips & Tours
• ESL (English as a Second Language)
• Yoga
• Nature & Outdoors
• Professional Development
• Small Business Development
• Wellness
Welcome

Mission
Napa Valley College prepares students for evolving roles in a diverse, dynamic, and interdependent world. The college is an accredited open-access, degree- and certificate-granting institution that is committed to student achievement through high-quality programs and services that are continuously evaluated and improved. The college serves students and the community in the following areas: transfer courses, career-technical education and training, basic skills, and self-supporting contract education and community education classes.

Values
Napa Valley College is a community of people excited about learning, where students are first and foremost in everything we do. We value, model, and encourage:
- student success
- honesty
- creativity
- integrity
- adaptability
- inclusivity
- responsibility
- openness to new ideas
- respect for others
- health and wellness

Institutional Learning Outcomes:
Students who receive a degree from Napa Valley College will demonstrate the following:
1. Communication & Collaboration
2. Critical Thinking & Information Competency
3. Global Awareness & Civic Responsibility
4. Personal Responsibility

For additional information on ILO Assessment, visit Student Learning Outcomes Assessment.

Superintendent/President’s Message
Welcome to Napa Valley College where our mission is to prepare students for their roles in a diverse, dynamic, and interdependent world. As Napa Valley College continues to be the #1 community college in California and nears its 75th anniversary, we continue to be an open-access, degree- and certificate-granting institution that is committed to student achievement through high-quality programs and services. Our dedicated faculty and staff are continuously evaluating and improving our transfer programs and are focused on student learning in career-technical education and training, basic skills, and self-supporting community and contract education as important elements to a comprehensive community college experience.

Our beautiful and one-of-a-kind ‘Campus in the Vineyards’ provides you with an academically rich, multicultural learning experience that will prepare you not only to realize your goals and pursue meaningful lifework, but also to be a socially responsible contributor to your community—locally and globally. I invite you to stroll our campus vistas, waterways and vineyards, experience the arts in our world-class Performing Arts Center, taste our foods at the Upper Valley Campus Cooking School, study in the magnificent ‘floating classroom’ at the new McCarthy Library Building, or simply relax on the Student Plaza lawn.

Although you may just now be joining the Napa College family, it is clearly more crucial than ever to gain the valuable training and technical expertise, that our college can provide in your journey toward gaining the knowledge and skills necessary to compete and thrive in an increasingly technological and culturally diverse world. Along with our outstanding faculty and staff, I am dedicated to supporting you in your choice of Napa Valley College!

All the Best,

Dr. Ronald Kraft

Napa Valley Community College District Board of Trustees

Michael Baldini, District 5 - Board Chair
Rafael Rios, District 7 - Vice Chair

Daniel Digardi, District 1
Amy Martenson, District 2
Mary Ann Mancuso, District 3

Kyle Iverson, District 4
JoAnn Busenbark, District 6
Gabriel Sanchez, Student Trustee

Board of Trustees meetings are generally scheduled on the second Thursday of the month with public session beginning at 5:30 p.m. in the McPherson Administration Building, Room 1538.
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Assessment/Placement ..................................... 256-7434/7437
Bookstore ......................................................... 256-7480
Business/Cashier Office ..................................... 256-7188
Career Center/Job Development ....................... 256-7330
Child Development Center ............................... 256-7040
College Police .................................................... 256-7770
Counseling ........................................................ 256-7220
Disabled Students Programs &Services .............. 256-7220
Financial Aid/EOPS/Veterans ......................... 256-7300

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McCarthy Library .............................................. 256-7400
Napa Valley College Foundation ...................... 256-7170
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Policies
President’s Office .............................................. 256-7160
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Servicios para los Estudiantes .......................... 256-7360
Student Government/ASNVC ......................... 256-7340
Student Health Center .................................... 256-7780
Testing and Tutoring Center ......................... 256-7434/7437
Theater/Box Office ........................................ 256-7500
Transfer Center ............................................... 256-7333
Welcome Center .............................................. 256-7215
Campus Information ....................................... (707) 256-7201
Campus Information (outside Napa) ................. (800) 826-1077

Division Chairpersons/Deans
Dr. Cathryn Wilkinson 141B Arts and Humanities .................. 256-7509
Greg Miraglia 1007 Career Technical Education .................. 256-7710
Damien Sandoval 1000 Criminal Justice Training .................. 256-7705
Howard Willis 1333A Counseling ................................ 256-7355
Robert Harris 807 Health Occupations .......................... 256-7605
Dr. Tia Madison 1031K Language & Developmental Studies .. 256-7495
Jerry Dunlap 609 Physical Education .......................... 256-7655
Dr. Stephanie Burns 2047 Sciences, Mathematics, & Engineering 256-7293
Diane White, Acting Interim 1531 Social Sciences ........... 256-7156
What Type of Student Are You?

Find your enrollment category and follow the easy steps to enroll.

**Personal Development/ Lifelong Learning**

*Registration Priority G (Open Registration – May 12)*

Students taking 1 or 2 classes for personal development, without the goal of transferring or earning a degree or certificate:
1. Complete the NVC online application
2. Log into WebAdvisor to view available classes
3. Register and pay for classes during open registration.

**Summer Enrollment for 4-Year College and University Students**

*Registration Priority G (Open Registration – May 12)*

1. Complete the NVC online application
2. Log into WebAdvisor to view available classes
3. Register and pay for classes during open registration.

**New Student Enrollment**

*Registration Priority E (New Student Registration – May 10)*

Students new to NVC must follow the 5-Steps to Enroll must:
1. Complete the NVC online application
2. Complete online orientation
3. Complete the assessment process
4. Attend a Counseling/Advising Ed Planning session
5. Register and pay for classes.

**Continuing Student Enrollment**

*Registration Priority A-D (Returning Student Registration – May 3-9)*

Continuing students must:
1. Make successful academic progress in order to maintain good standing and remain eligible for priority registration
2. Refer to the Priority Registration calendar for registration dates
3. Register and pay for classes.

**Dual Enrollment/ High School Students**

*Registration Priority G (Open Registration – May 12)*

Dual Enrollment High School Students must follow this High School Checklist:
1. Complete the NVC online application
2. Search for Sections on WebAdvisor
3. Complete Permit to Attend
4. Complete additional paperwork, if needed
5. Register for classes during open registration May 12

*Note:* The $46/unit enrollment fees have been waived by the Napa Valley College Board of Trustees. High school students are still responsible for paying mandatory fees and materials fees.

**Graduating Seniors in High School**

must:
1. Complete the NVC online application
2. Complete online orientation
3. Complete the assessment process
4. Attend A Counseling/Advising Ed Planning session
5. Notify Admissions and Records that you are graduating, so your record can be updated to register online. This can be done by phone 707-256-7201, via email: ANRMAIL@NapaValley.edu, or in-person: 1300 Building.
6. Register and pay for classes.

*Note:* Students who have complete NVC courses while in high school as part of dual or concurrent enrollment programs will maintain priority registration status as continuing students. All college enrollment fees apply.

**Transfer Student Enrollment**

*Registration Priority E (New Student Registration – May 10)*

Students who have attended another college or university must:
1. Complete the NVC Online Application
2. Submit Official Transcripts to Admissions and Records
3. Complete online orientation
4. Complete the assessment process
5. Attend a Counseling/Advising Ed Planning session
6. Register and pay for classes.

**Returning Student Enrollment**

*Registration Priority F (Returning Student Registration – May 11)*

Returning Students who have stopped attending for one or more primary terms must:
1. Complete a new NVC online application if they have been absent for 1 or more years
2. Attend a Counseling/Advising Ed Planning session
3. Complete the 5-Steps to Enroll that is required of new students if absent for more than 3 years
4. Register and pay for classes.
Welcome Center

Help and questions with...
- The application process
- 5 steps to enroll
- WebAdvisor
- the orientation and assessment
- residency questions
- and much more!

Located in the 1300 building next to Admissions & Records

Student Success & Support Program (SSSP) for Registration Priority

Napa Valley College wants you to be successful.
In order to prepare for Summer enrollment, please follow these steps.

New Students must complete Assessment, Orientation, and Counseling,/Advising to obtain priority.

Program-based new students must complete Assessment, Orientation, and Counseling./Advising. If you have qualifying status at Napa Valley College as active duty military, veteran, current or former foster youth, DSPS, and/or EOPS, complete assessment, orientation and counseling/advisement to get enrollment priorities.

Continuing students with more than 100 degree applicable units, will lose enrollment priority. Non-degree applicable courses are excluded from the total.

Continuing students with a cumulative GPA under 2.0 for two consecutive semesters will lose enrollment priority until their accumulated GPA is 2.0 or higher.

Continuing students with 50% or more of all the units attempted are W, I NP, or NC grades, the student will be on Progress Probation. If the student is on Progress Probation for two consecutive semesters, the student will lose enrollment priority.

Note: Assessment, orientation, and counseling are required for first time, new to college students. Detailed information is available from Counseling Services online and on campus.

LOOK FOR NVC’S FALL SCHEDULE OF COURSES IN EARLY MAY 2016
Priority registration starts May 17. Continuing students registration starts May 24. Go to WebAdvisor at napavalley.edu for the most up-to-date information.

It’s easy to enroll! Visit www.napavalley.edu, click on ENROLL NOW or call (707) 256-7201
Five Steps to Successfully Enroll as a New Student

Admissions and Records
(707) 256-7200
Bldg. 1300 North Lobby
1. Complete the Application for Admissions by selecting the “Enroll Now” link at www.napavalley.edu. After submitting your application, you will receive a “Welcome to NVC” email at which time you will be in the system and can proceed to Step 2: Orientation.
2. It is very important to include a current email address.
3. Student who is returning after one or more years, must update their NVC Student Application.
4. Students returning after an absence of 3+ years are considered a New Student and must complete the 5 Steps to Successfully Enroll.
5. To apply for Financial Aid, contact the Financial Aid Office at www.napavalley.edu/financial aid.
6. Students with transcripts from other colleges and universities must submit official sealed copies to Admissions and Records.

General Counseling Center
(707) 256-7220
Bldg. 1300, Rm 1339A
1. All students must complete an abbreviated (one semester) Educational Plan. New students must declare a major by the completion of 15 units and develop a Comprehensive Ed Plan by 30 units. Counselors and Specialists are available to all students on a drop-in only basis during registration periods.
2. Appointments are available during the non-registration periods for students who would like to develop an Educational Plan that reflects their career/academic goals.
3. Counselors will assist students with selection of their first semester courses, based on their academic goal and assessment results. Students should bring their assessment test results to the advising session.
4. Counselors and specialists are available for all students in the General Counseling Center, Transfer Center and Career Center. Participants enrolled in EOPS, CARE, Student Support Services (SSS) TRiO, Umoja, HSI-STEM, and DSPS can meet with their respective program Counselors/Specialists.
5. Students with transcripts from other colleges and universities must bring official sealed copies to their counseling appointment if not previously submitted.

Testing and Tutoring Center
(707) 256-7434 or 256-7437
Bldg. 1700, Rm 1764
1. Complete the assessment process in the Testing and Tutoring Center (TTC) to determine course placements for Math and English classes. No appointment is necessary. Check website for drop-in hours www.napavalley.edu/testingandtutoringcenter.
2. Practice tests are available on the TTC website to better prepare for these assessment tests.
3. For Math classes, students can use their high school transcripts to demonstrate they have met a prerequisite for a course. For certain classes this requires a Prerequisite Equivalency Petition with the high school transcript attached, available through Admissions and Records.
4. Students who have completed assessment at another college within the last 3 years must bring copies of the test results to the Testing and Tutoring Center for evaluation.
5. Students with an AA/AS or higher degree from a US institution are exempt from the placement test. (Complete the assessment waiver form at the General Counseling Center.)

Prerequisite Equivalencies:
Prerequisites completed through another college can be submitted to the Admissions and Records Office on a Prerequisite Equivalency Petition in advance of their priority registration date for approval. Prerequisites completed in high school must be submitted in person to the Admissions and Records Office on a Prerequisite Equivalency Petition on their Priority Registration date. High school courses cannot be cleared in advance. All petitions must be accompanied by a transcript.

Prerequisite Challenges:
Students who wish to challenge a course prerequisite, must meet with a counselor to complete the challenge petition process. Students will be required to submit supporting documentation.

Note: Students who wish to take one or two classes for personal enrichment and do not intend to earn a degree or certificate are not required to complete orientation if they do not want to register during priority registration and must register during open registration.
### Priority Registration Information

#### 1
Students who are qualified Veterans, EOPS, Foster Youth, DSP&S and CalWorks

**Register ONLINE Beginning**
**April 26 - Midnight**

Continuing students who attended NVC in Spring 2016 and who have completed 45 - 100 units at NVC by the end of Fall 2015

**Register ONLINE Beginning**
**May 3 - Midnight**

Continuing students who attended NVC in Spring 2016 and who have completed 30 - 44.9 units at NVC by the end of Fall 2015

**Register ONLINE Beginning**
**May 4 - Midnight**

Continuing students who attended NVC in Spring 2016 and who have completed 0 - 14.9 units at NVC by the end of Fall 2015

**Register ONLINE Beginning**
**May 5 - Midnight**

New Matriculated Students (students who have completed SSSP; orientation, assessment and an abbreviated educational plan)

**Register ONLINE Beginning**
**May 6 - Midnight**

Returning Students (students who have not attended NVC in the prior term)

**Register ONLINE Beginning**
**May 10 - Midnight**

All students including high school students & students having more than 100 units at NVC by the end of Fall 2015 (students who have not completed SSSP; orientation, assessment and an abbreviated educational plan)

**Walk-In and Online (Open) Registration Begins**
**May 12 - 9 am**

Students who do not attend the first class meeting may be dropped or lose priority on the waiting list. It is the student’s responsibility to officially drop a class; if you do not, you may receive an “F” grade.

#### A
May 26 Priority 1 - Students who are qualified Veterans, EOPS, Foster Youth, DSP&S and CalWorks

#### B
May 3 Priority A - Online Registration Begins (Continuing Students)

#### C
May 4 Priority B-D - Online Registration Begins (Continuing Students)

#### D
May 10 Priority E - Online Registration Begins (New Matriculated Students)

#### E
May 11 Priority F - Online Registration Begins (Returning Students who have not attended NVC in the prior term)

#### F
May 12 Priority G - Walk-in (Open) Registration (All students including High School Students & Students having over 100 units)

### 5-week Session

**Register ONLINE Beginning**
**May 3 - Midnight**

- May 26 Last day to file English Challenge
- June 1 Classes Begin
- June 1 - 2 Late add period
- June 8 Last day to drop without a “W” grade/last day to drop to receive a refund
- June 9 Last day to request P/NP grading
- June 23 Last day to drop with “W” grade
- July 6 Last day of Classes

### 6 Week Session

**Register ONLINE Beginning**
**May 4 - Midnight**

- June 8 Last day to file English Challenge
- June 13 Classes Begin
- June 13 - 14 Late add period
- June 20 Last day to drop without a “W” grade/last day to drop to receive a refund
- June 23 Last day to request P/NP grading
- July 7 Last day to drop with “W” grade
- July 21 Last day of Classes

### 8 Week Session

**Register ONLINE Beginning**
**May 5 - Midnight**

- June 6 Last day to file English Challenge
- June 13 Classes Begin
- June 13 - 14 Late add period
- June 20 Last day to drop without a “W” grade/last day to drop to receive a refund
- June 30 Last day to request P/NP grading
- July 20 Last day to drop with “W” grade
- August 4 Last day of Classes

**Independence Day – Campus Closed**
**July 4**

**Last day to petition for summer 2016 certificates**
**June 16**

**Note:** Date are subject to revision, check for updates regularly. Late-Start & Short term classes may have different dates. Please check with Admissions & Records if you have a question regarding these classes and dates. For Admissions & Records calendar information visit www.napavalley.edu/admissions.

### General Counseling

**Admissions & Records & Welcome Center Hours**
1300 Student Services Building Lobby
Mon, Wed, Thurs & Fri from 9 am - 5 pm
Tues, 9 am - 7 pm
Summer from June 1 to July 31 Closed Fridays
* Hours subject to change; check website

### Walk in (Open) Registration

Closes at midnight of the day prior to the sessions beginning.

**The Late Add Period**
for summer classes varies per session, please see the Admission & Records Calendar on the website for further information or call 707-256-7201.

### Personal Development

**Take Courses for personal enrichment**

Or

If you have completed an Associate Degree or higher and are not pursuing an educational goal:  
1. Apply  
2. Activate your WebAdvisor account, earn Priority G status  
3. Register & Pay for Classes
Who May Attend NVC?

1. A high school graduate or have passed the California High School Proficiency Examination or the General Education Development Examination (GED)
2. 18 years or older
3. a high school student in the tenth grade or higher, or are at least 15 years of age AND have a Permit to Attend Form signed by a parent or guardian and high school principal.

How to Apply

Submit an online application for admission at www.napavalley.edu if you are new to Napa Valley College. If you are returning after one or more years, you must complete a new application. If you are returning to NVC after one or more years, you must complete a new application and the Student Success and Support Program (SSSP) requirements.

Residency

Residency status is determined by the information students provide on the online application. Students who have been California residents for more than one year and one day prior to the beginning of any semester are eligible as residents for that semester. Students need not be U.S. citizens to be classified as residents. Permanent resident aliens are eligible to establish California residency. Students may be required to present documented evidence of eligibility for classification as residents. For further information, visit the Admissions and Records website www.napavalley.edu/admissions.

AB540

Under the Assembly Bill 540 (AB540), you may be exempt from paying non-resident tuition. Students are required to submit an AB540 form, which may be obtained via the Admissions and Records website: www.napavalley.edu/admissions.

Final Grades

Final grades will be posted on WebAdvisor (www.napavalley.edu/webadvisor) 3 or 4 weeks after final exams are completed.

Withdrawal

It is the student’s responsibility to officially drop a class; if you do not drop a class, you may receive an “F” grade. To drop a class, log in to WebAdvisor or submit a Drop Card at the Admissions and Records Office or the Upper Valley Campus. Please note that late start and short term classes may have different drop dates. Visit the Admissions and Records website for deadlines for withdrawal.

Open Classes

It is the policy of the Napa Valley Community College District that, unless specifically exempted by statute, all courses, course sections and classes, as the average daily attendance of which is to be reported for state aid, shall be fully open to enrollment and participation by any person who has been admitted to the college.

Auditing

To audit a course you must have a current admissions application on file and submit an Audit Request Form, which is available in the Office of Admissions and Records and at the Upper Valley Campus. For more information about audit fees, please see the fee schedule on page 16. Please note the students who have been approved to audit a course may not later change their enrollment status for course credit.

Enrolling in More than 18 Units

All students may enroll in up to 18 units. If you plan to enroll in more than 18 units, you must meet with a counselor, and complete a Petition for Excess Unit Limit prior to registering.

Repeating a Class

Students may repeat certain classes offered by NVC. Courses that may be repeated are clearly stated in the college catalog. Requests to repeat a course are submitted to the Admissions and Records Office. Due to state legislative changes students may not repeat a non-repeatable class more than three times.

Late Adds

Students who wish to enroll after the Late Add Period, must submit an Add Code, which the instructor provides, and a Petition for Late Add, Drop or Refund to the Admissions and Records Office.

Pass/No Pass

Students may take a class on a Pass/No Pass basis by making that selection during online registration or by submitting a form to the Admissions and Records Office or the Upper Valley Campus by the published deadline. Regular attendance and satisfactory completion of the course is required to qualify for Pass (“C” Grade). Go to Admissions and Records webpage for more information and filing deadlines.

NVC Transcript Requests

A transcript is an official record of a student’s academic work at NVC. All courses completed or in progress will appear on the transcript. All restrictions (library books, fines, loans, etc.) must be cleared with the Business Office before a transcript can be issued. Transcripts will not be released to students who have outstanding college debts. A rush service is provided for an additional charge. NVC has retained Credentials, Inc. to accept transcript orders via a secured website. Transcripts may be requested through the college website at www.napavalley.edu/admissions.
ONLINE REGISTRATION INSTRUCTIONS

ATTENTION – If you have not yet completed an application, click on the “Apply to NVC Online” link under the Admissions and Records heading (www.napavalley.edu). After submitting the online application, there is a 24-48 hours processing period before you may access WebAdvisor.

How to Log in:
1. From the Napa Valley College website, click on the WebAdvisor link or type www.napavalley.edu/webadvisor.
You will get to the “WebAdvisor Homepage”. Click on the Picture Button to access WebAdvisor.

2. Click on LOG IN (if you know your USER ID and PASSWORD) OR select Current Student if you are a new student.
Click on the Current Student (Blue button with picture) link and click on the LOG IN at the top to access the Current Student Login.

3. From the Current Students menu, click on ‘What’s my User ID?’ to obtain your WebAdvisor User ID.

   - WebAdvisor “User ID” (aka User name) is different than your online application (CCCApply) User ID.
   - Enter your “Last Name” and either your “Social Security Number (SSN)” OR your 7-digit “Student ID”.
   - If you did not enter your social security number when you applied online or you do not know your Student ID, you must go in person to the Admissions and Records office, with a picture ID, to obtain your Student ID number.
   - When you click the SUBMIT button, you will be shown your WebAdvisor User ID, typically your last name and first initial in all lower case, and maybe numbers following, e.g. jsmith5565.

What can students do through WebAdvisor?
- Search for classes
- Register for classes (add/drop)
- Get on a waitlist if a class is filled
- Print class schedule
- Change your password
- View unofficial transcript
- View grades and GPA by term
- View account summary by term
- Purchase a parking permit
- Pay for classes and more
ONLINE REGISTRATION INSTRUCTIONS

4. Now that you know your USER ID, click “LOG IN” at the top of the page.

- Enter your “User ID.”
- Enter your “Password.”
- Initial password is your 6-digit birthday in the format MMDDYY (with no spaces or dashes).
- If your date of birth is April 18, 1990, then your initial password would be 041890.
- Click SUBMIT.
- Then, you will be prompted that your password has expired, so you can create your own password.
- WebAdvisor passwords must be between 6 and 9 characters AND must contain letters AND numbers.

How to Search, Register/Drop and Print your Schedule of Classes:

1. To search AND register for classes, you must be logged into WebAdvisor.

   In the Students Menu, click on Search and Register for Sections.

2. From the Search/Register for Sections screen, select the Term from the drop-down list, and then select a Subject from the list (e.g., English, Mathematics, etc.) Do not enter starting or ending dates.

   - You can narrow down your search by using additional criteria, but you are not required to fill out every field.
   - You will be required to fill out at least two fields (e.g., Term & Subject OR Term & Course Level, etc.). Course level will always be “1st Year – Transferrable.”
   - The less information you put into your search, the more results you will get back.
   - Click SUBMIT.

Prospective Students do not need to LOG IN to search for classes. A User ID or a Password is NOT required if you are ONLY searching for classes. Just click the Search for Sections link. And follow through as show above.
3. The **Section Selection Results** screen shows you whether the classes you selected are open, closed or waitlisted based on the search parameters you entered. Click on the **Select** box to choose the class or classes that you want to register for and click **SUBMIT**.

![Section Selection Results Screen]

The **Section Name and Title** will appear as hyperlinks. To read a course description, simply click on the link.

- Have back-up courses in case any of your desired courses are closed.
- You cannot enroll/waitlist for more than one section of the same class.

**How to read the “Available/Capacity/Waitlist” column:**
- Example, **4/28/0** means that 4 seats are still available out of 28 total seats in the class. This class has 0 students on the waitlist.
- Second example, **4/28/1** means that 4 seats are available out of 28 total seats in the class AND 1 student is on the waitlist.

4. From the **Register and Drop Sections** screen, select an **Action** from the drop-down list: Register, Register P/NP, Remove from List or Waitlist.

![Register and Drop Sections Screen]

- If “Register P/NP” is not selected at this time, students will need to submit the “Pass/No Pass (P/NP) Form” to the Admissions and Records office.
- Click the **SUBMIT** button when you are sure you want to take “**Action**” for each marked class.
- An **Error Message** will display if a class has already started, class is closed, pre-requisite is not met or class cannot be repeated. To solve repeatability or prerequisite problems, contact the Admissions and Records office at (707) 256-7200.

You are officially registered when your selected classes move from the “**Preferred Sections**” area to the “**Current Registrations**” area and you see the “**Congratulations**” message.
ONLINE REGISTRATION INSTRUCTIONS

5. To print your class schedule in a printer friendly format, go to the Registration menu and click on My Class Schedule.

1. Click on “My class schedule.”
2. Select the “Term.”
3. Click SUBMIT.
4. Print your schedule prior to the first day of classes. Your schedule will confirm all your classes and their classroom locations.

How to Purchase a Parking Permit and Pay for Classes:

1. From the Students Menu, click on Purchase a Parking Permit Online to pay for your parking permit.

2. To pay for classes, you must LOG IN to WebAdvisor. From the Students Menu and under the Financial Profile section, click on Pay on My Account. Payments can also be made at the Cashier Office (Rm 1542).

1. Verify that the classes you registered for are all correct.
2. Enter the total amount due in the “Payment Amount” box.
3. Select a “Payment Type” and click SUBMIT.
4. The “Electronic Card Entry” screen will be displayed. Enter your credit card information and verify your information at the bottom of the screen.
5. Then click SUBMIT.
Seven Steps to Financial Aid

Students must apply for financial aid each year. The priority application period is January 1st through March 2nd for the following academic year; however, applications are available throughout the year. It is a good idea to plan ahead as the process is lengthy.

Step 1
Apply for financial aid using the online FAFSA at www.fafsa.gov or by selecting “FAFSA” logo on the Financial Aid page at www.napavalley.edu/financialaid.

Step 2
Complete the online Application for Admission by selecting the “Enroll Now” link at www.napavalley.edu. Be sure to provide your social security number, current mailing address, and email addresses.

Step 3
Once NVC receives your application data, you will receive an email/letter requesting documents to complete the application process. Be sure your email address is correct. Most correspondence will be sent to you through your email address. Submit an address change to the Financial Aid/EOPS Office if you have changed your home mailing address and/or email address.

Step 4
Check your status and required documents on WebAdvisor under “Communications/My Documents”. Forms are available online for download on the Financial Aid webpage at www.napavalley.edu/financialaid under the “Forms” link.

Step 5
Return required documents to the Financial Aid/EOPS office to complete your file. You may qualify for a fee waiver before you register. Documents are processed on a first come, first served basis. Submit requested documents as soon as possible. Average processing time is 6-8 weeks. During PEAK periods (June – September), processing time may be 12-16 weeks or longer.

Step 6
Watch for a bright green envelope in the mail! In the Fall 2014, NVC partnered with Higher One to provide electronic deposit options for financial aid refunds (disbursements) to students. You must use the information provided to you in your green envelope to choose how you want to receive your money.

Step 7
NVC sends you an award notification email. You may view and print your award letter on WebAdvisor. Financial aid refunds are paid on regularly scheduled payment dates. See Important Payment Information at www.napavalley.edu/financialaid for more information.
<table>
<thead>
<tr>
<th>Fee Type</th>
<th>Amount (Subject to Change)</th>
<th>Required of</th>
<th>Fund Deadline</th>
<th>Fee Information/Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Enrollment Fee</strong></td>
<td>$46 per unit</td>
<td>All credit students.</td>
<td>By the last day to receive a refund of fees for the current registered semester. Refer to the Admissions and Records Calendar.</td>
<td>The Board of Governors Enrollment Fee Waiver (BOGW) is available to qualified California residents and AB540 students. A $5.00 processing fee will be charged for all refunds. NO processing fee will be charged for cancelled classes or refund of optional fees if requested within the current semester by the deadline to receive a refund of fees.</td>
</tr>
<tr>
<td><strong>Non-Resident Tuition Fee</strong></td>
<td>$214.25 per unit plus the $46 per unit enrollment fee and any required fees in addition to the non-resident fees</td>
<td>U.S. Citizens and immigrants who are not California residents</td>
<td>By the last day to receive a refund of fees for the current registered semester. Refer to the Admissions and Records Calendar.</td>
<td>For questions on residency, consult the College Catalog or call the Admissions and Records Office at (707) 256-7200. A $5.00 processing fee will be charged for all refunds. Please see “Tuition Refunds for Non-resident and International Students Only” below for additional information.</td>
</tr>
<tr>
<td><strong>International Tuition Fee</strong></td>
<td>$214.25 per unit plus the $46 per unit enrollment fee and any required fees in addition to the international fees</td>
<td>Non-immigrant and F-1 visa international students.</td>
<td>By the last day to receive a refund of fees for the current registered semester. Refer to the Admissions and Records Calendar.</td>
<td>For questions on residency, consult the College Catalog or call the Admissions and Records Office at (707) 256-7200. A $5.00 processing fee will be charged for all refunds. Please see “Tuition Refunds for Non-resident and International Students Only” below for additional information.</td>
</tr>
<tr>
<td><strong>Accident Insurance Fee</strong></td>
<td>$1 per semester (charged in Fall, Spring and Summer semesters)</td>
<td>All credit students</td>
<td>THIS FEE IS NON-REFUNDABLE ONCE THE SEMESTER BEGINS.</td>
<td>This is a secondary insurance which covers injuries or accidents sustained during sponsored or supervised classes or activities.</td>
</tr>
<tr>
<td><strong>Audit Fee</strong></td>
<td>$15 per unit</td>
<td>Students approved to audit a course.</td>
<td>Refundable through the first two weeks of classes upon request.</td>
<td>A $5.00 processing fee will be charged for all refunds. Students must complete the Application for Audit form and return to Admissions and Records for approval.</td>
</tr>
<tr>
<td><strong>Parking Permit Fee</strong></td>
<td>$2 per day (available from coin-operated dispensers) $32 per semester (Fall &amp; Spring) $16 Summer semester</td>
<td>All vehicles using the parking lots at NVC between the hours of 6:00 a.m. - 10:00 p.m., Monday - Thursday and 6:00 a.m. - 5:00 p.m. on Fridays.</td>
<td>NON-REFUNDABLE</td>
<td>Semester parking permits are available ONLY ONLINE at <a href="http://www.nvcpd.org">www.nvcpd.org</a>. For more details, refer to the website.</td>
</tr>
<tr>
<td><strong>Student Health Fee</strong></td>
<td>$17 (if taking more than 3 units) $8 (if taking 3 or less units) (Fall and Spring)</td>
<td>All students taking credit classes. This fee will not be waived by the Board of Governors Grant</td>
<td>THIS FEE IS NON-REFUNDABLE ONCE THE SEMESTER BEGINS.</td>
<td>Only students who depend exclusively upon prayer for healing may request a refund of the Student Health Fee. Form is available at the Student Health Center, Bldg. 2250. For more information call (707) 256-7780.</td>
</tr>
<tr>
<td><strong>Student Representation Fee</strong></td>
<td>$1 per semester (charged in Fall, Spring and Summer semesters)</td>
<td>All credit students This fee will not be waived by the Board of Governors Grant.</td>
<td>THIS FEE IS NON-REFUNDABLE ONCE THE SEMESTER BEGINS.</td>
<td>Students may refuse to pay this fee for religious, political, financial, or moral reasons. This fee will be used so that students may represent students’ views and positions at city, county and district governments, as well as state legislative offices and other government agencies.</td>
</tr>
<tr>
<td><strong>Student Activities Fee</strong></td>
<td>$5 per semester (Fall and Spring)</td>
<td>Students taking credit classes will be automatically charged regardless of unit load. Optional fee. This fee will not be waived by the Board of Governors Grant.</td>
<td>By the last day to receive a refund of fees for the current registered semester and you must complete the Refund/Opt Out Form. Refer to the Admissions and Records Calendar.</td>
<td>This fee will support student organizations and student government in providing events and activities on campus as well as scholarships. For more details, contact ASNVC at (707) 256-7340.</td>
</tr>
<tr>
<td><strong>Technology Fee</strong></td>
<td>$10 per semester (Fall and Spring)</td>
<td>Students taking credit classes will be automatically charged a $10 fee regardless of unit load. Optional fee. This fee will not be waived by the Board of Governors Grant.</td>
<td>By the last day to receive a refund of fees for the current registered semester and you must complete the Refund/Opt Out Form. Refer to the Admissions and Records Calendar.</td>
<td>The fee is used to help establish and support technology for student use. For more details, contact ASNVC at (707) 256-7340.</td>
</tr>
<tr>
<td><strong>Transcript Fee</strong></td>
<td>$4 Online order or In person at Admissions &amp; Record $10 Rush fee for up to 5 transcripts in a single order (plus the $4 per transcript fee if applicable)</td>
<td>Students purchasing a transcript.</td>
<td>NON-REFUNDABLE</td>
<td>The first two copies (in your lifetime) are free if ordered in person. If you have an outstanding debt with the college, you will need to clear all outstanding debts to the College BEFORE your transcript will be released. Please contact the Cashier Office at (707) 256-7188 with questions regarding your account balance. Outstanding balances are subject to district collection processes.</td>
</tr>
</tbody>
</table>
### NAPA VALLEY COLLEGE FEES & REFUNDS

<table>
<thead>
<tr>
<th>Fee Type</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Materials Fee</td>
<td>$10 - $450</td>
<td>See Schedule of Classes online for courses that have a materials fee.</td>
<td>NON-REFUNDABLE ONCE THE CLASS BEGINS.</td>
<td>Fee is payable at registration. Fees subject to change without notice and may be non-refundable. See Cashier Office in Bldg. 1500.</td>
</tr>
<tr>
<td>Student Activity Card (ASNVC Card)</td>
<td>$5 per semester</td>
<td>Optional fee</td>
<td>NON-REFUNDABLE</td>
<td>The card displays the student’s name, birth date, student I.D number, and photo. Students get on and off-campus discounts with this card.</td>
</tr>
</tbody>
</table>

**NOTE:** Fees are subject to change at any time by action of the State Legislature, Board of Governors of the California Community Colleges, or the District Board of Trustees.

### Enrollment Fee Refunds

It is the responsibility of the enrolled student to drop their class(s) online through Web Advisor or by submitting a drop card at the Admissions and Records Department no later than the last day to drop a class without a "W." Classes dropped by the deadline date to receive a refund of fees will automatically be refunded and the amount of the refund is based on the number of units dropped. Refunds for students who have received a Credit Waiver or Board of Governors Fee Waiver to help pay the enrollment fee will be returned to the appropriate district account. Canceled classes are automatically refunded. Please note that late starting classes will have a different refund date. Please consult the class schedule for specific term refund dates. For late start classes, please contact the Cashier office.

### Processing of Refunds

All refunds processed (excluding canceled classes and refunds of optional fees) are charged a $5 processing fee per student per semester. Credit card payments can only be refunded to the original credit card charged within 30 days of original payment. Refunds are processed approximately six weeks after late registration ends to the student whose name appears on the enrollment receipt regardless of who paid the fees. Refund checks will be mailed to the student’s address that appears in their student record. Please notify the Admissions and Records Office with any address changes to ensure that you receive your refund check in a timely manner.

### Tuition Refunds – Non-resident and International Students Only

Out-of-state and international student tuition will be refunded according to the application date based on the following schedule:

- During the first two weeks of instruction.............100%
- Third week of instruction.................................50%
- Fourth week of instruction...............................25%
- After Fourth week of instruction........................0%

### Pay-to-Stay Information

You must pay for your classes in order to stay in your classes.

**YOU ARE REQUIRED TO PAY** for your classes at the time of registration. If you fail to pay all class-related fees before a class begins, you can be dropped for non-payment. **Once a class begins, NVC cannot drop you from the class for non-payment, but we will place a block on your future registration and transcript requests until your account is paid in full.**

**YOU MAY PAY YOUR FEES** online through WebAdvisor or in person at the Cashier Office in the 1500 McPherson Administration Building. NVC accepts Visa, MasterCard, Discover, or American Express credit cards. Please note that the Cashier Office closes at 12 p.m. on Fridays during the Fall and Spring. The college is closed on Fridays during the summer.

**YOU ARE RESPONSIBLE FOR DROPPING** any class you do not plan to attend. If you stop attending and do not drop your class, you may receive an F grade for that class.

**YOU ARE FINANCIALLY RESPONSIBLE TO PAY** the tuition and fees for any class that you do not drop during the published refund period. Refund dates are published in the online schedule of classes and on the registration calendar each semester. If you want a refund of tuition and fees for the dropped class, you MUST drop the class during the published refund period. Tuition and fees will not be refunded to you if you drop after the refund period is over.

### Appealing Your Fees

To appeal a decision concerning your fees, file a Petition for Late Add, Drop, or Refund by the end of the semester the fees are incurred. For more information, call the Admissions and Records Office at (707) 256-7200.
Alternate Media
In accordance with the Americans with Disabilities Act and Section 508 of the Rehabilitation Act of 1973, Napa Valley College makes all written materials available in an alternate format. To make a request for an alternate format contact the Office of Special Services, Room 1766, or call (707) 256-7220.

Attendance
Board Policy S6215
Regular attendance in all classes is important for satisfactory academic progress. The Napa Valley College attendance regulations make provisions for a limited number of unavoidable absences. However, a student who is absent for as many times as a class meets each week will have exhausted this provision. An instructor may request verification of those absences. Further absences may cause the instructor to drop the student from the class. Students who do not attend the first class meeting may be dropped or lose priority on the waiting list.

Drug-Free Campus
Board Policy D3550
It is an objective of Napa Valley Community College District to achieve a drug-free educational environment. Any student or employee will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the policies of the district and the laws of the state.

Emergency Telephones
Emergency phones are located throughout the campus. The phones allow you to contact the College Police or the Napa County 911 Center for help. The phones are very distinctive with the word “EMERGENCY” written on their sides and have a blue light marking their location. For 911 emergencies, such as violence, ambulance, or fire, use the large red “emergency” button. For urgent help such as a suspicious situation or assistance, use the small black “college police” button. To get help on campus via cell phone, call (707) 256-7777.

Family Rights and Privacy Act (FERPA)
Board Policy S6410
All student records are kept in accordance with the provisions of the Family Educational Rights and Privacy Act of 1974. A student may request access to his or her individual records and may challenge the accuracy of the record or the appropriateness of its retention. A student’s consent (regardless of the age of the student) is needed for the release of records covered by the act. Student consent is not required for release of records to agencies entitled to access under the provisions of the act, e.g., campus officials, other schools, federal educational and auditing officers, and requests in connection with the application or receipt of financial aid.

Guests in the Classroom
Adult guests: Occasionally a student will ask to bring a guest to class on a one-time-only basis. Instructors may allow guests who ordinarily cause no interference with instruction. However, if someone wants to attend the class regularly, the instructor should direct the person to officially enroll in the class or to audit the class. The decision whether to allow adult guests in the class room is solely the instructor’s.

Child guests: It is not appropriate to have children in the classroom because instructors and students may be distracted from the teaching/learning process. Safety considerations must be taken into account. The campus is an adult community, nor organized for the safety of young children. Faculty should discourage parents from bringing children into college classes.

Important Notice for Male Students
A reminder that Federal law requires men, 18-25 years old, to be registered with the Selective Service System (SSS). Females are excluded from this requirement. The law applies to male citizens and immigrant aliens, but not to foreign students who hold valid student visas. Men must be registered before they can receive federal or state financial aid for school, including loans and grants. Registration forms are available at any post office. Register online by visiting the SSS home page on the web: www.sss.gov.

Non-Smoking Areas
Board Policy D3410
Napa Valley Community College District has designated the interiors of all campus buildings and all exterior areas as non-smoking areas. Smoking on the NVC campuses will be permitted only in designated outdoor areas at least 30 feet from doorways, windows, and ventilation systems and paths of travel to minimize exposure to secondhand smoke. If parking lots are used, smoking will not be permitted near the Child Development Center, athletic Fields, or the health services clinic. The term smoking in this policy refers to cigarette, cigar, pipe or other means of smoking tobacco.

Ombudsperson (Student Advocate)
The ombudsperson is a neutral and confidential source of information and assistance for students. The college has various methods to resolve complaints and appeal decisions at NVC. The ombudsperson does not interfere with these established procedures but can help advise students who do not know what the procedures are or who have tried to solve a problem and are not satisfied with the results. The role of the Ombudsperson is currently filled by Howard Willis, the Dean of Counseling and Student Success. To make an appointment to see him, go to the, Room 1333, or contact the secretary at (707) 256-7350.

Release of Student Information
Board Policy 5040
Information regarded by Napa Valley Community College District as “directory information” will be released for distribution unless a Student Information Release form is completed in the Admissions and Records Office. Information about what is included in “directory information” may be obtained from the Admissions and Records Office.

Other student educational record information will not be released without a signed Student Consent for Release of Information form from the student, other than school officials with a “need to know”. This includes grades, ethnicity, ID number, academic progress, or any other
Pursuant to the Solomon Amendment (Public Law 104-208 and 104-206), directory information, including student addresses, will be released to the Department of Defense, if requested, for recruiting purposes. Students who do not want their name released should complete a Student Information Release form. Go to Admissions and Records website or in person for the forms.

**Prohibition of Unlawful Discrimination**

Board Policy D1130

The college is committed to providing an educational environment that is free from unlawful discrimination, including sexual harassment. To that end, Board Policy D1130 is intended to provide full and equal access to employment and programs and services of the college and to ensure that individuals are not subjected to discrimination, harassment, or retaliation based on ethnic group identification, national origin, including status as a non-native English speaker, religious creed, age, sex, gender, gender identity, gender expression, genetic information, race, color, ancestry, marital status, sexual orientation, military or veteran status, or physical or mental disability, or on the basis of these perceived characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

Board Policy D1130 also intends to provide an employment and educational environment free from conduct or communications that would constitute sexual harassment. The board policy and accompanying regulations are available in the Office of Human Resources and on the Board of Trustees’ webpage of the college’s website.

The college encourages any employee or student who believes he or she has been subjected to unlawful discrimination to contact the Executive Director of Human Resources in Room 1544 or at (707) 256-7100 to file a report. Reports must be filed within one year of the date of the alleged unlawful discrimination and within one year of the date on which the complainant knew or should have known the facts underlying the allegations of unlawful discrimination. The college will conduct a prompt investigation of any reports of discrimination, harassment, or retaliation. In addition, college employees are obligated to report alleged, suspected, or known discriminatory behavior to the Dean of Human Resources.

**SaVE Act**

Sexual misconduct and sexual violence on college campuses is significant problem that according to some government reports will affect one in every five women who attend college, and in many cases you will know the person who is responsible. Most of those incidents happen during the student’s freshman or sophomore year, and many of the cases go unreported.

Domestic or dating violence, sexual violence, or stalking can happen to anyone regardless of race, age, sexual orientation, religion, or gender. These crimes affect people of all socioeconomic backgrounds and education levels, and can occur in both opposite-sex and same-sex relationships.

Napa Valley College is committed to providing a safe environment that is free of sexual misconduct and sexual violence. The College does not condone nor will it specifically tolerate domestic or dating violence, sexual violence, or stalking. Information about the College’s policies regarding these issues can be found on the College’s website on the Student Health Center and College Police webpages.

**Service and Other Animals on Campus**

Board Policy 3440

The Napa Valley Community College District recognized that occasionally owners of domestic animals may bring their animals to District property. The District also recognizes that wild or feral animals may select the District grounds as their habitat. However, the District considers the safety and health of Napa Valley College students and employees to be the utmost priority. Therefore, no student, employee, or other person shall bring, feed, or cause to be brought upon any campus or building of the Napa Valley Community College District any animal except as specified in the administrative regulations to this policy.

According to the Americans with Disabilities Act (ADA), a “service animal” is a common domestic animal individually trained to work or perform tasks for the benefit of qualified individuals with disabilities, including psychiatric, cognitive, or mental disabilities. Disabled Student Programs and Services (DSPS) addresses student requests for accommodation of a service animal. DSPS reviews documentation, evaluates the disability, and recommends accommodations appropriate to the functional limitations of the student. Reasonable behavior, cleanliness of the service animal, and consideration of others must be taken into account when these animals are approved as accommodations.

**Speech: Time, Place and Manner**

Board Policy 3900

Napa Valley Community College District welcomes the free exchange of ideas and recognizes the legal protections rightfully afforded to free speech in public colleges. At the same time, the District expects those on the campus to conduct their expressive activities in a manner that promotes education and maintains the ideals of respect, equality, diversity, and freedom from harassment.

District students, employees and members of the public shall be permitted to exercise their rights of free expression subject to the time, place and manner policies and procedures contained in Board Policy 3900 and these procedures.

The campuses of the District are non-public forums, except for designated areas which are reserved for expressive activities which do not violate District policy and which are lawful (hereinafter “Designated Zones”). These areas are chosen so as to provide visibility and allow communication to a large number of students, administrators, faculty, and others walking or traveling on campus but also so as not to disrupt educational and other activities of the District on behalf of students. For a list of the Designated Zones, please refer to the academic regulations. For questions on this policy, please contact the Office of the President at (707) 256-7160.
Standards of Student Conduct
Board Policy S6310
The students, faculty, staff and administrators of Napa Valley College are expected to respect the rights of all individuals in the campus community. Every individual operating within the law is guaranteed his/her basic freedoms.

Students may participate in demonstrations or protests as long as they do not prevent or restrict students, faculty members, or other employees of Napa Valley College from pursuing the normal functions essential to the well-being of the college. No students may participate in demonstrations or protests as long as they do not prevent or restrict students, faculty members, or other employees of Napa Valley College from pursuing the normal functions essential to the well-being of the college. No person is to endanger the safety of others or the security of college property. Students are expected to obey all local, state, and federal laws and the campus regulations prescribed for the effective operation of Napa Valley College.

The Standards of Student Conduct provide uniform procedures to assure due process when a student is charged with a violation of these standards. All proceedings held in accordance with these regulations shall relate specifically to an alleged violation of the established Standards of Student Conduct. Students may obtain more information on the Standards of Student Conduct by referring to the Student Services website at www.napavalley.edu/student services (select the “Students Rights and Responsibilities” section).

Student Complaint and Grievances
Procedure
Board Policy S6320
The college believes that all students shall be afforded fair and equitable treatment in the application of all district procedures and regulations. Students who claim that there has been a violation or misapplication of the regulations in the college catalog, board policies, or operating procedures or who feel they have been denied due process may file a complaint or grievance.

All complaints, except for unlawful discrimination, must be filed during the semester in which the problem occurs. The complainant/grievant is asked to first address the concern directly to the person or office causing the complaint/grievance.

A grade assigned by an instructor is not a grievable matter, except for specific reasons, as outlined in the California Education Code (Section 76224): “When grades are given for any course of instruction taught in a community college district, the grade given to each student shall be the grade determined by the instructor of the course and the determination of the student’s grade by the instructor, and in the absence of mistake, fraud, bad faith, or incompetency, shall be final.” For a copy of the Student Complaint and Grievance Policy and Procedures Booklet, please refer to the Student Services website at www.napavalley.edu/student services (select the “Students Rights and Responsibilities” section).

The district agrees that there will be no harassment of complainants/grievants or other students because of participation in the complaint/grievance procedure or as a result of filing a complaint/grievance.

Complete clarification and explanation of the student complaint/grievance process can be obtained from the Office of Student Services (non-instructional complaints) in Room 1330, (707) 256-7360 or from the Office of Instruction (instructional complaints) in Room 1531, (707) 256-7150.

Student Right-to-Know
Board Policy BP3500 & S6410
To comply with the federal Student Right-to-Know (SRTK) and the Campus Security Act (Public Law 101-542), Napa Valley College provides information to the public on the safety and security of the campus at www.nvcpd.org and 2) the educational outcomes of a specific group of students. These students are first-Time, full-Time freshmen entering in the fall and seeking a degree, certificate, or transfer to another institution. For information on these students, please refer to the Research and Data Analysis section on the Research, Planning and Institutional Effectiveness website (www.napavalley.edu/RPIE).

The campus safety information describes security procedures, laws in effect on campus, and crime statistics. For information on NVC campus safety and security, please go to www.nvcpd.org or call (707) 256-7770 to obtain a paper copy of the Safety and Security Report.

Help Us Keep You Informed! NVC Needs Your E-Mail Address!

NVC communicates with students via email regarding enrollment dates and information, graduation information, bookstore and student services hours, student club and other events, and emergency alert information. In order to do this, the college needs your current e-mail address. Please review and update your academic profile in the WebAdvisor Student Menu.

Emergency alert information is also sent via text and you may confirm or update your cell phone number from the same menu.

If you do not have an e-mail address, a free one may be obtained from www.gmail.com, homelive.com or mail.yahoo.com.
Admissions and Records 256-7201
Bldg. 1300 North Lobby  www.napavalley.edu/admissions
Admission, registration and student record information; help with online registration, student petitions (including graduation), high school enrollments, online transcript requests, transcript evaluations; international student assistance, and student enrollment verifications.

ASNVC/Student Life 256-7340, Rm 1342
www.napavalley.edu/ASNVC
Associated Students of Napa Valley College government club activities and events; student advocacy, student participation in college shared governance, student ID cards, housing board, bus schedules, vendor solicitations, and campus posting approvals.

Bookstore 256-7480, Rm 932
www.napavalley.edu/bookstore
Textbooks, classroom supplies, reference books, clothing items, snacks, convenience and miscellaneous supplies.

Business/Cashiers Office 256-7188, Rm 1542
Payment for registration, associated student fees, parking tickets/fines, lab fees and purchase of Associated Students of Napa Valley College cards.

Career Center 256-7330, Rm 1335
www.napavalley.edu/careercenter
Career and general counseling for undecided students and job services for those seeking full-time and part-time work off campus; assistance with computerized career tools; a career library and a job board.

Child Development Center 256-7040, Bldg. 3000
www.napavalley.edu/CDC
Early childhood care and education for children ages 2 months to 5 years. Two programs available; a state subsidized program for low-income NVC student families and a full tuition Community Preschool program open to faculty, staff, and the general community.

College Police Department 256-7770, Bldg. 2250
www.nvcpd.org
Assistance for victims of crime or violence; lost and found items; parking information, and citation appeals; campus emergencies dial 511 from a campus phone or 253-3333 from a cell phone. Safety and parking information is available at www.nvcpd.org.

Counseling Center 256-7220, Rm. 1339A
www.napavalley.edu/counseling
Assists students with educational planning and in the achievement of educational goals; certificate, degree, transfer, and graduation requirements; new student assessment and orientation requirements; college success strategies, support services and short term personal counseling.

Disabled Students Program and Services www.napavalley.edu/DSPS 256-7348, Rm. 1766
Services for students with physical, psychological, and learning disabilities; program planning, academic support, and accommodations. New students should make appointment with DSPS counselor.

Educational Talent Search—TRiO 256-7390
Bldg. 1100, Rm 1133  www.napavalley.edu/ETS
Pre-college academic support program for first-generation and low-income middle school and high school students.

Financial Aid 256-7300
EOPS/CalWORKs/Veterans, Rm 1132
www.napavalley.edu/financialaid
Financial aid information, applications, grants, loans, work study, scholarships, emergency book vouchers, support and counseling for EOPS, CARE, and CalWORKs students and for veterans.

Learning Services (LS) 256-7442, Rm 1766 2nd fl.
www.napavalley.edu/dls
Assessment services to identify learning disabilities and to determine accommodations to support student success in the learning environment.

Math Center 256-7635, Rm 839
www.napavalley.edu/academics/mathcenter
The Math Center, located across from the Writing Center, offers students tutoring for all levels of community college mathematics on a drop-in basis. Hours for tutors are posted.

Mathematics, Engineering, Science Achievement Center (MESA) 256-7280
RM 1805 basement  www.napavalley.edu/MESA
MESA supports students to successfully transfer to four-year universities in science, technology, engineering and math (STEM) majors. Academic and scholarship support; leadership development; college visitations; statewide and national student organization membership; free tutoring, STEM internships or research opportunities, and computer lab for STEM students. Se habla Español.

 McCarthy Library 256-7400, Bldg. 1700, 1st Fl.
www.napavalley.edu/library
Books, periodicals, reserves, DVDs, videos, CDs, student computers, wireless internet access, educational technology, online databases and services, interlibrary loan system, reference assistance, and media assisted instruction and support.

Student Health Center 256-7780, Bldg. 2250
www.napavalley.edu/healthcenter
Free to students: diagnosis and treatment of illnesses, first aid, TB, birth control, pregnancy testing; STD screening and treatment; and mental health services (supported by the Student Health Fee).

Student Services Office 256-7360, Rm. 1330
www.napavalley.edu/student-services
Assistance with student problem resolution, complaints, grievances; information on graduation ceremony; and general information about student services.

Student Support Services (SSS) TRiO 256-7350
Rm. 1333  www.napavalley.edu/ssstro
A federally funded grant program providing academic, retention, transfer and graduation support for first generation and low-income students and students with disabilities. Services for SSS TRiO participants include academic advising, tutoring, college tours, college transfer assistance, and financial literacy and scholarship assistance.

Testing and Tutoring Center 256-7434, or
Bldg. 1700, Rm. 1764, 2nd Fl. 256-7437
www.napavalley.edu/testingandtutoringcenter
Provides placement testing into English, math and ESL classes; accommodations for test administration to students with disabilities, make-up exams, GED testing, distance ed proctoring and tutoring services.

Transfer Center 256-7333, Rm. 1335
www.napavalley.edu/transfercenter
Transfer advising and counseling, web access to 4-yr. college information, appointments with university representatives, workshops on transfer related topics; visits to neighboring universities, annual fall Transfer Day and annual spring Transfer Celebration.

Veterans Resource Center 256-7300, Rm. 1233
www.napavalley.edu/va
Academic counseling, financial aid advising, veterans education benefits enrollment certification, information on programs and services, and study and workshop/meeting space.

Welcome Center 256-7215
Bldg. 1300 North Lobby  www.napavalley.edu/welcomecenter
General college information and Student Ambassador assistance with the admissions process (online applications/registration) for both new and returning students; Web Advisor guidance and referrals to appropriate student support services.

Writing Center 256-7640, Rm. 832
www.napavalley.edu/wc
The Writing Center offers students tutoring for all levels of writing. Students may enroll in 0.5 unit class (Engl 84: CR/NC) to improve writing; 30 minute appointments for students not enrolled in Engl. 84 available for feedback on essays.
**Petition for Fall Graduation in October 2016**

Watch your email for communications and deadlines

All candidates for graduation must file a petition in the Admissions and Records Office during the semester they wish to graduate. Before submitting the graduation petition to the Admissions and Records Office, students are required to meet with a counselor or to review requirements.

For more information on how to petition for graduation and the petition deadlines, please refer to the Petitioning for Graduation section under the Admissions and Records website (www.napavalley.edu/admissions). For more information on the annual commencement ceremony, refer to the Commencement website (www.napavalley.edu/commencement).

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**Parking Permit**

A parking permit entitles the driver to park on campus when space is available. It does not guarantee a space. At peak class periods (9:00 a.m. - 1:00 p.m.) all lots may be full.

A parking permit is required during the following hours:
- Monday - Thursday 6 a.m. - 10 p.m.
- Saturday & Sunday - No Permit Required
- Friday 6 a.m. - 5 p.m.

College Holidays - No Permit Required

To order a parking permit online go to www.nvcpd.org and click on the link “Order Parking Permit Online.” The cost of a semester permit is $32.00 for fall and spring and $16 for the summer semester; however, it is transferable for those who drive multiple cars. There are no refunds for semester parking permits. Lost or stolen permits are not replaced. Complete parking information can be found at www.nvcpd.org.

Failure to display a parking permit may result in a parking citation.

Alternative methods of transportation such as bus services, carpooling, and bicycling are strongly encouraged. Details on alternative transportation can be found online at www.nvcpd.org.

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**GENERAL EDUCATION REQUIREMENTS**

**Program Planning for the A.A. and A.S. Degree**

**Effective Fall 2015 Through Summer 2016**

<table>
<thead>
<tr>
<th>Student Name: ___________________________</th>
<th>Student ID Number: ___________________</th>
<th>Date: ______________</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.A. Major: _____________________________</td>
<td>A.S. Major: ___________________________</td>
<td></td>
</tr>
</tbody>
</table>

Transfer Units to be used from: ___________________________________________________________

(Name of College)

Graduation Date: Fall 20 _____  Spring 20 _____  Summer 20 _____

The following are the minimum requirements to be filled for graduation with an Associate of Arts and/or an Associate of Science degree from Napa Valley College. If you are a transfer student, choose only courses that appear both here and on the appropriate transfer general education/breadth sheet (either the CSU-GE or IGETC advising sheet). Consult a Counselor for more information.

**Petition:**

Students must meet with a Counselor to complete a Graduation Petition, and then file the petition with the Admissions and Records Office in the semester prior to the semester in which graduation is anticipated.

**Grade Average:**

Students must complete at least 60 degree applicable semester units with a grade point average of at least 2.0. Only courses numbered 90 through 399 may be counted towards the 60 units (except for Math 92).

Total semester units completed ______ as of _____ /_____ /_____. Units still required:_________.

**Residence:**

Residence semester units completed ______ as of _____ /_____ /_____. Units still required:_________.

Major Requirements: For an A.A. degree, students must complete at least 18 units in one discipline or related disciplines as listed in the Napa Valley College catalog. For an A.S. degree, the requirement is usually 30 or more semester units in the major, as listed in the Napa Valley College catalog. Along with major course requirements, all students pursuing an A.A./A.S. degree must also complete general education course requirements for graduation. Napa Valley College catalog under Occupational Programs.

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**GENERAL EDUCATION REQUIREMENTS for A.A. or A.S. degrees**

A course may be used for only one category except in the case of Area E for the AS degree. Students are required to complete 18-21 semester units in Areas A through E below.

<table>
<thead>
<tr>
<th>Area A: NATURAL SCIENCE - Select 1 course</th>
<th>(minimum 3 units)</th>
<th>Met</th>
<th>Need</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anthropology 120</td>
<td>Environmental Science 115</td>
<td>A</td>
<td></td>
</tr>
<tr>
<td>Astronomy 110, 111</td>
<td>Geography 110, 114</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Biology 103, 105, 110, 112, 117, 120, 218</td>
<td>Geology 110</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chemistry 110, 111, 120</td>
<td>Health Occupations 100</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Earth Science 110</td>
<td>Physics 110, 120, 140</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Area B: SOCIAL &amp; BEHAVIORAL SCIENCE - Select 1 course</th>
<th>(minimum 3 units)</th>
<th>Met</th>
<th>Need</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration of Justice 121, 122, 125</td>
<td>History 120+, 121+, 122, 123, 140, 142, 145, 150, 152</td>
<td>B</td>
<td></td>
</tr>
<tr>
<td>Anthropology 121, 122, 130, 131, 145, 150, 180, 200 Political Science 120+, 121+, 125, 130, 135, 140</td>
<td>Lesbian Gay Bisexual Transgender 120</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Child Family Studies 120, 140, 180</td>
<td>Psychology 120, 123, 124, 125, 126, 128, 135, 220</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Counseling 120</td>
<td>Sociology 120, 122, 123, 220</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Economics 100, 101, 120</td>
<td>Speech Communications 126</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Engineering 110</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

+A.A. degree only: courses chosen to satisfy the History and Institutions requirement cannot be used to satisfy Area B.

<table>
<thead>
<tr>
<th>Area C: HUMANITIES - Select 1 course</th>
<th>(minimum 3 units)</th>
<th>Met</th>
<th>Need</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Sign Language 120, 121</td>
<td>French 120, 121</td>
<td>C</td>
<td></td>
</tr>
<tr>
<td>Anthropology 150</td>
<td>History 122, 123</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Art History 105, 106, 118, 130, 135</td>
<td>Humanities 100, 101, 112, 113, 125, 151, 160, 170, 174, 185, Arts 100 186, 189A, 189B, 189C, 189D</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Child Family Studies 145</td>
<td>Italian 120, 121</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dance 160</td>
<td>Music 110, 112, 114, 121, 122</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Digital Art &amp; Graphic Design 120</td>
<td>Philosophy 120, 121, 125, 127, 128, 129, 131, 133, 134, 137</td>
<td></td>
<td></td>
</tr>
<tr>
<td>English 121, 123, 213, 214, 215, 216, 220, 223, 224, 225, 226</td>
<td>Photo 120</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Film 100, 110, 125A, 125B, 125C,125D</td>
<td>Spanish 111, 120, 121, 240, 241, 280, 281, 282</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Theater 100, 105, 215</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### GENERAL EDUCATION REQUIREMENTS

#### Area D: LANGUAGE & RATIONALITY
Select 3 courses, one each from D1, D2, & D3 (minimum 9 units)

- **Area D1: ENGLISH COMPOSITION**
  Select 1 course (minimum 3 units with a “C” grade or better)
  - Business 105
  - English 120

- **Area D2: MATHEMATICS**
  Select 1 course (minimum 3 units with a “C” grade or better; may demonstrate competency with a test)
  - Tech 107

- **Area D3: COMMUNICATION AND ANALYTICAL THINKING**
  Select 1 course (minimum 3 units with a “C” grade or better). Note: Courses with (*) may be less than 3 units.
  - Administration of Justice 123, 124 Film 110
  - American Sign Language 120
  - Anthropology 150, 200
  - Astronomy 111
  - Business 103, 143
  - Chemistry 110, 111, 120, 121
  - Child Family Studies 123, 135, 140, 155
  - Counseling 100
  - Earth Science 110
  - Economics 100, 101
  - English 121, 123, 125, 200, 201, 202, 213, 214, 215, 216, 220
  - English as a Second Language 106
  - Health Occupations 101
  - Humanities 100, 101, 125, 185, 186
  - Math 90, 94, 97, 99, 106, 108, 115, 120, 121, 220, 221, 222,
  - Philosophy 120, 121, 125, 126, 131
  - Physics 110, 120, 121, 140, 240
  - Political Science 125, 135, 140
  - Psychology 124, 135, 220
  - Respiratory Therapy 120
  - Sociology 122, 220
  - Spanish 240, 241, 280, 281
  - Speech Communications 120, 122, 124, 126, 128
  - Technical Math 92, 107
  - Theater 110, 140*, 156, 210, 244

#### Area E: MULTICULTURAL/GENDER STUDIES
- Select 1 course (minimum 3 units)
  - Administration of Justice 123
  - Anthropology 121, 145, 150, 180
  - Child Family Studies 140, 180
  - Counseling 124
  - English 224
  - Film 110
  - History 145, 150, 152
  - Humanities 100, 101, 112, 113, 151, 174, 186
  - Lesbian Gay Bisexual Transgender 120
  - Psychology 128
  - Speech Communications 126
  - Theater 105

#### ADDITIONAL GRADUATION REQUIREMENTS:

**American History / Institutions:** Required for A.A. Degrees Only.
Select one course from Group 1 and one course from Group 2:
- **Group 1:** U.S. History (HIST 120, 121, 150 or 152) **AND** Political Science (POLI 120 or 121).
- Courses chosen to satisfy this requirement cannot be used to satisfy Area B.

**Math, Reading, and Writing Competencies**
- **Math competency** can be demonstrated through tests offered by the Assessment Center, or with completion of the Mathematics requirements under GE Area D2 with a “C” or better.
- **Reading competency** can be demonstrated with a grade of “C” or better in a transferable course with a strong reading component.
- **Writing competency** can be demonstrated through the completion of the English composition requirements under GE Area D1 with a “C” or better.

*Information on this form is subject to change, please check with the Counseling Office for details.*

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It's easy to enroll! Visit [www.napavalley.edu](http://www.napavalley.edu), click on ENROLL NOW or call (707) 256-7201
Napa Valley College students have the opportunity to complete all of their lower division CSU-GE requirements for the BA/BS Degree prior to transferring to any of the 23 California State Universities. The General Education Requirements for the California State University (CSU) system specifies courses within subject areas which will satisfy the 39 lower division GE requirements for any campus of the California State University system. Completion of CSU GE is not required before transfer but it is highly recommended for most students. Completion of at least 30 of the 39 lower division GE and Areas A1, A2, A3, and B4 requirements is necessary to transfer to a CSU with upper division standing. To be eligible for admission, students must also have a total of 60 CSU transferable units with a GPA of 2.0.

For some students, in high unit majors such as sciences and engineering, completing the pre-major course requirements will be a priority over completing GE requirements. Napa Valley College courses with a number designation of 100 through 299 are transferable to all CSU campuses, but only a select group of these courses qualify for CSU GE.

Students pursuing an AS-T or AA-T degree must complete the entire CSU-GE by meeting all requirements in the five GE Areas A through E. The U.S. History, Constitution and American Ideals is not required but highly recommended.

**By following the pattern of CSU General Education (GE) requirements, the student will be eligible for:**

1. **Certificate of Achievement in CSU General Education:** All requirements have to be completed in all five GE Areas A through E. Students must meet with a Counselor/Specialist to complete this petition before the 9th week of the semester. Completion of this local NVC Certificate of Achievement will be noted on the final transcript and allows students to participate in the annual graduation ceremony.

2. **Certification** of CSU General Education Breadth Requirements. Students must request CSU-GE certification when requesting final transcripts to be sent from NVC to the CSU transfer school. File your request online with the Napa Valley College Admissions and Records office. Students may qualify for either full certification or partial subject-area certification.

   - **Full CSU-GE Certification:** All requirements must be completed in all five CSU-GE Areas A through E. Obtaining full certification means a student will not have to complete additional lower division GE requirements that may be required at that CSU school. The U.S. History, Constitution and American Ideals is not a part of CSU-GE Certification, however the courses that comprise this requirement can be double-counted in Area D.

   - **Partial CSU-GE Certification:** Partial CSU-GE Certification is granted when all courses in one or more subject areas of CSU-GE have been completed. A student who transfers to a CSU with partial GE Certification will not have to complete GE requirements in that same GE Area upon transfer. An example would be when a student completes Speech Communication 122, English 120 and English 125 for each of the 3 categories of Area A; then, the student qualifies for certification of Area A.

Courses taken at CSU campuses or other California Community Colleges will be applied to the subject areas in which they were listed by the school where the course was taken. All CSU campuses allow applicants who submit full or partial certifications to double count courses for general education and major requirements, but most campuses have limitations. Consult a Counselor for details.
**GENERAL EDUCATION REQUIREMENTS**

### AREA C. ARTS AND HUMANITIES (A minimum of 9 units is required)
Select 3 courses, with at least one course from Area C1 and at least one course from Area C2. The remaining course may be selected from either Area C1 or Area C2, for a total of at least 9 units.

**C1. Arts, Cinema, Dance, Music, Theater**
- Arts 100, 101, 102, 112
- Art History 105, 106, 110, 118, 130, 135, 180
- Child Family Studies 196
- Film 100, 110, 117, 120, 121, 125A, 125B, 125C, 125D
- Humanities 117, 120, 121, 125, 170, 174, 185, 186
- 189A, 189B, 189C, 189D Film 105, 106, 115
- Music 110, 112, 114, 121, 196
- Photography 120, 121, 180 History 122, 123, 140
- Theater 100, 105, 115, 141, 142
- Italian 120, 121
- Philosophy 120, 121, 125, 126, 127, 128, 129, 133, 134, 137
- Photography 181, 182
- Spanish 120 (or 110* & 111*), 121, 240, 241, 280, 281, 282

**C2. Humanities: Literature, Philosophy, Languages Other than English**
- American Sign Language 120, 121
- Child Family Studies 145
- English 121, 200, 201, 202, 213, 214, 215, 216, 220, 222, 224, 225, 226
- French 120, 121
- Humanities 100, 101, 105, 106, 112, 113, 115, 125, 151, 160

*Note: Students must complete both SPAN 110 & 111 to receive credit for Area C2*

### AREA D: SOCIAL SCIENCES (A minimum of 9 units is required)
Select 3 courses with a maximum of 2 courses from the same discipline.

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration of Justice 120, 121</td>
<td>D</td>
</tr>
<tr>
<td>Anthropology 121, 122, 130, 131, 145, 150, 180</td>
<td>D</td>
</tr>
<tr>
<td>Child Family Studies 120, 140</td>
<td>D</td>
</tr>
<tr>
<td>Geography 114</td>
<td>D</td>
</tr>
<tr>
<td>Economics 100, 101, 120</td>
<td>D</td>
</tr>
<tr>
<td>English 224, 225, 226</td>
<td>D</td>
</tr>
<tr>
<td>History 120**, 121*, 122, 123, 140, 142, 145, 150*, 152*</td>
<td>D</td>
</tr>
<tr>
<td>Humanities 100, 101, 112, 113</td>
<td>D</td>
</tr>
</tbody>
</table>

*Note: History 120, 121, 150, or 152 and Political Science 120 or 121 may double-count for Area D and the CSU graduation requirements.*

### AREA E. LIFELONG LEARNING AND SELF-DEVELOPMENT (A minimum of 3 units is required)

#### E1. Integrated Physiological, Social and Psychological Beings
- Child Family Studies 120
- Counseling 100
- Health 106
- Psychology 120, 124, 135
- Sociology 122, 130

#### E2. Activity Courses: May not be applicable to all students
(Effective Fall 2001, a maximum of 1.5 units in activity courses may be used to satisfy Area E)

**US History, Constitution, and American Ideals. This is not an admission requirement. CSU graduation** requires completion of US History, Constitution and American Ideals Requirement. Select one course from Group 1 and one course from Group 2. These courses can be double-counted for Area D.

**Group 1:** History 120, 121, 150, 152   **AND**   **Group 2:** Political Science 120, 121

*Information on this form is subject to change, please check with the Counseling Office and ASSIST.ORG for current information.*
Completion of all the requirements in the Intersegmental General Education Transfer Curriculum (IGETC) will permit students to transfer from a community college to a campus in either the California State University (CSU) or the University of California (UC) system without the need, after transfer, to take additional lower division, general education courses to satisfy general education requirements. Before you start working on general education courses, check what is recommended for your major and the campuses you’re interested in. Some campuses may not accept IGETC; while others may require additional courses in addition to IGETC Certification. Please consult with a Counselor.

IGETC is not advisable for all transfer students. If you are pursuing a major that requires extensive lower-division preparation you may be better served by taking courses which fulfill the CSU General Education-Breadth requirements or those of the UC campus or college to which you plan to transfer. Majors include, but are not limited to: Engineering, Business, Pre-professional programs.

Students pursuing an AS-T or AA-T degree must complete the entire IGETC pattern for either CSU (37 units minimum) or UC (34 units minimum). If transferring to CSU campus, students must complete an Oral Communications course (Area 1C).

By following the pattern of IGETC requirements, you will be eligible for:

1. **Certificate of Achievement in IGETC (for CSU or UC):** All requirements must be completed in either the CSU or UC option. Students must meet with a Counselor/Specialist to complete this petition before the 9th week of the semester. Completion of this local NVC Certificate of Achievement will be noted on the final transcript and allows you to participate in the annual graduation ceremony.

2. **Certification of IGETC (for CSU or UC) Requirements.** Students must request IGETC certification when requesting final transcripts to be sent from NVC to the CSU or UC transfer school. File your request online with the Napa Valley College Admissions and Records office. Students may qualify for either full certification or partial certification.

   - **Full Certification:** All requirements must be completed using either the CSU or UC option. Obtaining full certification means you will not have to complete additional lower division GE requirements that may be required at that CSU or UC campus. The U.S. History, Constitution and American Ideals is not a part of IGETC Certification, however the courses that comprise this requirement can be used to satisfy subject Area 4.

   - **CSU transfers:** Students must complete the requirement in Oral Communications (Area 1C). Students do not need to complete a Foreign Language requirement for the Certification process. Some CSU campuses and/or majors may have additional language or course requirements for graduation from the CSU.

   - **UC transfers:** Students must complete the Foreign Language requirement. If you completed this requirement in high school or at another college, you will need to provide an official transcript from that institution. UC campuses may have additional graduation requirements – consult a Counselor for more information.

   - **Partial Certification:** Completion of all but two (2) courses on the IGETC pattern. Consult with a counselor for details regarding this option.

Restrictions: Student who have been registered at a UC campus may not be eligible for IGETC. This restriction does not apply to students who have taken only UC summer session or Extension classes. Consult a Counselor for details.

**Information on this form is subject to change, check with the Counseling Office and ASSIST.ORG for current information.**

<table>
<thead>
<tr>
<th>AREA 1: ENGLISH COMMUNICATION</th>
<th>Met</th>
<th>Need</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSU: 3 courses required, one each from 1A, 1B, and 1C</td>
<td>A1</td>
<td></td>
</tr>
<tr>
<td>UC: 2 courses required, one each from 1A and 1B</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>1A. English Composition</strong> (1 course: 3 semester or 4-5 quarter units) English 120</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>1B. Critical Thinking</strong> – English Composition (1 course: 3 semester or 4-5 quarter units) English 123, 125</td>
<td>1B</td>
<td></td>
</tr>
<tr>
<td><strong>1C. Oral Communications – CSU Requirement ONLY</strong> (1 course: 3 semester or 4-5 quarter units) Speech Communication 122, 128</td>
<td>1C</td>
<td>CSU Only</td>
</tr>
<tr>
<td><strong>AREA 2: MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING</strong> (1 course: 3 semester or 4-5 quarter units) Mathematics 106+, 115+, 120+, 121, 220, 221, 222, 232, 235</td>
<td>2A</td>
<td></td>
</tr>
</tbody>
</table>
# GENERAL EDUCATION REQUIREMENTS

## GENERAL EDUCATION REQUIREMENTS

**GENERAL EDUCATION REQUIREMENTS**

It's easy to enroll! Visit www.napavalley.edu, click on ENROLL NOW or call (707) 256-7201

### AREA 3. ARTS AND HUMANITIES (3 courses: 9 semester or 12-15 quarter units)

Select 3 courses, with at least one course from 3A and one course 3B. The remaining course may be selected from either Area 3A or 3B, for a total of at least 9 units.

**Met** | **Need**
--- | ---
3A | 3B
3A or 3B | 3A or 3B

#### 3A. Arts 3B. Humanities

<table>
<thead>
<tr>
<th>Arts 100 American Sign Language 121</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art History 105, 106, 110, 118, 130, 135, 180</td>
</tr>
<tr>
<td>Film 100, 110, 120, 121, 125A, 125B, 125C, 125D</td>
</tr>
<tr>
<td>Humanities 120, 121, 170, 174, 185, 186, 189A</td>
</tr>
<tr>
<td>189B, 189C, 189D</td>
</tr>
<tr>
<td>Music 110, 112, 114, 121, 122</td>
</tr>
<tr>
<td>Photography 180</td>
</tr>
<tr>
<td>Theater 100, 105</td>
</tr>
</tbody>
</table>

| English 121, 213, 214, 215, 216, 220, 223, 224, 225, 226 |
| Film 105, 106, 115 |
| History 122, 123, 140 |
| Humanities 100, 101, 105, 106, 112, 113, 115, 125, 151, 160 |
| Philosophy 120, 121, 125, 126, 127, 128, 129, 133, 134, 137 |
| Photography 181, 182 |
| Spanish 121, 240+, 241+, 280+, 281+, 282 |

### AREA 4: SOCIAL SCIENCES (3 courses: 9 semester or 12-15 quarter units)

Select 3 courses with a maximum of 2 courses from the same discipline.

**Met** | **Need**
--- | ---
4 | 4
4 | 4

#### 4A. Anthropology 4B. Child Family Studies

<table>
<thead>
<tr>
<th>Anthropology 121, 122, 130, 131, 150, 180, 200</th>
</tr>
</thead>
<tbody>
<tr>
<td>Child Family Studies 120+, 140+, 180</td>
</tr>
<tr>
<td>Economics 100, 101, 120</td>
</tr>
<tr>
<td>English 224, 225, 226</td>
</tr>
<tr>
<td>Geography 114</td>
</tr>
<tr>
<td>History 120+, 121+, 122, 123, 140, 142, 145, 150*, 152*</td>
</tr>
<tr>
<td>Humanities 112, 113</td>
</tr>
</tbody>
</table>

#### 4B. Philosophy 4C. Speech Communications

<table>
<thead>
<tr>
<th>Philosophy 127</th>
</tr>
</thead>
<tbody>
<tr>
<td>Psychology 120, 123, 124, 125, 126, 128, 135, 175, 220</td>
</tr>
<tr>
<td>Sociology 120, 122, 123, 154, 220</td>
</tr>
<tr>
<td>Speech Communications 126</td>
</tr>
</tbody>
</table>

#### 4B. Political Science

| Political Science 120+*, 121+*, 125, 135, 140, 145 |

**Note:** History 120, 121, 150, or 152 and Political Science 120 or 121 may double count for Area 4 and the CSU graduation requirements in US History, Constitution, and American Ideals

### AREA 5. PHYSICAL AND BIOLOGICAL SCIENCES (2 courses: 7-9 semester or 9-12 quarter units)

Select 2 courses, one each from 5A and one course from 5B, with at least one approved laboratory course.

**Met** | **Need**
--- | ---
5A | 5B
5C | 5C

#### 5A. Physical Sciences 5B. Life Sciences

<table>
<thead>
<tr>
<th>Astronomy 110, 111</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chemistry 110, 111, 120, 121, 240, 241</td>
</tr>
<tr>
<td>Earth Science 110+</td>
</tr>
<tr>
<td>Geography 110</td>
</tr>
<tr>
<td>Geology 110, 111</td>
</tr>
<tr>
<td>Physics 110+, 111+, 120+L, 121+, 140+, 240+, 241+</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Anthropology 120, 120L (must be taken together)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biology 105+, 110+, 112, 117, 120+, 218, 219, 220, 240, 241</td>
</tr>
</tbody>
</table>

#### 5C. Laboratory Science Requirement

Any underlined course from 5A or 5B satisfies this requirement. Lab course must be associated with course taken to satisfy 5A/5B.

### LANGUAGE OTHER THAN ENGLISH (UC Requirement only)

Complete the equivalent of two years of high school study in the same language (at U.S. high school or high school in country where the language of instruction is English).

**Napa Valley College courses that meet the minimum proficiency level:**

American Sign Language 120
French 120
Italian 120
Span 120 (or 110 & 111)

Alternate ways to meet this requirement: (Official high school/college transcript and/or Exam Score must be on file for verification.)

- **College Course:** ____________________________ **College:** ____________________________
- **Completed in High School:** ____________________________ **High School:** ____________________________
- **Completed by Examination:** Name of Exam: ____________________________ Score ______ Date ____________
- **SAT II: Subject Test in Languages other than English**
- **International Baccalaureate Higher Level Examination with a score of 5 or higher**
- **Language other than English "O" level exam with a grade of A, B, or C**
- **Language other than English International "A" level exam with a score of 5, 6, 7**
- **An achievement test administered by a community college, university, or other college in a language other than English.**
- **Two years of formal schooling at the sixth grade level or higher in an institution where the language of instruction is not English.**
- **Faculty member verification of a student’s competency.**

**US History, Constitution, and American Ideals:** This is not an admission requirement. CSU graduation requires completion of US History, Constitution and American Ideals Requirement. Select one course from Group 1 and one course from Group 2. These courses may be double-counted for Area 4.

**Group 1:** History 120, 121, 150, 152 **AND** **Group 2:** Political Science 120, 121

1 | CSU only
2 | CSU only

---

UC only
CINCO PASOS PARA INCRIBIRSE CORRECTAMENTE

Admisión y Matriculación
(707) 256-7200
Edificio 1300, Pasillo Norte
1. Llene la Solicitud de Admisión seleccionando el enlace "Enroll Now" en www.napavalley.edu. Después de enviar su aplicación, usted recibirá un correo electrónico ("Bienvenido a NVC") indicando que usted está en el sistema y puede proceder al paso 2: Orientación.
2. Es muy importante incluir su dirección de correo electrónico actual.
3. Si usted es un estudiante que regresa después de un año o más, deberá llenar una aplicación nueva.
4. Si está regresando después de tres años o más, tiene que completar una nueva solicitud de admisión Y los requisitos del Programa de Éxito y Apoyo Estudiantil (Student Success and Support Program).
5. ¿Ha solicitado Ayuda Financiera? Si está interesado, póngase en contacto con la Oficina de Ayuda Financiera www.napavalley.edu/financialaid.
6. Los estudiantes con expedientes académicos ("transcripts") de otros colegios o universidades deberán presentar copias oficiales selladas a la Oficina de Admisión y Matriculación.

Llame a la oficina o visite el sitio web para verificar los horarios.
1. Todos los estudiantes
2. Exámenes de práctica están disponibles en el sitio web para prepararse mejor para estos exámenes.
3. Para las clases de matemáticas, los estudiantes pueden utilizar su expediente académico de la preparatoria para demostrar que han cumplido con los requisitos previos para un curso. Para ciertas clases esto requiere una petición ("Prerequisite Equivalency Petition") disponible a través de Admisión y Matriculación y la petición debe tener adjunto un expediente académico de la preparatoria.
4. Los estudiantes que han completado los exámenes de colocación en otro colegio dentro de los últimos tres años, deberán traer una copia de los resultados de las pruebas al Centro de Exámenes y Tutoría.
5. Los estudiantes con un título de AA/AS o más alto de una institución de EE.UU. están exentos de las pruebas al Centro de Exámenes y Tutoría.
6. Los consejeros ayudarán a los estudiantes con consejería/asesoramiento.

Centro de Consejería General
(707) 256-7220
Edificio 1300, Salón 1339A
(Plan Educativo)
1. Todos los estudiantes nuevos deben completar un plan educativo abreviado (un semestre). Nuevos estudiantes deben declarar una meta educacional al completar 15 unidades y desarrollar un plan educativo al completar 30 unidades. Consejeros y Especialistas están disponibles para todos los estudiantes durante el periodo de inscripción.
2. Citas están disponibles durante los periodos de no inscripción para estudiantes que quieran desarrollar un Plan Educativo que refleje sus metas profesionales y académicas.
3. Los consejeros ayudarán a los estudiantes con la selección de sus primeros cursos semestrales, basados en sus metas académicas y los resultados de su examen de colocación. Estudiantes deben de traer sus resultados de colocación a la sesión de consejería/asesoramiento.
4. Los participantes inscritos en QOPS, CARE, Servicios de Apoyo Estudiantil (SSS) TRiO, Umoja, HSI-STEM, y DSPS pueden reunirse con el Consejero/Especialista de su programa respectivo.
5. Los estudiantes con expedientes académicos ("transcripts") de otros colegios o universidades deben traer copias oficiales selladas a su cita de consejería.

Admisión y Matriculación
(707) 256-7200
Edificio 1300, Pasillo Norte
1. Los estudiantes están listos para registrarse por internet a través de WebAdvisor o en persona, basado en las fechas de prioridad de inscripción A-G.
2. Instrucciones ("Quick Log-in instructions") para WebAdvisor están disponibles en la página de inicio de WebAdvisor.
3. Si una clase está llena, los estudiantes pueden inscribirse en la lista de espera ("waitlist") para la clase a través de WebAdvisor hasta la medianoche antes del primer día del semestre.
4. Usted debe asistir a la primera reunión de la clase, incluyendo estudiantes en la lista de espera, o usted puede ser dado de baja de la clase. Para clases en línea, vea la página de Internet “Online Education.”

Equivalencias de Requisitos Previos:
Requisitos previos completados a través de otro colegio pueden ser enviados a la Oficina de Admisión y Matriculación para la selección de sus primeros cursos semestrales, basados en sus metas académicas y los resultados de su examen de colocación. Estudiantes deben de traer sus resultados de colocación a la sesión de consejería/asesoramiento.

Desafío de Prerrequisitos:
Si un estudiante necesita desafiar un requisito previo para un curso, tendrá que reunirse con un consejero para completar el proceso. Los estudiantes deben presentar documentación para apoyar su desafío.
SIETE PASOS PARA SOLICITAR AYUDA FINANCIERA

Ayuda Financiera/EOPS Aula 1132 (707) 256-730

Paso 1

Paso 2
Llene la solicitud de admisión seleccionando el enlace “Enroll Now” en www.napavalley.edu. Asegúrese de proveer su número de seguro social, domicilio actual y su correo electrónico.

Paso 3
Una vez que NVC reciba sus datos de la FAFSA, usted recibirá un correo electrónico/carta pidiendo documentos para completar el proceso de solicitud. Asegúrese que su correo electrónico sea válido. La mayoría de la correspondencia será enviada por medio de su correo electrónico. Si ha cambiado de domicilio donde espera recibir su correo y/o su correo electrónico, favor de entregar este cambio en la Oficina de Ayuda Financiera.

Paso 4
Revise su estado y los documentos requeridos en WebAdvisor bajo “Communications/My Documents”. Las formas están disponibles para bajar en la página web de Ayuda Financiera en www.napavalley.edu/financialaid bajo el enlace “Forms”.

Paso 5
Proporcione los documentos requeridos a la Oficina de Ayuda Financiera para completar su expediente. Puede ser que califique para una exención de cuota de inscripción antes de inscribirse. Los documentos son procesados de acuerdo a la fecha que los entrega. Proporcione los documentos requeridos lo antes posible. El tiempo promedio para procesar es de 6-8 semanas. Durante tiempo más ocupado (Junio-Septiembre), el tiempo promedio puede ser de 12-16 semanas o más.

Paso 6
¡Esté atento a recibir por correo un sobre verde brillante! A partir del otoño del 2014, NVC se asociará con Higher One para proveer opciones de depósito electrónico para reembolsos de ayuda financiera (disbursements) a estudiantes. Usted debe utilizar la información proporcionada en el sobre verde para escoger cómo quiere recibir su dinero.

Paso 7
NVC le envía un aviso de ayuda financiera por medio de correo electrónico. Usted puede ver e imprimir su carta de aviso en WebAdvisor. Los reembolsos de ayuda financiera son pagados en fechas de pago programadas regularmente. Para más información, vea “Important Payment Information” en www.napavalley.edu/financialaid.

Los estudiantes deben solicitar ayuda financiera cada año. El periodo de prioridad para solicitar ayuda para el siguiente año escolar es del 1 de enero al 2 de marzo; sin embargo, la solicitud está disponible durante todo el año. Se les aconseja que se preparen con tiempo, ya que el proceso es largo.
¿Quién Puede Asistir a NVC?
Usted puede, si
1. Se graduó de la escuela preparatoria (high school) o pasó el Examen de Habilidad de la Escuela Preparatoria de California o (GED) o
2. Tiene 18 años de edad o más
Es un estudiante de preparatoria que está cursando, como mínimo, el décimo grado, o tiene 15 años de edad. Un permiso firmado por el padre, madre, o guardián legal, y el principal de la escuela preparatoria es requerido para asistir a Napa Valley College (NVC).

Cómo Solicitar Admisión a NVC:
1. Complete una solicitud de admisión a través del Internet, www.napavalley.edu, si es un estudiante nuevo a NVC. Si usted está regresando después de un año o más, usted tiene que completar una nueva solicitud de admisión. Si está regresando después de un año o más, tiene que completar una nueva solicitud de admisión Y los requisitos del Programa de Éxito y Apoyo Estudiantil (Student Success and Support Program).

Residencia
Su estado de residencia es determinado por la información que usted proporcionó en la solicitud de admisión a través del Internet. Si ha vivido en California por más de un año y un día antes del comienzo de cualquier semestre, entonces puede ser elegible como residente en el semestre que es admitido. Usted no necesita ser ciudadano de los Estados Unidos para ser clasificado como residente. Residentes permanentes son elegibles para establecer residencia en California. Algunos documentos pueden ser requeridos para verificar su estado de residencia. Para más información visite la página de Admisión y Matriculación www.napavalley.edu/admissions.

AB540
Bajo la legislatura de California AB540, usted puede ser exento de los pagos como no residente. Los estudiantes que han asistido a una escuela secundaria en California por tres años y han recibido un diploma de la escuela preparatoria en California o equivalente, como el GED o han pasado el examen de habilidad, son exentos de los pagos como no residente. Usted necesita completar el formulario AB 540 que se encuentra en la página www.napavalley.edu/admissions.

Calificaciones Finales
Las calificaciones finales no son enviadas por correo. Sus calificaciones son publicadas 3-4 semanas después de los exámenes en WebAdvisor www.napavalley.edu/webadvisor.

Para Darse de Baja de un Curso (“Withdrawal”)
El estudiante es responsable de darse de baja oficialmente; si no lo hace, puede obtener una mala calificación. Para darse de baja de un curso, puede usar WebAdvisor o presentar una tarjeta de Retiro (Drop Card) en la Oficina de Admisión y Matriculación o en el campus de Santa Helena. Las fechas límites para darse de baja de un curso están en el calendario ubicado en el interior de la portada.

Clases Abiertas
Es norma de Napa Valley Community College District que, a menos que sea específicamente exonerado por los estatutos, cada curso, cada sección o clase, mantenedos y ofrecidos por el distrito, estén abiertos para la inscripción y participación de todas las personas que han sido admitidas.

Auditoría
Los estudiantes deben tener una solicitud de admisión actualizada, archivada, y presentar una solicitud para Auditar clases (disponible en la Oficina de Admisión y Matriculación o en el campus de Santa Helena. Esta opción no puede ser cambiada posteriormente para recibir crédito por la clase que auditó. Para verificar las cuotas, seleccione el enlace “Fees and Refunds” en la página de Admisión y Matriculación www.napavalley.edu/admissions.

Para Inscribirse en más de 18 Unidades
Los estudiantes pueden inscribirse en un máximo de 18 unidades. Si piensa tomar más de 18 unidades, un consejero tiene que autorizarle el exceso de unidades antes de inscribirse. El formulario debe ser presentado en la Oficina de Admisión y Matriculación.

Para Repetir una Clase
Los estudiantes pueden repetir ciertas clases que se ofrecen en NVC. Los cursos que pueden repetirse están indicados en la descripción oficial del curso o catálogo de NVC.

Inscripción Tardía (Late Adds)
Los estudiantes que deseen registrarse después del periodo de Inscripción Tardía, deberán obtener una tarjeta de autorización (Add Code) firmada por el profesor, y entregarla a la Oficina de Admisión y Matriculación.

Pasar/No Pasar
Los estudiantes pueden tomar una clase solicitando Pasar/No Pasar (P/NP) en lugar de una calificación (A, B, C, D, F) al momento de registrarse a través de la internet ó presentando un formulario en la Oficina de Admisión y Matriculación o en el campus de Santa Helena antes de la fecha límite (ver el calendario en la cubierta interior de la portada). Para obtener “Pasar” los estudiantes deben asistir regularmente a clases y completar satisfactoriamente el curso con una “C.” Si decide tomar una clase como P/NP esta decisión no puede ser cambiada después de la quinta semana del semestre. Para información completa ver el catálogo de Napa Valley College.

Como Solicitar su Expediente Académico de NVC
Un expediente académico (Transcript) es un documento oficial de las clases que ha tomado en NVC. Todas las clases completadas o en progreso aparecen en su certificado. Las restricciones (libros de biblioteca, deudas, préstamos, etc.) tienen que ser exentas por La Oficina de Negocios antes de obtener sus certificados. Los certificados no pueden ser procesados si tiene alguna deuda. Puede obtener sus certificados en 24 horas si paga un cargo adicional. NVC usa Credentials Inc. para aceptar su solicitud a través de la Internet. Para solicitar certificados visite www.napavalley.edu/admissions.
Medios Audiovisuales Alternos

De acuerdo con el Acta de Americanos con Incapacidades y la Sección 508 del Acta de Rehabilitación de 1973, Napa Valley College proporciona todos los materiales escritos disponibles en formato alterno. Para solicitar formato alterno de algún material escrito, contacte a la Oficina de Servicios Especiales, Oficina 1766 o llame al teléfono (707) 256-7348.

Notificación Importante para los Estudiantes del Sexo Masculino

Se recuerda a los estudiantes del sexo masculino que la ley federal requiere que los hombres de 18 a 25 años de edad se registren en el Sistema de Servicio Selectivo (Selective Service System-SSS). Las mujeres están exoneradas de este requerimiento. Está ley se aplica a ciudadanos de los Estados Unidos y a los inmigrantes del sexo masculino, pero no a los estudiantes nacidos fuera de los Estados Unidos y que tienen visa de estadounidense válida. Los hombres deben registrarse ante de recibir ayuda financiera federal o estatal (incluyendo préstamos y subsidios) para sus estudios superiores. Los formularios para registrarse están disponibles en cualquier oficina de correos. Los estudiantes también pueden registrarse usando la página web del Sistema de Servicio Selectivo: www.sss.gov.

Derechos Familiares y Acta de Privacidad (Family Rights & Privacy Act-FERPA)

Póliza Directiva S6410

Todos los records de los estudiantes son archivados de acuerdo a las provisiones de los Derechos Educativos de las Familias y el Acta de Privacidad de 1974. El estudiante puede solicitar acceso a su record individual y puede cuestionar la exactitud del record o el tiempo apropiado que puede ser retenido el documento. El consentimiento del estudiante (sin importar la edad del mismo) es necesario para hacer públicos los records archivados según el acta. No es necesario el consentimiento del estudiante para hacer públicos los records a agencias que tienen derecho al acceso mediante el acta, como por ejemplo, funcionarios de NVC, otras instituciones educativas, personas autorizadas del sector educativo del gobierno federal, auditores, y funcionarios que procesan peticiones relacionadas con solicitudes de ayuda financiera o documentos que verifiquen que un estudiante ha recibido ayuda financiera.

Autorización para Revelar o Hacer Pública Información

Póliza Directiva 6410

La información considerada por Napa Valley Community College District como “información de directorio” será distribuida a menos que el formulario “Revelación de Información del Estudiante”, autorizando que no se haga pública la información, sea completado en la Oficina de Admisión y Matriculación. Información sobre que constituye “información de directorio” puede ser obtenida en la Oficina de Admisión y Matriculación.

Cualquier otra información de records educativos no será hecha pública sin un consentimiento escrito y firmado por el estudiante para revelar información.

Los funcionarios de NVC que “necesitan saber” la información están exentos de obtener autorización del estudiante. La información incluye calificaciones, grupo étnico, número de identificación personal, progreso académico u otra información no relacionada con el directorio.

En conformidad con la Enmienda Salomón (Ley Pública 104-208 y 104-206), la información del directorio, incluyendo las direcciones de los estudiantes, será revelada al Departamento de Defensa, si así lo solicita, para propósitos de reclutamiento. Los estudiantes que no deseen que sus nombres se hagan públicos deberán llenar el formulario “Revelación de Información del Estudiante.” Para obtener el formulario, visite la oficina de Admisión y Matriculación o la página web www.napavalley.edu/admissions.

Reclamos y Preguntas

Si tiene preguntas, reclamos, quejas o sugerencias acerca de la manera cómo NVC satisface las necesidades de los estudiantes, por favor diríjase a la oficina de Servicios al Estudiante, Oficina 1330, teléfono (707) 256-7360.

El “Derecho de Saber” de los Estudiantes

Póliza Directiva 3500 & 6410

En conformidad con el acta federal llamada El Derecho de Saber de Los Estudiantes (Students-Right-to-Know (SRTK)) y con el Acta de Seguridad de las Instalaciones de Campos Universitarios (Ley Pública 101-542), NVC proporciona información al público sobre: 1) seguridad y protección de las instalaciones y 2) resultados de las materias cursadas por los estudiantes de tiempo completo de primer año de colegio que por primera vez ingresan en el semestre de otoño con el propósito de obtener un título, certificado, o de transferirse a otra institución. Para obtener información acerca de los estudiantes mencionados en el punto 2, visite la página web www.nvcpd.org. Para obtener una copia impresa, llame al (707) 256-7770.

Otras Pólizas

Por favor diríjase al catalogo de NVC para una lista completa de todas las pólizas del colegio incluyendo:

- NVC proporciona instalaciones libres de drogas
- Poliza de No Fumar
- Normas de Conducta Estudiantil
- Procedimiento de Quejas, Reclamos y Resolución de Conflictos

El catalogo se encuentra en la página web de NVC (www.napavalley.edu), seleccione “College Catalog.”
SERVICIOS PARA LOS ESTUDIANTES

Admisión y Matriculación
Edificio 1300 Pasillo norte
256-7200
www.napavalley.edu/admissions
Información de admisión, inscripción y historial; ayuda para inscribirse por Internet, peticiones de estudiante (incluyendo de graduación), inscripciones de estudiantes de la preparatoria, pedidos de expediente académico y evaluaciones, ayuda para estudiantes internacionales, verificación de inscripción.

Ayuda Financiera/EOPS/CalWORKS/Veteranos
Edificio 1100, Salón 1132 256-7300
www.napavalley.edu/financialaid
Información de ayuda financiera, solicitudes para becas, préstamos, trabajos estudiantiles, préstamos de emergencia, apoyo y consejería para estudiantes de EOPS, CARE, CalWORKs y veteranos.

Biblioteca McCarthy
Edificio 1700, primer piso 256-7400
www.napavalley.edu/library
Libros, periódicos, revistas, DVDs, CDs, computadoras para uso estudiantil, acceso a internet, tecnología educacional, base de datos, medios de información para la investigación e instrucción de medios de comunicación.

Centro de Carreras y Empleo
Edificio 1300, Salón 1335 256-7330
www.napavalley.edu/careercenter
Consejería general y de carreras para estudiantes sin plan educativo, servicios para encontrar empleo fuera del colegio, ayuda con programas computarizados de carreras, biblioteca de carreras y lista de trabajos.

Centro de Consejería
Edificio 1300, Salón 1339A 256-7220
www.napavalley.counseling
Apoyo para formar metas académicas y un plan de estudios prácticos, ayuda con la selección de cursos para tener éxito, ayuda con los requisitos de graduación y para transferirse a una universidad, citas de evaluación y orientación y consejería general.

Centro de Desarrollo del Niño
Edificio 3000 256-7040
www.napavalley.edu/CDC
Cuidado, desarrollo, y educación infantil para niños entre las edades de 2 meses a 5 años. Dos programas disponibles; un programa subvencionado por el estado para familias de estudiantes de bajos ingresos de NVC y un programa comunitario preescolar de paga abierto a profesores, personal y la comunidad en general.

Centro de Escritura
Edificio 800, Salón 832 256-7640
www.napavalley.edu/wc
0.5 unidad de clase (Inglés 84: crédito/no crédito) para mejorar la escritura; hay citas disponibles de 30 minutos para los repasos de ensayos.

Centro de Exámenes y Tutoría
Edificio 1700, Aula 1764 256-7434 o 256-7437
www.napavalley.edu/testingandtutorincenter
Provee exámenes de colocación para la inscripción en clases de Inglés, matemáticas e Inglés como segundo idioma, pruebas académicas, exámenes de GED y tutoría para estudiantes de NVC.

Centro de HSI-STEM 256-7286
Edificio 1800, Salón 1805 sótano
www.napavalley.edu/hsistem
Provee tutoría especializada en Ciencias, Tecnología, Ingeniería y Matemáticas, mentoreo, e instrucción suplementaria; desarrollo académico; consejería bilingüe; servicios de apoyo al estudiante.

Centro de Matemáticas 256-7635
Edificio 800, Salón 839
www.napavalley.edu/academics/mathcenter
El centro de Matemáticas, localizado frente al Centro de Escritura, ofrece servicio de tutoría a estudiantes de matemáticas a nivel de colegio comunitario sin una cita previa. Horarios de tutores están anunciados en el centro.

Centro de Matemáticas, Ingeniería y Ciencias (MESA)
Edificio 1800, Salón 1805 Sótano 256-7280
www.napavalley.edu/MESA
Apoyo académico, desarrollo en liderazgo, visitas a universidades, membresías en organizaciones estudiantiles estatales y nacionales, tutoría gratis y laboratorio de computadoras disponible para estudiantes interesados en carreras de matemáticas, ciencias e ingeniería. Se habla español.

Centro de Salud para Alumnos
Edificio 2250 256-7780
www.napavalley.edu/healthcenter
Gratis para los estudiantes: diagnóstico y tratamiento de enfermedades, primeros auxilios, control y prueba de embarazo, examen y tratamiento de Enfermedades Transmitidas Sexualmente, y servicios psicológicos; se requiere un pago mínimo por medicamentos.
SERVICIOS PARA LOS ESTUDIANTES

Centro de Transferencia
Edificio 1300, Salón 1335
256-7333
www.napavalley.edu/transfercenter
Consejería e información acerca del proceso para transferirse a universidades de 4 años, acceso a información universitaria por medio del Internet, talleres de aplicación, citas con representantes de universidades, y visitas a universidades vecinas, Día Anual de Transferencia en la Primavera.

Departamento de Policía y Seguridad
Edificio 2250 256-7770
www.nvcpd.org
Ayuda para personas que han sido víctimas de crimen o violencia, artículos perdidos y encontrados, información sobre estacionamiento, como apelar una infracción de tránsito, emergencias en el plantel llame al 511.

Educational Talent Search—TRiO
256-7390
Edificio 1100, Salón 1133
www.napavalley.ETS
Programas de apoyo académico pre-colegial para estudiantes de secundaria y preparatoria que son primera generación y de bajos recursos.

Librería
Edificio 900, Salón 932 256-7480
www.napavalley.bncollege.com
Libros de texto, materiales escolares, guías para estudiar, libros de referencia, camisas, y meriendas.

Oficina de Vida Estudiantil (ASNVC)
Edificio 1300, Salón 1342 256-7340
www.napavalley.edu/ASNVC
Actividades de clubs de estudiantes y eventos, participación estudiantil en puestos gubernamentales del colegio, identificación fotográfica de estudiante, boletín de anuncios de viviendas, horarios de paradas de autobús, y la aprobación para colocar anuncios.

Oficina de Negocios
Edificio 1500, Salón 1542 256-7188
Pagos de inscripciones y otros honorarios, incluyendo permiso de estacionamiento, honorarios de laboratorio y la compra de identificaciones de ASNVC.

Programa de Servicios para Estudiantes con Incapacidades
Edificio 1770, Salón 1766 256-7348
www.napavalley.edu/DSPS
Servicios para estudiantes con incapacidad física, psicológica, y de aprendizaje; plan de estudios y apoyo académico.

Servicio de Apoyo Estudiantil—TRiO
Edificio 1300, Salón 1333 256-7350
www.napavalley.edu/SSStrio
Apoyo académico, de retención, transferencia y graduación para estudiantes de primera generación y bajos recursos y estudiantes con incapacidades: consejería, tutoría, tours académicos, ayuda de transferencia y becas.

Servicios de Aprendizaje (LS)
Edificio 1700, Salón 1766, segundo piso 256-7442
www.napavalley.edu/dls
Servicios de evaluación para identificar incapacidades de aprendizaje y para determinar un plan de apoyo para asegurar el éxito del estudiante en el ambiente colegial.

Oficina de Servicios al Estudiante
Edificio 1300, Salón 1330 256-7360
www.napavalley.edu/studentservices
Ayuda con la resolución de problemas y quejas, información sobre la ceremonia de graduación, información general acerca de servicios para los estudiantes.
Napa Valley College offers hundreds of credit classes in dozens of disciplines in 5-week, 6-week, and 8-week sessions during the summer. Classes are available during the day, evening, and online. Start dates of instruction depend on session length and subject matter. It’s easy to enroll! Visit napavalley.edu, click on ENROLL NOW or call (707) 256-7201.

Important information can be found in the Napa Valley College online catalog including degree requirements and program descriptions (www.napavalley.edu/academics/Catalog/Pages/default.aspx).

**ACCOUNTING**

**ACCT 120**

**3.00 units**

**INTRODUCTION TO ACCOUNTING**

An introduction to the field of accounting and the role accounting plays in local, national and transnational businesses. This course will focus on the manual preparation of financial statements, specifically, the bookkeeping rules. This discussion includes the use of journals, ledgers, posting and the closing of the financial records ending with a discussion of the possible uses and analysis of financial statements.

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HYBRID - Please see instructor’s Blackboard site for more info

**ACCT 125**

**5.00 units**

**FINANCIAL ACCOUNTING**

A comprehensive introduction to the principles and procedures involved in the preparation and use of financial accounting reports. An introduction to generally accepted accounting principles impacting the balance sheet, statement of income and statement of cash flows. Emphasis is upon the interpretation and use of those reports as they relate to business decision-making in the areas of planning, administration and control.

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**ADMINISTRATION OF JUSTICE**

**ADMJ 120**

**3.00 units**

**INTRODUCTION TO THE CRIMINAL JUSTICE SYSTEM**

An introduction to the history and philosophy of justice as it evolved throughout the Western world. This course examines the relationship between law enforcement, judicial, and the corrections components of the criminal justice system. The student is introduced to the issues facing each of the components, and, with current strategies related to the development of professionalism and ethics in the criminal justice practitioner. Employment opportunities in the criminal justice system are also reviewed.

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**ADMJ 125**

**3.00 units**

**INTRODUCTION TO EVIDENCE**

The origin, development, philosophy and constitutional basis of evidence; constitutional and procedural considerations affecting arrest and search and seizure; kinds and degrees of evidence, rules, and case studies.

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**ADMJ 190**

**3.00 units**

**ADMINISTRATION OF JUSTICE INTERNSHIP 1**

A program designed to permit Administration of Justice students to work as interns inside various agencies associated with law, law enforcement, courts, corrections, probation, Fish and Game, and private security. Students are evaluated by the agency and college staff. Internships frequently lead to employment in the agencies where assignments are made.

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**ADMJ 191**

**3.00 units**

**ADMINISTRATION OF JUSTICE INTERNSHIP 2**

A program designed to permit Administration of Justice students to work as interns inside various agencies associated with law, law enforcement, courts, corrections, probation, Fish and Game, and private security. Students are evaluated by the agency and college staff. Internships frequently lead to employment in the agencies where assignments are made.

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ADMJ 290  3.00 units
ADMINISTRATION OF JUSTICE INTERNSHIP 3
A program designed to permit Administration of Justice students to work as interns inside various agencies associated with law, law enforcement, courts, corrections, probation, Fish and Game, and private security. Students are evaluated by the agency and college staff. Internships frequently lead to employment in the agencies where assignments are made.

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ADMJ 291  3.00 units
ADMINISTRATION OF JUSTICE INTERNSHIP 4
A program designed to permit Administration of Justice students to work as interns inside various agencies associated with law, law enforcement, courts, corrections, probation, Fish and Game, and private security. Students are evaluated by the agency and college staff. Internships frequently lead to employment in the agencies where assignments are made.

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ANTHROPOLOGY

ANTH 120  3.00 units
BIOLOGICAL ANTHROPOLOGY
This course introduces students to the theories, methods and applications of biological anthropology. Topics include the scientific method, principles of evolution and adaptation, human genetics, human osteology, hominin species and the fossil record, and the anatomy and behavior of living non-human primates. Recommended Preparation: Completion of ENGL 90 or equivalent with a grade of C or better.

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ANTH 120L 1.00 unit
BIOLOGICAL ANTHROPOLOGY LAB
ANTH 120L is a hands-on laboratory course in physical anthropology, designed to help students gain practical knowledge of the techniques used in the laboratory setting. Areas of study will include: anatomy, genetics, analysis and measurement of human biological/skeletal material, primate taxonomy, comparative primate anatomy and behavior, hominid fossil comparisons and evolutionary theory.

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ANTH 121  3.00 units
INTRODUCTION TO CULTURAL ANTHROPOLOGY
This introductory course positions culture as a key concept for understanding diverse ways of life both internationally and in American communities. Primary anthropological methods and concepts of kinship, gender, ethnicity, race and class will be explored as formative elements of society and culture. Through analyzing the intersections between global processes and identity-making, this class will explore what it means to be American, as well as to be human, in the contemporary world. Recommended Preparation: Completion of ENGL 90.

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ANTH 120L is a hands-on laboratory course in physical anthropology, designed to help students gain practical knowledge of the techniques used in the laboratory setting. Areas of study will include: anatomy, genetics, analysis and measurement of human biological/skeletal material, primate taxonomy, comparative primate anatomy and behavior, hominid fossil comparisons and evolutionary theory.

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ART HISTORY

ARTH 118  3.00 units
SURVEY OF MODERN ART
This course covers the major historical and formal developments of Modernism in art, architecture and design from the mid-nineteenth-century to the present.

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ASTRONOMY

ASTR 110  3.00 units
DESCRIPTIVE ASTRONOMY
An introductory general education course on the formation, properties, evolution, and fates of celestial objects—from galaxies to planets to black holes. Group evening sky-observing is included.

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BIOLOGY

BIOL 103  3.00 units
INTRODUCTION TO NUTRITION
This is a general education course intended primarily for the non-nutrition major. Course topics include a study of nutrients; their use and effect in the body; psychological, socioeconomic and geographic influences of nutritional practices; and current nutritional concerns. Calorie and nutrient analysis is considered in relation to balanced diets and weight control.

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</table>
BIOL 105  4.00 units
HUMAN BIOLOGY
A survey of human biology focusing on anatomy, physiology, cell development, tissues, organs and organ systems. The course also covers molecular biology, genetics, human evolution and diversity. Laboratories include microscopic observations, experiments, and animal dissections. This course is specifically designed for health occupations students as a prerequisite to Human Anatomy and Human Physiology, but is also designed for non-majors.

Syn# Days Time Instructor Room
68459 MTWTh  8:00AM 10:10AM Rudell J 2041
68460 MTWTh  10:30AM 12:35PM Mulligan T 2030
06/13/2016 TO 07/21/2016

Recommended Preparation: ENGL-90, MATH-94, and CHEM-110.
Lab is included in this section.

BIOL 110  4.00 units
SURVEY OF BIOLOGY
A survey of life, including surveys of plant and animal kingdoms, mammalian anatomy and physiology, cytology, genetics, and ecology. Intended for non-biology majors.

Syn# Days Time Instructor Room
68461 MTWTh  8:00AM 10:10AM Mulligan T 2030
68462 MTWTh  10:30AM 12:35PM Mulligan T 2030
06/13/2016 TO 07/21/2016

Recommended Preparation: ENGL-90, MATH-94, and CHEM-110.
Lab is included in this section.

BIOL 112  3.00 units
INTRODUCTION TO ECOLOGY
This course explores basic principles of ecology and environmental biology, including study of major biomes and habitat types, biological diversity, interactions of organisms with the physical environment, plant and animal interactions, nutrient cycling and energy flow in ecosystems, and the interdependence of organisms in biological communities. The role of humans in the environment will also be examined. This is an introductory course for science majors as well as non-majors.

Syn# Days Time Instructor Room
68470 MTWTh  8:00AM 10:05AM  Fawl S 1831
68471 MTWTh  10:30AM 12:40PM  Fawl S 1830
06/13/2016 TO 07/21/2016

Lab is included in this section.

BIOL 119  1.00 units
INDEPENDENT STUDIES IN BIOLOGY
Study in area of biology of special interest to student. May include advanced studies and projects begun in other biology courses or biological studies not normally included in formal course work.

Syn# Days Time Instructor Room
68463 TBD  TBD  Burns S 06/13/2016 TO 08/04/2016

Students must contact instructor at sburns@napavalley.edu prior to registration.

CHEM 110  4.00 units
INTRODUCTION TO CHEMISTRY
The first course in chemistry for students preparing for biological or health sciences, for more advanced chemistry courses, or for those desiring to learn about chemistry in the everyday world for general education. Laboratory is included.
Prerequisite: Completion of MATH-94 with a minimum grade of C.

Syn# Days Time Instructor Room
68464 MTWTh  8:00AM 10:05AM  Quinlan F 1831
68465 MTWTh  10:30AM 12:40PM  Quinlan F 1844
06/13/2016 TO 07/21/2016

Lab is included in this section.

CHEM 121  5.00 units
GENERAL CHEMISTRY 2
A continuation of CHEM 120. Topics include solutions, acid-base and redox equilibria, thermodynamics, kinetics, pH, buffers, solubility product, complex ions, electrochemistry, biochemistry and nuclear chemistry.
Prerequisite: completion of CHEM-120 with a minimum grade of C.

Syn# Days Time Instructor Room
68472 MTWTh  1:00PM  3:05PM  Fawl S 2230
68473 MTWTh  3:30PM  5:55PM  Fawl S 1830
06/13/2016 TO 07/21/2016

Lab is included in this section.

CFS 120  3.00 units
CHILD DEVELOPMENT
This course will examine theories and research regarding physical, cognitive, social, and emotional development from preconception through adolescence. Typical and atypical development will be considered. The impact of the family, culture, and society on the developing person will be explored.

Syn# Days Time Instructor Room
68658 Online  6/01/2016 TO 07/06/2016  McKay W  ONLINE
68659 Online  6/01/2016 TO 07/06/2016  Smyle F  ONLINE
68707 TW  8:00AM 10:00AM  Smyle F 1844
06/13/2016 TO 07/21/2016

Hybrid. Class held at Upper Valley Campus.
CFS 145  
**LANGUAGE DEVELOPMENT & EARLY LITERACY**  
The development of language in young children and the role of literature are examined, including a detailed exploration of quality children’s literature. The practical use of language and literature in a variety of early childhood settings will be discussed. Transfers to: CSU

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**CISA 167**  
**INTRO EXCEL FOR BUSINESS PROFESSIONALS**  
Students will design and create professional, well-organized spreadsheets for the business and home environment using Microsoft Excel. This introductory class will focus on preparing and formatting spreadsheets, inserting formulas, moving data within and between workbooks, and creating charts.

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HYBRID. Please check instructor’s Blackboard website for more info.

**CISA 170A**  
**KEYBOARDING 1/PART 1**  
This class introduces students to the basic operation of a microcomputer that emphasizes the mastery of the keyboard by touch. Correct posture and keying techniques are highlighted.

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**COMS 120**  
**INTRODUCTORY PROGRAMMING LOGIC**  
An introduction to structured computer programming using the Visual Basic. NET language. Topics include numeric and character string manipulation using simple variables and arrays. Subprograms and functions are introduced. Program design and user interface design are introduced. Programs are written and run by students on microcomputers in the Visual Studio. NET environment.  
Prerequisite: Completion of MATH-90 OR MATH-97 with a minimum grade of C.

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ONLINE. Please check instructor’s Blackboard website for more info.

**COMS 215**  
**PROGRAMMING CONCEPTS AND METHODOLOGY I**  
This course is taught using an object-oriented programming language. Its purpose is to expose students to the fundamental concepts of programming.  
Prerequisite: Completion of MATH-90 or one year of high-school Algebra

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HYBRID. Please check instructor’s Blackboard website for more info.

**COUNSELING**  
**COUN 97**  
**MANAGING THE COLLEGE EXPERIENCE**  
This is a short term course to help first year students determine their academic strengths and weaknesses and develop skills and strategies for a successful college experience. Students will be introduced to transfer options, learn strategies to manage time, resources, and basic college study skills and to cope with the transitions related to college life.

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DSPS Summer Bridge Program  This course is designed for new students to NVC’s DSPS program

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<tr>
<th>Syn#</th>
<th>Days</th>
<th>Time</th>
<th>Instructor</th>
<th>Room</th>
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<tbody>
<tr>
<td>68634</td>
<td>MTW</td>
<td>9:00AM 11:50AM</td>
<td>Posada P</td>
<td>1807</td>
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<tr>
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<td>06/20/2016 TO 06/25/2016</td>
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You must be accepted into the STEM Summer Bridge Program before registering for this class.

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<th>Syn#</th>
<th>Days</th>
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<th>Instructor</th>
<th>Room</th>
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<tbody>
<tr>
<td>68631</td>
<td>MT</td>
<td>10:30AM 2:45PM</td>
<td>McClendon J</td>
<td>837</td>
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<td></td>
<td>06/20/2016 TO 06/25/2016</td>
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UMOJA Summer Bridge Program  This course is designed for new students to NVC’s UMOJA program

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<tr>
<th>Syn#</th>
<th>Days</th>
<th>Time</th>
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<th>Room</th>
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<td>68632</td>
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<td>McClendon J</td>
<td>835</td>
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<tr>
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<td>08/01/2016 TO 08/06/2016</td>
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</table>

UMOJA Summer Bridge Program  This course is designed for new students to NVC’s UMOJA program.

**COUN 100**  
**COLLEGE SUCCESS**  
A course designed to assist students in obtaining the skills and knowledge necessary to reach their educational goals. Students will receive an extensive orientation to the college and its policies and programs. Students will also participate in career planning activities and be introduced to study skills in the areas of note-taking, reading skills, test-taking, and listening skills.

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<th>Syn#</th>
<th>Days</th>
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<tr>
<td>68635</td>
<td>MTWTh</td>
<td>1:00PM 3:05PM</td>
<td>Davis R</td>
<td>835</td>
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<td>06/13/2016 TO 07/21/2016</td>
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<th>Room</th>
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<tr>
<td>68703</td>
<td>MTWTh</td>
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<td>06/13/2016 TO 07/21/2016</td>
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Class held at Upper Valley Campus.

**ONLINE CLASSES**  
Napa Valley College currently offers over 100 online classes. Online education is very different from traditional classroom learning and provides students with a variety of exciting new options for obtaining an education without physically attending regular class meetings on campus.  
See page 52 for an Online Quick Guide of classes being offered this Summer.
COUN 101  
**1.00 units**

**COLLEGE DISCOVERY**
A short-term, intensive course designed to help students adjust to college by orienting them to college resources and teaching them how to network with others. Students will identify and address strengths and barriers related to college success, as well as discover their own learning style and attitude. Students will also learn effective college/classroom behaviors, including listening, concentration, note-taking, and academic honesty. Self-management skills will be addressed, along with motivation, personal responsibility, and self-discipline.

**Syn# Days Time Instructor Room**
68636 MTWTh 10:00AM 12:05PM Salceda-Nunez M 830 Ignacio M
07/25/2016 TO 08/06/2016

Counseling 101 is a college orientation course designed for first time students who are planning to attend Napa Valley College in the fall.

COUN 105  
**1.50 units**

**PLANNING FOR TRANSFER SUCCESS**
An introduction to the transfer process designed to assist students in planning their long-term educational goals. Students will gain an understanding of transfer requirements, the application of admission process, degrees offered, financial aid, scholarships, housing and supportive services, which will help the student choose the right college.

**Syn# Days Time Instructor Room**
68637 TTh 10:30AM 12:55PM Howard S 07/07/2016 TO 08/10/2016

Counseling 105 is a short-term, intensive course designed to help students adjust to college by orienting them to college resources and teaching them how to network with others. Students will identify and address strengths and barriers related to college success, as well as discover their own learning style and attitude. Students will also learn effective college/classroom behaviors, including listening, concentration, note-taking, and academic honesty. Self-management skills will be addressed, along with motivation, personal responsibility, and self-discipline.

COUN 110  
**3.00 units**

**CAREER/LIFE PLAN**
A comprehensive course designed to assist students in obtaining the necessary skills and resources for effective career, educational, and life planning. Students will gain an understanding of their skills, values, interests and personality style based on a variety of assessments and learn how to apply them to career decision-making and goal setting. Students will also learn job search techniques and learn how to gather educational, occupational, and labor market information.

**Syn# Days Time Instructor Room**
68638 MTWTh 10:30AM 12:35PM Davis R 06/13/2016 TO 07/21/2016

Don’t see what you’re looking for? Check WebAdvisor at napavalley.edu for the most up-to-date listing of all courses.
### ECONOMICS

**ECON 100**  
**PRINCIPLES OF MACROECONOMICS**  
Introduction to principles of macro economic analysis, economic institutions, and the application of these concepts to public policy.  
Comprehension of the economic vocabulary, the conflicting economic theories, money and banking, national income accounting, the basis of economic growth, and the role of government in our economic lives. 
Take MATH-90 or MATH-97

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<th>Days</th>
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<tr>
<td>68440</td>
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<td>6:00AM-7:00PM</td>
<td>Balassi S</td>
<td>861A</td>
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**ECON 101**  
**PRINCIPLES OF MICROECONOMICS**  
This course focuses on the microeconomics area emphasizing demand and supply analyses. Students in this course will examine different market structures, the impact of government intervention through laws and policies, the nature and source of wages, rents, interest and profits; and international trade. 
Take MATH-90 or MATH-97

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### EMERGENCY MEDICAL TECHNICIAN

**EMT 90**  
**FIRST RESPONDER**  
The First Responder course is an introductory course designed for lay persons interested in or for professionals who require First Responder training per State of California (Title 22) and U.S. Department of Transportation standards. The class will teach the basic pre-hospital care skills needed to render care at the scene of an emergency until more highly trained emergency medical response personnel arrive. The course will cover such subjects as basic anatomy and body systems, lifting and moving of patients, airway management, patient assessment, medical/behavioral/trauma emergencies, terrorism assessment, and an overview of the Emergency Medical Services (EMS) system. This course prepares students to sit for the National Registry of Emergency Medical Technicians (NREMT) exam for First Responders. This class is repeatable for credit and may be taken for a letter grade only.

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<td>M W</td>
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<td>Solga S</td>
<td>837</td>
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<tr>
<td>68583</td>
<td>MTWTh</td>
<td>3:30PM-5:30PM</td>
<td>Gunby M</td>
<td>836</td>
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**EMT 311**  
**EMT-PARAMEDIC II (CLINICAL & FIELD INTER**  
This course provides paramedic students with direct patient care assessment and treatment experience in the hospital and field setting. Upon successful completion of this course, the student will receive a training program certificate of completion that will allow the student to sit for the paramedic National Registry of Emergency Medical Technicians (NREMT) exam. Course may be repeated for credit. Credit/No Credit grading basis only. Pre-Requisites: EMT 310 with a B grade. 
Prerequisite: Completion of EMT-310; Minimum Grade B

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<td>Rose G</td>
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**ENGL 120**  
**READING & COMPOSITION 1**  
English 120 develops expository, narrative, and argumentative writing based on reading and analysis of essays and other college-level texts. The course emphasizes critical thinking and reasoned support of ideas and reinforces the connections between reading and writing. Students will also be instructed in a range of research methods and practices, including online research, evaluation and correct integration of sources, respect for academic ethics and avoidance of plagiarism. 6,000 to 8,000 words of writing are required. 
Prerequisite: Completion of ENGL 90 or appropriate skill level established through English placement test.

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<td>MTWTh</td>
<td>10:00AM-12:00PM</td>
<td>Guerard E</td>
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**ENGL 85**  
**BASIC READING & WRITING**  
A course that introduces students to beginning academic reading and writing, stressing the relationship between reading, thinking, and writing. The course emphasizes the critical reading process, stressing reading comprehension, analysis, and evaluation. Writing is treated as a reflection of critical thinking; therefore, the course emphasizes the writing process, stressing paragraph and essay development, and using grammar as a tool to enhance coherence, clarity, and unity in the writing. Pass/No Pass grading. Repeatable once for credit. 
Prerequisite: English Placement Test

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<td>Guerard E</td>
<td>1632</td>
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**ENGL 90**  
**PREPARING FOR COLLEGE READ & WRITING 1**  
English 90 is a class designed to build the students’ skill level and confidence in academic reading and writing and prepare them for college level work, including research. The course emphasizes the relationship of reading, thinking, and writing, providing instruction in college-level critical reading skills, including the application of advanced reading comprehension skills, critical analysis, evaluation of college-level texts, as well as instruction in college-level essay development, including the concepts of coherence, clarity, and unity, and the correct use of grammar. A minimum of 5,000-6,000 words of writing is required. 
Prerequisite: Completion of ENGL 85 or appropriate skill level established through English placement test.

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<td>Online</td>
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<td>836</td>
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</table>

**ENGL 120**  
**READING & COMPOSITION 1**  
English 120 develops expository, narrative, and argumentative writing based on reading and analysis of essays and other college-level texts. The course emphasizes critical thinking and reasoned support of ideas and reinforces the connections between reading and writing. Students will also be instructed in a range of research methods and practices, including online research, evaluation and correct integration of sources, respect for academic ethics and avoidance of plagiarism. 6,000 to 8,000 words of writing are required. 
Prerequisite: Completion of ENGL 90 or appropriate skill level established through English placement test.

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Please visit WedAdvisor at napavalley.edu for the most up-to-date schedule information.
ENGL 121 3.00 units
READING & COMPOSITION 2
English 121 instructs students in expository writing based on the reading of literary works from a variety of periods and genres. Texts range from drama of the Ancient Greek, Renaissance, and Modern periods; poetry from the 16th to the 21st centuries; and fiction from the 19th to 21st centuries. This course emphasizes critical analysis of texts and revision of student writing. 6,000 to 8,000 words of writing are required.
Prerequisite: ENGL-120 with a minimum grade of C.

ENGL 200 3.00 units
INTRODUCTION TO CREATIVE WRITING 1
An introductory course in the practice of creative writing, including work in creative nonfiction, short fiction, poetry, and drama, if desired by the student. The class is conducted in workshop format, and some class time is devoted to discussing the work of published writers.
Prerequisite: ENGL-90 with a minimum grade of C.

ENGL 201 3.00 units
INTRODUCTION TO CREATIVE WRITING 2
Continued study and practice in the writing of creative nonfiction, fiction, poetry, and drama, if desired by the student. Through frequent writing and review of student work.
Prerequisite: ENGL-200 with a minimum grade of C.

ENGL 202 3.00 units
INTRODUCTION TO CREATIVE WRITING 3
Continued study and practice in the writing of creative nonfiction, fiction, poetry, and drama, if desired by the student. Through frequent writing and review of student work.
Prerequisite: ENGL-201 with a minimum grade of C.

ENGL 122 4.00 units
CRITICAL THINKING ABOUT LITERATURE
This course develops critical thinking, reading, and writing skills through the study of logical reasoning, the analysis of literary texts, and the generation of written arguments. Literature will provide subject matter for approximately 8,000 words of argumentative essays; however, the course will emphasize the abilities to analyze, criticize and reason inductively and deductively.
Prerequisite: ENGL-120 with a minimum grade of C.

ENGL 123 3.00 units
CRITICAL THINKING & COMPOSITION
This course develops logical reasoning skills through the analysis and generation of written arguments. It focuses on the relationship of language to logic; the abilities to analyze, criticize, advocate ideas; and to reason inductively and deductively. It includes both analysis and writing of argumentative essays to develop critical and creative thinking, reading, and writing skills. Progress in specific writing skills will be developed through instruction in the writing process--particularly revision--and instruction in building arguments, avoiding faulty reasoning, and using evidence effectively. Approximately 8,000 words of writing are required.
Prerequisite: ENGL-120 with a minimum grade of C.

ENGLISH AS A SECOND LANGUAGE
ESL 54 3.00 units
READING & DISCUSSION 1
ESL 54 is the reading component of the first credit level in ESL. Reading skills developed include reading comprehension, vocabulary, work, and guessing meaning from context. Class discussion is an important part of this course. Credit/No Credit grading.

ONLINE CLASSES
Some online classes have face-to-face orientation. Please visit napavalley.edu/academics/OnlineEd for more information.
HEALTH OCCUPATIONS

HEOC 97 3.00 units
PREPARATION FOR HEALTHCARE PROGRAMS
This course introduces the fundamental study, test taking, and communication skills necessary to achieve success in the ADN, RT, or Paramedic programs. Skills on time management, study techniques and test taking strategies are among the areas to be covered.

HEOC 100 3.00 units
BASIC ANATOMY & PHYSIOLOGY
Introductory lecture course in Anatomy and Physiology. Required for Vocational Nursing, Psychiatric Technician and Paramedic Programs.

HEOC 101 3.00 units
PHARMACOLOGY
Pharmacology 101 introduces students to the general principles and application of pharmacology. Topics include drug classifications, indications, side effects and interactions. Drug dosage calculations will be reviewed. This course is a prerequisite for the Vocational Nursing and Psychiatric Technician programs. Letter Grade Only.

HEOC 171 3.00 units
MEDICAL TERMINOLOGY
Basic medical terminology used in the health professions.

HEOC 172 2.00 units
BASIC NUTRITION
Explores proper nutrition for optimum health and well-being. Enables the student to plan proper food selections in health and disease. Required for Vocational Nursing and Psychiatric Technician Programs. Letter Grade Only.

HEOC 298 1.00 units
SELECTED TOPICS IN HEALTH OCCUPATIONS
Topics in Health Occupation not covered by regular catalog offerings. Course content and unit credit to be determined in relationship to community/student needs. May be offered as a seminar, lecture, or lecture/lab course.

HISTORY

HIST 120 3.00 units
UNITED STATES HISTORY 1
Basic survey of the political, economic, intellectual, social and cultural history of the United States from the colonial era to 1865. Recommended Preparation: Completion of ENGL 90

HIST 121 3.00 units
UNITED STATES HISTORY 2
A basic survey of the political, social, economic, intellectual and cultural history of the United States from the end of the Civil War (1865) to the present day. Recommended Preparation: Completion of ENGL 90

HOSPITALITY

HOSP 124 3.00 units
HOSPITALITY LAW
This course will provide industry-specific legal fundamentals to students and practicing professionals in the hospitality, travel, and tourism industries. This course will focus on developing the critical skills needed to anticipate and reduce potential liability in hospitality establishments.
HUMANITIES

HUMA 100 3.00 units
THE AMERICAN MIND 1
This course is a critical examination of key philosophical, religious, artistic, scientific, economic and political ideas that have shaped American society from the Native-American and European-American migration and settlement to the late 1800's. Students in this course will analyze and conflicting arguments on the American experience with particular attention given to the influence that Native-American, African-Americans, Asian-Americans, and Irish-Americans have had on the development of American culture. Recommended Preparation: Completion of ENGL 100

Syn# Days Time Instructor Room
68422 M W 8:00AM 11:20AM Grenn D 2230 06/13/2016 TO 08/04/2016

HUMA 101 3.00 units
AMERICAN MIND 2
This course is a critical examination of key philosophical, religious, scientific, economic and political ideas that have shaped American society from the mid-1800's to the present. Students in this course will analyze and conflicting arguments on the American experience with particular attention given to the experiences of Native-Americans, African-Americans, Chican(o)/Latino(o)-Americans, Fillipina(o)-Americans, and women of various cultural backgrounds. Recommended Preparation: Completion of ENGL 100

Syn# Days Time Instructor Room
68428 MTWTh 1:00PM 3:05PM Jackson A 147 06/13/2016 TO 07/21/2016

HUMA 113 3.00 units
INTRO TO MEX-AMERICAN & CHICANA(O) STUDIES
This course explores Mexican-American/Chicana(o) identity by using an interdisciplinary approach, drawing upon the artistic, religious, philosophical, social, and historical aspects of Mexican and Mexican-American heritage to understand the formation of the moral and aesthetic values of Mexican-American/Chicana(o) culture today. There is a particular focus on the interplay between Mexican-American/Chicana(o) cultural identity and gender, class, and sexual orientation.

Syn# Days Time Instructor Room
68421 MTWTh 10:30AM 12:35PM Wood M UVC7AB 06/13/2016 TO 07/21/2016

HUMA 120 3.00 units
HORROR FILM
This course offers an in-depth examination of the popular horror film through an analysis of its historical evolution, major theories, aesthetics and conventions, and the impact of its role as a reflection of culture & society.

Syn# Days Time Instructor Room
68417 T Th 1:00PM 4:10PM Wadenius A 1231 06/13/2016 TO 08/04/2016
Concurrent with FILM-120-68415.

HUMA 121 3.00 units
FILM COMEDY
This course offers an in-depth examination of the comedy film through an analysis of its historical evolution, major theories, aesthetics and conventions, and its role as a reflection of culture and society.

Syn# Days Time Instructor Room
68419 MTWTh 6:00PM 8:05PM Hoffman N UVC3 06/13/2016 TO 07/21/2016
Concurrent with FILM-121-68418.

HUMA 186 3.00 units
CULTURE & GENDER IN FILMS
This course covers the perspectives and contributions of diverse cultural, ethnic and gender groups to American life through the art of film. Students in this course will study films by and about African Americans, Latino Americans, Asian Americans, Native Americans, and other cultural groups such as Euro-Americans, Jewish Americans and Arab Americans. They will also analyze the representations of ethnicity, gender, sexual orientation, age, physical and mental challenges in film.

Syn# Days Time Instructor Room
68411 T Th 8:00AM 11:10AM Wadenius A 1231 06/13/2016 TO 08/04/2016
Concurrent with FILM-110-68410.

DEPARTMENTAL OFFICE HOURS

The Hospitality & Tourism Management Program at Napa Valley College offers both a Certificate of Achievement in Hospitality Management and an A.S. Degree in Hospitality & Tourism Management.

The Hospitality Management Certificate of Achievement can be earned in one year while attending school part-time. This certificate includes courses in Marketing, Hotel Administration, Hospitality Law, and Restaurant Management.

The A.S. Degree in Hospitality & Tourism Management can be completed in 2 years, and offers many courses that transfer to 4-year Hospitality Management Programs around the state.

Hosp 124 is offered this summer online.

LEARNING SKILLS

LRNS 1 0.50 units
DIFFERENTIAL LEARNING DIAGNOSIS
Through diagnostic assessment, observation, and assignments, students are made aware of their strengths and weaknesses and their preferred learning style. Students are given assistance in arranging their instructional program so that opportunities for success are optimized. Before enrollment, student must meet with Learning Specialist. P/NP grading system.

Syn# Days Time Instructor Room
68608 TBD TBD Kraig B 1766 06/13/2016 TO 07/21/2016

Students must meet with a Learning Disability Specialist to add LRNS 1, LRNS 2, LRNS 3, LRNS 4.

LRNS 2 0.50 units
DIFFERENTIAL LEARNING DIAGNOSIS
Through diagnostic assessment, observation, and assignments, students are made aware of their strengths and weaknesses and their preferred learning style. Students are given assistance in arranging their instructional program so that opportunities for success are optimized. Before enrollment, student must meet with Learning Specialist. P/NP grading system.

Syn# Days Time Instructor Room
68609 TBD TBD Kraig B 1766 06/13/2016 TO 07/21/2016

Students must meet with a Learning Disability Specialist to add LRNS 1, LRNS 2, LRNS 3, LRNS 4.

LRNS 3 0.50 units
DIFFERENTIAL LEARNING DIAGNOSIS
Through diagnostic assessment, observation, and assignments, students are made aware of their strengths and weaknesses and their preferred learning style. Students are given assistance in arranging their instructional program so that opportunities for success are optimized. Before enrollment, student must meet with Learning Specialist. P/NP grading system.

Syn# Days Time Instructor Room
68610 TBD TBD Kraig B 1766 06/13/2016 TO 07/21/2016

Students must meet with a Learning Disability Specialist to add LRNS 1, LRNS 2, LRNS 3, LRNS 4.

Don’t see what you’re looking for? Check WedAdvisor at napavalley.edu for the most up-to-date listing of all courses.
SUMMER 2016 CREDIT COURSES

LRNS 4  0.50 units
DIFFERENTIAL LEARNING DIAGNOSIS
Through diagnostic assessment, observation, and assignments, students are made aware of their strengths and weaknesses and their preferred learning style. Students are given assistance in arranging their instructional program so that opportunities for success are optimized. Before enrollment, student must meet with Learning Specialist. P/NP grading system.
Prerequisite: Completion of LRNS-3

LRNS 53  1.00 units
BASIC MATHEMATICS
Designed for the student for whom traditional mathematics instruction has not been successful. Individualized, self-paced instruction in whole numbers, fractions, decimals, ratio and proportion and percents. Not open to students who have received a CR or a grade of C or better in other mathematics courses without assessment. Pass/no pass grading; open entry/open exit.
Prerequisite: Completion of LRNS-52

LRNS 54  1.00 units
BASIC MATHEMATICS
Designed for the student for whom traditional mathematics instruction has not been successful. Individualized, self-paced instruction in whole numbers, fractions, decimals, ratio and proportion, percents, and pre-algebra. Not open to students who have received a CR or a grade of C or better in other mathematics courses without assessment. Pass/no pass grading; open entry/open exit.

LRNS 55  1.00 units
BASIC MATHEMATICS
Designed for the student for whom traditional mathematics instruction has not been successful. Individualized, self-paced instruction in whole numbers, fractions, decimals, ratio and proportion, percents, measurements, pre-algebra and pre-geometry. Not open to students who have received a CR or a grade of C or better in other mathematics courses without assessment. Pass/no pass grading; open entry/open exit.
Prerequisite: Completion of LRNS-53

MATH 55  3.00 units
PRE ALGEBRA
A course which provides students with the prerequisite skills necessary for success in Beginning Algebra (MATH 90). Students will solve practical problems from daily life, learn how to use their calculator, and prepare for a transition to algebra. Letter Grade Only.

MATH 90  5.00 units
BEGINNING ALGEBRA
Math 90 is the first course in the Math 90-94 algebra sequence. It is a prerequisite for Math 94 or Math 98 and is equivalent to both Math 96 and Math 97. Content includes order of operations, linear equations, inequalities, graphing, polynomials, factoring, rational expressions and applications.
Prerequisite: Completion of MATH-55; or assessment test

MATH 94  5.00 units
INTERMEDIATE ALGEBRA
Math 94 is the second course in the Math 90-94 algebra sequence. It is a prerequisite for Math 106, Math 232 and Math 235 and is equivalent to both Math 98 and Math 99. Content includes introduction to functions, systems of equations, absolute value equations and inequalities, complex numbers, simplifying radicals, graphing quadratic and exponential functions, solving equations involving radicals, quadratics, exponents, or logarithms, and applications.
Prerequisite: Completion of MATH-90 or MATH-97 with a grade of C or better.

LESGIAN GAY BISEXUAL TRANSGENDERED (LGBT) STUDIES

LGBT 190  3.00 units
LGBT INTERNSHIP
A service-learning course designed for LGBT program students to work as an intern with an LGBT specific serving organization. Students are evaluated by organization and college staff.

Don’t see what you’re looking for? Check WedAdvisor at napavalley.edu for the most up-to-date listing of all courses.
MATH 106  
COLLEGE ALGEBRA  
This course provides a strong algebraic foundation for the study of Calculus. From numerical, graphing, and analytical views, the course studies functions, including: polynomial, rational, exponential and logarithmic. Series, sequences and conic sections are also included. A graphing calculator is required. 
Prerequisite: Completion of MATH-94 or MATH-99 with a C or better  
Syn# Days Time Instructor Room  
68481 MTWTh 10:15AM 12:50PM Thompson L 1431  
68482 MTWTh 3:30PM 6:05PM Thompson L 1435  

MATH 108  
TRIGONOMETRY  
A study of the trigonometric functions, their graphs, identities, inverse trig functions, and the laws of sines and cosines. Graphing calculator is required. Letter Grade Only.  
Prerequisite: Completion of MATH 94 with a minimum grade of C or MATH  
Syn# Days Time Instructor Room  
68483 MTWTh 10:30AM 12:50PM Owens K 1204  
68484 MTWTh 1:00PM 3:20PM Owens K 1204  

MATH 232  
STATISTICS  
An introduction to statistical concepts. Topics include summary statistics, discrete and continuous distributions, probability, confidence intervals, hypothesis testing, linear regression, Chi-square and computer applications. Prerequisite: Completion of MATH-94 or MATH-99 or equivalent.  
Syn# Days Time Instructor Room  
68485 MTWTh 8:00AM 10:15AM Fried W 834  
68486 MTWTh 10:30AM 12:45PM Miller N 834  
68487 Online Lohse S 834  
68700 MTWTh 3:30PM 6:30PM TBD UVC  

MUSI 112  
SURVEY & APPRECIATION OF MUSIC  
This course covers and provides the foundations, vocabulary and skills necessary for actively listening to and appraising music performances; with particular emphasis given to musical styles and music history. Also covered in the course are the origins of musical language in Western art music with explorations into musical practices, composers and repertoire of the Middle Ages, Renaissance, Baroque, Classical, Romantic, 20th Century and Contemporary styles. Recommended for all music majors. Attendance at assigned concerts required.  
Syn# Days Time Instructor Room  
68423 MTWTh 8:00AM 10:05AM Gonzalez R 142  

MUSI 160  
COLLEGE CHORALE  
A choral group, composed of male and female voices, that rehearses and performs music from the traditional choral repertoire dating from medieval through contemporary musical periods. Concerts are performed on and off campus.  
Syn# Days Time Instructor Room  
68425 TBD TBD Wilkes E IRE-LAND  

PHIL 120  
INTRODUCTION TO PHILOSOPHY 1  
Introduces students to the ideas of major Western philosophers from pre-Socratic times to the end of the 18th Century and develops the students’ critical-thinking and problem-solving skills.  
Syn# Days Time Instructor Room  
68427 M W 1:00PM 4:20PM Corley P 838  

ONLINE CLASSES  
Napa Valley College currently offers over 100 online classes. Online education is very different from traditional classroom learning and provides students with a variety of exciting new options for obtaining an education without physically attending regular class meetings on campus. See page 52 for an Online Quick Guide of classes being offered this Summer.
**PHYE 112**  
**GOLF**  

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*Class held at Chardonnay Golf Club. Concurrent with PHYE-112B-68495.*

**PHYE 112 B**  
**INTERMEDIATE GOLF**  
Continuation of fundamentals of golf. Increased refinement in stroke techniques for shots, strategy, and course management. Designed to improve the golfer's handicap and mental attitude.

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*Concurrent with PHYE 123-68496.*  
*Concurrent with PHYE 123B-68497.*  
*Concurrent with PHYE 123B-68499.*

**PHYE 123**  
**TENNIS**  

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*Concurrent with PHYE 129B-68501.*

**PHYE 129 B**  
**INTERMEDIATE SPINNING**  
This course is designed to provide students with a cardiovascular and muscle conditioning workout through a spin cycle (stationary). Each workout begins with a warm-up, then an increasing level of workload and finishes with a cool-down. Intermediate students will learn more advanced concepts of metabolism as it pertains to exercise. This course will also include a core strengthening portion that is designed to increase the student's performance on the bike. This course provides a workout suitable for experienced spin cyclists.

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*Concurrent with PHYE 129B-68500.*

**PHYE 129**  
**SPINNING**  
This course is designed to provide students with a cardiovascular and muscle conditioning workout through a continuous movement on a bicycle (stationary). Each workout begins with a warm-up, then an increasing level of workload and finishes with a cool-down. This course provides a workout suitable for all levels of fitness.

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*Concurrent with PHYE 129B-68501.*

**PHYE 130**  
**YOGA**  
This class is an introduction to Hatha Yoga. Students will be taught the theory, history and philosophy of yoga. Primarily, the students will part ipatiate in the practice of yoga postures, while integrating breath work and concentration. The physiological and emotional benefits will be discussed.

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*Concurrent with PHYE 130B-68506.*

**PHYE 130 B**  
**INTERMEDIATE YOGA**  
This course is an intermediate yoga class. The class will build on the beginning yoga postures and poses and will focus on developing flow, energy, and strength.

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*Concurrent with PHYE 130B-68505.*

**PHYE 133**  
**BODY SCULPTING**  
This course is designed to provide students an environment for improving muscular strength, muscular endurance, and muscular flexibility. These three components of fitness will be addressed using a variety of equipment including free weights, bands, tubing, benches, and mats. Emphasis will be placed on proper technique and form, and safe execution of exercises.

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*Concurrent with PHYE 133B-68508.*

**PHYE 133 B**  
**INTERMEDIATE BODY SCULPTING**  
This course is designed to provide students with a healthy environment for continued development in muscle strength, endurance, and flexibility. These three techniques will be developed through various free weights, bands, tubing, benches, and mat exercises.

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*Concurrent with PHYE 133B-68507.*

**PHYE 148**  
**WALKING FOR FITNESS**  
Instruction in this course is focused on improving cardiovascular endurance through a safe and effective exercise program of walking.

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*Concurrent with PHYE 148B-68514.*  
*Concurrent with PHYE 148B-68512.*

Please visit WedAdvisor at napavalley.edu for the most up-to-date schedule information.
## PHYE 148 B
**INTERMEDIATE WALKING FOR FITNESS**
This course is designed to develop skills for advanced cardiovascular training using advanced walking and race walking.

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Concurrent with PHYE 148-68511.

## PHYE 151
**WEIGHT TRAINING**
This course is designed to provide a meaningful understanding of the purpose of weight training, to enable individuals to evaluate their own level of muscular fitness, and to design and engage in personalized training programs using the components of muscular strength, muscular endurance, and joint flexibility that can be beneficial throughout life.

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## PHYE 154
**MAT PILATES**
As designed by Joseph Pilates, this course will allow students to increase overall movement efficiency, correct muscle imbalance, increase core strength and develop mind/body connections. Students will use mats to develop strength, flexibility, balance, coordination and proper alignment.

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## PHYE 160
**ADAPTIVE PHYSICAL EDUCATION**
Designed to meet the needs of the physically limited student. The course will provide adaptations necessary to achieve muscular strength; cardio respiratory endurance; and flexibility, each within the parameters of the student’s ability.

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## PHYE 174
**SKILLS AND CONDITIONING FOR TEAM SPORTS**
This course focuses on techniques and analysis of sport and conditioning used in preparing an student to compete at an advanced level. The course is available to all students. The course is repeatable for credit three times.

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## PHYE 176
**TEAM SPORTS**
This course is an introduction to the basic movement skills necessary for participation in an athletic event. Instruction also identifies rules, team concepts, scoring, etiquette, safety, and conditioning for competitive situations. The course may be offered at beginning, intermediate, or advanced levels. Repeatable for credit three times to improve proficiency.

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Concurrent with PHYE 176B-68520.

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Concurrent with PHYE 176B-68522.

## PHYSICS

### PHYS 241
**PHYSICS FOR SCIENTISTS & ENGINEERS 3**
Wave Motion, Electromagnetic Waves, Optics, Quantum Mechanics and Atomic and Nuclear Physics. **Prerequisite:** Completion of PHYS-240

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</tbody>
</table>
POLITICAL SCIENCE

POLI 120
INTRODUCTION TO THE PRINCIPLES OF AMERICA
3.00 units
A study of the constitutional framework of national, state, and local government, federalism, the presidency, Congress, political parties, voting and elections, public opinion and the role of the media.
Recommended Preparation: Completion of ENGL 90

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PSYCHOLOGY

PSYC 120
GENERAL PSYCHOLOGY
3.00 units
This course provides a general introduction to the field of psychology. Topics covered include research methods, neuropsychology, sensation and perception, cognitive psychology, developmental psychology, personality, social psychology, and clinical psychology.
Recommended Preparation: Completion of ENGL 90

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PSYC 125
HUMAN DEVELOPMENT
3.00 units
This course provides an overview, from a psychological perspective, of human development from conception through death, including biological and environmental influences. Theories and research of physical, cognitive, personality, and social development are examined, as well as attention to developmental problems.

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SOCIOLOGICAL

PSYCHIATRIC TECHNICIAN

PTEC 160
NURSING SCIENCE
18.0 units
One trimester of three designed to prepare the student for licensure as a Psychiatric Technician in the State of California. Nursing Science will present the principles of mental and physical health, the maintenance of health, anatomy and physiology, and an understanding of disease and its treatment. Students will develop the ability to perform basic care activities, with learning experiences in the care of children, adults, and aged patients with medical/surgical conditions.

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SPANISH

SPAN 110
ELEMENTARY SPANISH I (PART A)
3.00 units
The first half of a two-course sequence that introduces the basic elements of the language (listening, speaking, reading and writing) in real world contexts. Emphasis is on language production, grammar, vocabulary building, and exposure to the Hispanic culture. (NOTE: In order to fulfill the one-semester foreign language requirement of some universities, transfer students must complete the sequence of SPAN 110 and 111).

<table>
<thead>
<tr>
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SPAN 111
ELEMENTARY SPANISH I (PART B)
3.00 units
The second half of a two-course sequence that introduces the basic elements of the language (listening, speaking, reading and writing) in real world contexts. Emphasis is on language production, grammar, vocabulary building, and exposure to the Hispanic culture. (NOTE: In order to fulfill the one-semester foreign language requirement of some universities, transfer students must complete the sequence of SPAN 110 and 111).

<table>
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<th>Syn#</th>
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ONLINE CLASSES

Napa Valley College currently offers over 100 online classes. Online education is very different from traditional classroom learning and provides students with a variety of exciting new options for obtaining an education without physically attending regular class meetings on campus.
See page 52 for an Online Quick Guide of classes being offered this Summer.
SPAN 130  
**FIRST SEMESTER SPOKEN SPANISH**  
The course provides students with fundamental listening and speaking skills. In-depth study of grammatical concepts, with major emphasis on accurate pronunciation and intonation. Study of the life and culture of Spanish-speaking people.  

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</tr>
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</table>

Recommended orientation: Friday, May 20, from 11:00-12:00 in room 836. Please contact mvillagomez@napavalley.edu if interested in studying abroad.

SPAN 131  
**SECOND SEMESTER SPOKEN SPANISH**  
Pronunciation, vocabulary, listening, speaking, and grammar. Readings and conversations stress the culture and life of the Spanish speaking people.  

Prerequisite: Completion of SPAN-130 or equivalent. Minimum grade C,C

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</tr>
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</table>

Recommended orientation: Friday, May 20, from 11:00-12:00 in room 836. Please contact mvillagomez@napavalley.edu if interested in studying abroad.

SPAN 260  
**THIRD SEMESTER SPOKEN SPANISH**  
The course further develops the student’s ability to understand and communicate in Spanish on abstract as well as concrete topics. Emphasis is on development of vocabulary, idioms, grammar, and cultural studies.  

Prerequisite: Completion of Span-131 or equivalent within the last two years

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</table>

Recommended orientation: Friday, May 20, from 11:00-12:00 in room 836. Please contact mvillagomez@napavalley.edu if interested in studying abroad.

SPAN 261  
**FOURTH SEMESTER SPOKEN SPANISH**  
An advanced course in the listening and speaking skills with emphasis on extemporaneous conversations, cultural studies, readings, grammar and letter writing.  

Prerequisite: Completion of Span-260 or equivalent within the last two years

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</tr>
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</table>

Recommended orientation: Friday, May 20, from 11:00-12:00 in room 836. Please contact mvillagomez@napavalley.edu if interested in studying abroad.

SPAN 282  
**INTRO TO HISPANIC LITERATURE**  
This course is designed for Spanish native speakers and other linguistically qualified students who wish to improve their skills to a high-advanced level of reading, writing, and literary analysis. The emphasis is on critical thinking and reasoned support of ideas. Literary discussions will be an important component of the class, but writing composition will also be included, as well as exposure to international Hispanic culture. This course is strongly recommended for prospective Spanish majors. This course is conducted entirely in Spanish. Recommended Preparation: Students should be proficient in reading, speaking, and writing Spanish.

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Recommended orientation: Friday, May 20, from 11:00-12:00 in room 836. Please contact mvillagomez@napavalley.edu if interested in studying abroad.

SPCOM 120  
**INTERPERSONAL COMMUNICATION**  
This course is designed to improve the student’s ability to communicate one-on-one with other individuals. The course covers a range of topics such as the self-concept, perception, verbal and nonverbal communication patterns, assertiveness, listening, conflict resolution, developing relationships and the impact of culture and gender on each aspect of communication.

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</table>

Recommended orientation: Friday, May 20, from 11:00-12:00 in room 836. Please contact mvillagomez@napavalley.edu if interested in studying abroad.

SPCOM 122  
**PUBLIC SPEAKING**  
This course focuses on developing the skills needed to research, organize and present effective speeches for a variety of audiences and occasions. Additional topics include reducing speech apprehension, use of visual aids, argumentation, critical thinking and critical listening.

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</table>

Recommended orientation: Friday, May 20, from 11:00-12:00 in room 836. Please contact mvillagomez@napavalley.edu if interested in studying abroad.

SPCOM 124  
**CAREER COMMUNICATIONS**  
This course covers a range of workplace communication concepts and skills. Topics include developing resumes, interviewing, group decision making, problem solving, leadership, and effective presentations. In addition, the course will develop skills in listening, critical thinking and conflict resolution.

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**SPEECH COMMUNICATION**

**SPCOM 124**

**SPCOM 120**

**INTERPERSONAL COMMUNICATION**

This course is designed to improve the student’s ability to communicate one-on-one with other individuals. The course covers a range of topics such as the self-concept, perception, verbal and nonverbal communication patterns, assertiveness, listening, conflict resolution, developing relationships and the impact of culture and gender on each aspect of communication.

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**SPCOM 122**

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</table>

Recommended orientation: Friday, May 20, from 11:00-12:00 in room 836. Please contact mvillagomez@napavalley.edu if interested in studying abroad.

**VITICULTURE & WINERY TECHNOLOGY**

**VWT 145**

**THE GREATEST WINES OF THE WORLD**

A survey of the greatest wines in the world, including sparkling, white and red table, dessert and fortified wines. Sensory evaluation of representative wines. Laboratory materials fee. Prerequisite: Student must be 21 years of age.

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Students must be prepared to pay a $495 materials fee at the time of registration.
### WELDING

#### WELD 100
**WELDING THEORY & PRACTICE 1**
The first semester of a two-semester welding course designed to fit the needs of students in other vocational areas and upgrade welders already in industry. This welding course is designed to upgrade and develop manipulative skills, technical knowledge and an appreciation of welding.

<table>
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*Students should be prepared to pay a $75 materials fee at the time of registration. Concurrent with WELD-101-68667.*

#### WELD 101
**WELDING THEORY & PRACTICE 2**
The second of a two-semester welding course designed to fit the needs of students in other vocational areas and upgrade welders already in industry. This welding course is designed to upgrade and develop manipulative skills, technical knowledge and an appreciation of welding.

**Prerequisite:** Completion of WELD-120 or WELD-130 or WELD-100 with a minimum of C or better.

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*Students should be prepared to pay a $75 materials fee at the time of registration. Concurrent with WELD-101-68666.*

#### WELD 150
**METAL FABRICATION I**
Course in metal fabrication techniques to improve employable skills of the vocational technical student. Will include safety, the understanding and use of blueprints, use and care of tools, layout from blueprints, use of materials handbooks, hand-on fabrication of various projects, and joining processes.

**Prerequisite:** Completion of WELD-120 or WELD-130 or WELD-100 with a minimum of C or better.

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</table>

*Students should be prepared to pay a $75 materials fee at the time of registration.*

### WORK EXPERIENCE

#### WOEX 190
**WORK EXPERIENCE SEMINAR**
Exploration and evaluation of career-related topics including interpersonal relationships, job satisfaction, and career assessment. Coordination of on-the-job training with related classroom instruction. Repeatable for credit three times. **Corequisite:** Enrollment in WOEX 191 or WOEX 193

<table>
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<th>Days</th>
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*This section of WOEX 190 is taught online. Please go to www.napa-valley.edu and to the Online Education website to log into your class’ Blackboard section to complete your orientation online.*

#### WOEX 191
**GENERAL WORK EXPERIENCE 1**
Supervised on-the-job experience to assist students in acquiring desirable work habits, attitudes, and career awareness. The work assignment need not be related to the student’s occupational or educational goals. **Concurrent enrollment in WOEX 190**

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*ORIENTATION IS ONLINE. Use college online education website, log on to the WOEX 190 for orientation. Students must be concurrently enrolled in WOEX 190. Students must choose specific number of units at time of registration. To determine units for WOEX 191, if you work: 5 hrs/wk for a total of 75 hrs/semester = 1 unit, 10 hrs/wk for a total of 150 hrs/semester = 2 units, 15 hrs/wk for a total of 225 hrs/semester = 3 units. Online. Work can be paid or unpaid.*

#### WOEX 193
**VOCATIONAL WORK EXPERIENCE 1**
Supervised on-the-job experience in an occupation related to the student’s major. Coordinates on-the-job training with related classroom instruction. **Concurrent enrollment in WOEX 190**

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*ORIENTATION IS ONLINE. Use college online education website, log on to the WOEX 190 for orientation. Students must be concurrently enrolled in WOEX 190. Students must choose specific number of units at time of registration. To determine units for WOEX 191, if you work: 5 hrs/wk for a total of 75 hrs/semester = 1 unit, 10 hrs/wk for a total of 150 hrs/semester = 2 units, 15 hrs/wk for a total of 225 hrs/semester = 3 units. Online. Work can be paid or unpaid.*
Napa Valley College offers evening courses listed below. Visit the Class Schedule online at www.napavalley.edu for the most current list of all classes, course descriptions, and other important information.

### ACCOUNTING

**ACCT 120**
**INTRODUCTION TO ACCOUNTING**

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<td>06/13/2016 TO 08/04/2016</td>
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HYBRID - Please see instructor’s Blackboard site for more information.

### ANTHROPOLOGY

**ANTH 121**
**INTRODUCTION TO CULTURAL ANTHROPOLOGY**

Recommended Preparation: Completion of ENGL 90.

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<th>Days</th>
<th>Time</th>
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<tr>
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<tr>
<td>68446</td>
<td>T Th</td>
<td>6:00PM - 9:10PM</td>
<td>Penman J</td>
<td>2220</td>
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<td>06/13/2016 TO 08/04/2016</td>
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**ANTH 122**
**MAGIC, RITUAL, AND BELIEF**

Recommended Preparation: ENGL 90 with a grade of C or better.

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### ASTRONOMY

**ASTR 110**
**DESCRIPTIVE ASTRONOMY**

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This course requires an additional 9 hours of sky observation time to be arranged with the instructor.

### BUSINESS

**BUSI 100**
**INTRODUCTION TO BUSINESS**

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<tr>
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<td>06/13/2016 TO 08/04/2016</td>
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</table>

**BUSI 105**
**BUSINESS COMMUNICATIONS**

Written communication for business. Reviews punctuation, sentence structure, and style. Focuses on writing skills in letters, memos, and business reports. Introduces students to research methods and procedures. Written assignments total a minimum of 8,000 words.

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<td>06/13/2016 TO 08/04/2016</td>
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### CHEMISTRY

**CHEM 110**
**INTRODUCTION TO CHEMISTRY**

Completion of MATH-94 with a minimum grade of C

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<td>06/13/2016 TO 07/21/2016</td>
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Lab is included in this section.

**CHEM 121**
**GENERAL CHEMISTRY 2**

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<td>Fawl S</td>
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Lab is included in this section.

**COMS 215**
**PROGRAMMING CONCEPTS AND METHODOLOGY I**

MATH-90 or one year of high-school Algebra

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HYBRID. Please check instructor’s Blackboard website for more info.

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HYBRID. Please check instructor’s Blackboard website for more info.

Please visit WedAdvisor at napavalley.edu for the most up-to-date schedule information.
EMERGENCY MEDICAL TECHNICIAN

**EMT 90** 2.00 units

**FIRST RESPONDER**

The First Responder course is an introductory course designed for lay persons interested in or for professionals who require First Responder training per State of California (Title 22) and U.S. Department of Transportation standards. The class will teach the basic pre-hospital care skills needed to render care at the scene of an emergency until more highly trained emergency medical response personnel arrive. The course will cover such subjects as basic anatomy and body systems, lifting and moving of patients, airway management, patient assessment, medical/behavioral/trauma emergencies, terrorism awareness, and an overview of the Emergency Medical Services (EMS) system. This course prepares students to sit for the National Registry of Emergency Medical Technicians (NREMT) exam for First Responders. This class is repeatable for credit and may be taken for a letter grade only.

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<th>Room</th>
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<td>Rose G</td>
<td>860</td>
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<td>06/13/2016 TO 08/04/2016</td>
<td>Paulson E, Schrupp D</td>
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Students will be required to pay a lab pack fee of approximately $73.75, which will be attached to the registration fee. Additionally, students will be required to purchase uniforms that meet program specifications.

ENGLISH

**ENGL 90** 4.00 units

**PREPARING FOR COLLEGE READ & WRITING 1**

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**ENGL 125** 3.00 units

**CRITICAL THINKING & COMPOSTION**

ENGL-120 with a grade of C or better.

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LANGUAGE AS A SECOND LANGUAGE

**ESL 54** 3.00 units

**READING & DISCUSSION 1**

Credit/No Credit grading.

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<td>McLeod K</td>
<td>1204</td>
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FILM

**FILM 121** 3.00 units

**FILM COMEDY**

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Concurrent with HUMA-121-68419.

HISTORY

**HIST 145** 3.00 units

**CALIFORNIA HISTORY**

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<td>Forde J</td>
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**HIST 150** 3.00 units

**HISTORY OF AMERICAN WOMEN 1600-1900**

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<td>06/13/2016 TO 08/04/2016</td>
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PHYSICAL EDUCATION

**PHYE 100** 1.00 units

**SWIMMING**

Repeatable for credit three times to improve proficiency.

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<th>Instructor</th>
<th>Room</th>
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<td>68491</td>
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<td>Barsotti G</td>
<td>POOL</td>
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<td>06/13/2016 TO 07/21/2016</td>
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Concurrent with PHYE-176-68492.

**PHYE 100 B** 1.00 units

**INTERMEDIATE SWIMMING**

Complete PHYE-100 or Recommended Preparation: Equi

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Concurrent with PHYE-176-68491.

**PHYE 123 B** 1.00 units

**INTERMEDIATE TENNIS**

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<td>Thompson R</td>
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Concurrent with PHYE 123-68498.

**PHYE 130** 1.50 units

**YOGA**

Repeatable for credit three times.

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**PHYE 178** 1.00 units

**PRE-SEASON CONDITIONING**

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<td>Van Winden K</td>
<td>GYM</td>
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**PHYS 110** 3.00 units

**DESCRIPTIVE PHYSICS**

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<td>06/13/2016 TO 08/04/2016</td>
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LOOK FOR NVC’S FALL SCHEDULE OF COURSES IN EARLY MAY 2016

Priority registration starts May 17. Continuing students registration starts May 24. Go to WebAdvisor at napavalley.edu for the most up-to-date information.
**EVENING COURSES QUICK GUIDE**

# PHYSICS FOR SCIENTISTS & ENGINEERS 3

<table>
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<td>Castro A</td>
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<td>06/13/2016 TO 08/04/2016</td>
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<tr>
<td>68489</td>
<td>MTWTh</td>
<td>6:00PM-7:25PM</td>
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<td>1832</td>
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**POLITICAL SCIENCE**

# INTRODUCTION TO THE PRINCIPLES OF AMERICAN

Recommended Preparation: Completion of ENGL 100

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**SOCIOLOGY**

# SOCIAL PSYCHOLOGY

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# PROFESSIONAL VOCATIONAL DEVELOPMENT

**WELDING THEORY & PRACTICE 1**

Students should be prepared to pay a $75 materials fee at the time of registration. Concurrent with WELD 101-68667.

<table>
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<tr>
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<th>Days</th>
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<td>Humphrey D</td>
<td>3104</td>
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**WELDING THEORY & PRACTICE 2**

Students should be prepared to pay a $75 materials fee at the time of registration. Concurrent with WELD-100-68667.

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**The Napa Valley College Summer Bridge Program is a multidisciplinary approach to learning that will cover Science, Technology, Engineering, and Mathematics education. The students in this program will be introduced to concepts in Chemistry, Math, Physics, Engineering, and Biology, and be shown how these disciplines interrelate to one another. Instruction will be offered in the class room, through lab experiments, and on fieldtrips.**

**Program:** June 14 - June 30, 2016

**Download application at:** napavalley.edu/hsistem

**Submission Deadline:** May 13, 2016

Call Cynthia Martinez at 707.256-7282 for information or questions
### ACCOUNTING

**ACCT 120**
INTRODUCTION TO ACCOUNTING  
3.00 units

<table>
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<td>Butler W</td>
<td>1760 Online</td>
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**ACCT 125**
FINANCIAL ACCOUNTING  
5.00 units

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**ACCT 127**
COMPUTER ACCOUNTING  
3.00 units

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### ADMINISTRATION OF JUSTICE

**ADMJ 120**
INTRODUCTION TO THE CRIMINAL JUSTICE SYS  
3.00 units

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### CHILD & FAMILY STUDIES

**CFS 120**
CHILD DEVELOPMENT  
3.00 units

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### COMPUTER INFORMATION SYSTEMS APPLICATIONS

**CISA 101**
COMPUTER INFORMATION SYSTEMS  
3.00 units

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**CISA 110**
INTRODUCTION TO MICROCOMPUTERS  
3.00 units

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**CISA 167**
INTRO EXCEL FOR BUSINESS PROFESSIONALS  
1.00 units

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**CFS 140**
THE CHILD, FAMILY & COMMUNITY  
3.00 units

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**CFS 145**
LANGUAGE DEVELOPMENT & EARLY LITERACY  
3.00 units

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## COMPUTER SCIENCE

### COMS 120  
**INTRODUCTORY PROGRAMMING LOGIC**  
*TAKE MATH-90 OR MATH-97*

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<tbody>
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**HYBRID. Please check instructor’s Blackboard website for more info.**

### COMS 215  
**PROGRAMMING CONCEPTS AND METHODOLOGY I**  
*MATH-90 or one year of high-school Algebra*

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**HYBRID. Please check instructor’s Blackboard website for more info.**

## DIGITAL ART

### DART 120  
**INTRO TO DIGITAL ART & GRAPHIC DESIGN**

Transfers to: CSU

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**HYBRID. This is a hybrid 4-unit course: 54 hours will be conducted in the classroom and 18 hours will be conducted online.**

## ECONOMICS

### ECON 100  
**PRINCIPLES OF MACROECONOMICS**

*Take MATH-90 or MATH-97*

<table>
<thead>
<tr>
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**HYBRID. This is a hybrid 4-unit course: 54 hours will be conducted in the classroom and 18 hours will be conducted online.**

### ECON 101  
**PRINCIPLES OF MICROECONOMICS**

*Take MATH-90 or MATH-97*

<table>
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<tr>
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**HYBRID. This is a hybrid 4-unit course: 54 hours will be conducted in the classroom and 18 hours will be conducted online.**

## ENGLISH

### ENGL 120  
**READING & COMPOSITION 1**

*ENGL 90 or appropriate skill level established thru ENGL 90*

<table>
<thead>
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**HYBRID. This is a hybrid 4-unit course: 54 hours will be conducted in the classroom and 18 hours will be conducted online.**

### ENGL 121  
**READING & COMPOSITION 2**

*ENGL-120 with a grade of C or better.*

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**HYBRID. Please check instructor’s Blackboard website for more info.**

### ENGL 125  
**CRITICAL THINKING & COMPOSITION**

*ENGL-120 with a grade of C or better.*

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**HYBRID. Please check instructor’s Blackboard website for more info.**

## HEALTH

### HELH 106  
**PERSONAL & COMMUNITY HEALTH**

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**HYBRID. This is a hybrid 4-unit course: 54 hours will be conducted in the classroom and 18 hours will be conducted online.**

### HELH 107  
**PERSONAL & COMMUNITY HEALTH**

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**HYBRID. This is a hybrid 4-unit course: 54 hours will be conducted in the classroom and 18 hours will be conducted online.**
HEALTH OCCUPATIONS

HEOC 100 3.00 units
BASIC ANATOMY & PHYSIOLOGY

HEOC 101 3.00 units
PHARMACOLOGY

HEOC 171 3.00 units
MEDICAL TERMINOLOGY
Basic medical terminology used in the health professions.

HEOC 172 2.00 units
BASIC NUTRITION

MATH

MATH 94 5.00 units
INTERMEDIATE ALGEBRA
Complete MATH-90 or MATH-97 with a grade of C or b

MATH 232 4.00 units
STATISTICS
Take MATH-94 or MATH-99 or equivalent.

SPEECH COMMUNICATION

SPCOM 124 3.00 units
CAREER COMMUNICATIONS

WORK EXPERIENCE

WOEX 190 1.00 units
WORK EXPERIENCE SEMINAR
Corequisite: Enrollment in WOEX 191 or WOEX 193

WOEX 191 1.00 units
GENERAL WORK EXPERIENCE 1
Concurrent enrollment in WOEX 190.

WOEX 193 1.00 units
VOCATIONAL WORK EXPERIENCE 1
Concurrent enrollment in WOEX 190.

POLITICAL SCIENCE

POLI 120 3.00 units
INTRODUCTION TO THE PRINCIPLES OF AMERIC
Recommended Preparation: Completion of ENGL 100

SOCIOLOGY

SOCI 120 3.00 units
INTRODUCTION TO SOCIOLOGY

SPANISH

SPAN 111 3.00 units
ELEMENTARY SPANISH I (PART B)
(NO: in order to fulfill the one-semester foreign language requirement of some universities, transfer students must complete the sequence of SPAN 110 and 111. span-110

It’s easy to enroll! Visit www.napavalley.edu, click on ENROLL NOW or call (707) 256-7201
IT’S NOT TOO SOON TO START THINKING ABOUT YOUR FALL PLANS AT NVC

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June 1 & 13, 2016

Three Summer Sessions Available

5 Week Session
• Classes begin June 1

6 Week Session
• Classes begin June 13

8 Week Session
• Classes begin June 13

Priority Registration Begins April 26

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Go to page 10 in this schedule for step-by-step online enrollment instructions