**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
- adoptability
- inclusivity
- responsibility
- openness to new ideas
- respect for others
- health and wellness

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### SUMMER 2015

#### 5 - Week Session (Early)

<table>
<thead>
<tr>
<th>Event</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last day to file English Challenge</td>
<td>May 27</td>
</tr>
<tr>
<td>Classes Begin</td>
<td>June 3</td>
</tr>
<tr>
<td>Late add period</td>
<td>June 3 - 4</td>
</tr>
<tr>
<td>Last day to drop to receive a refund</td>
<td>June 10</td>
</tr>
<tr>
<td>Last day to drop without a &quot;W&quot; grade</td>
<td>June 10</td>
</tr>
<tr>
<td>Last day to request PNP grading</td>
<td>June 11</td>
</tr>
<tr>
<td>Last day to drop with &quot;W&quot; grade</td>
<td>June 25</td>
</tr>
<tr>
<td>Last day of classes</td>
<td>July 7</td>
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#### 6 - Week Session

<table>
<thead>
<tr>
<th>Event</th>
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<tbody>
<tr>
<td>Last day to file English Challenge</td>
<td>June 8</td>
</tr>
<tr>
<td>Classes Begin</td>
<td>June 15</td>
</tr>
<tr>
<td>Late add period</td>
<td>June 15 - 16</td>
</tr>
<tr>
<td>Last day to drop to receive a refund</td>
<td>June 18</td>
</tr>
<tr>
<td>Last day to drop without a &quot;W&quot; grade</td>
<td>June 18</td>
</tr>
<tr>
<td>Last day to request PNP grading</td>
<td>June 24</td>
</tr>
<tr>
<td>Last day to drop with &quot;W&quot; grade</td>
<td>July 9</td>
</tr>
<tr>
<td>Last day of classes</td>
<td>July 23</td>
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#### 5 - Week Session (Late)

<table>
<thead>
<tr>
<th>Event</th>
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<tr>
<td>Last day to file English Challenge</td>
<td>July 1</td>
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<td>Classes Begin</td>
<td>July 8</td>
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<tr>
<td>Late add period</td>
<td>July 8 - 9</td>
</tr>
<tr>
<td>Last day to drop to receive a refund</td>
<td>July 15</td>
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<tr>
<td>Last day to drop without a &quot;W&quot; grade</td>
<td>July 15</td>
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<tr>
<td>Last day to request PNP grading</td>
<td>July 16</td>
</tr>
<tr>
<td>Last day to drop with &quot;W&quot; grade</td>
<td>July 30</td>
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<tr>
<td>Last day of classes</td>
<td>August 11</td>
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#### 8 - Week Session

<table>
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<td>Last day to file English Challenge</td>
<td>June 8</td>
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<tr>
<td>Classes Begin</td>
<td>June 15</td>
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<tr>
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<tr>
<td>Last day to drop to receive a refund</td>
<td>June 18</td>
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<tr>
<td>Last day to drop without a &quot;W&quot; grade</td>
<td>June 18</td>
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<td>Last day to request PNP grading</td>
<td>July 2</td>
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<td>Last day to drop with &quot;W&quot; grade</td>
<td>July 23</td>
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<td>Last day of classes</td>
<td>August 6</td>
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**Other Important Semester Dates**

<table>
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<th>Event</th>
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<td>Independence Day - Campus Closed</td>
<td>July 3</td>
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<tr>
<td>Last day to petition for fall 2015 graduation</td>
<td>July 23</td>
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<tr>
<td>Last day to petition for summer 2015 certificates (see program coordinator for application)</td>
<td>July 23</td>
</tr>
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Note: Dates 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.

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**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.
President's Message

Welcome to the Summer Session at NVC where our mission is to prepare students for their roles in a diverse, dynamic and interdependent world. This year’s Summer Session is one of the biggest in the College’s history with more classes and start dates than we’ve ever offered. If you are a returning student, I hope you are moving toward the completion of your educational goals. If you are new to Napa Valley College, I encourage you to take advantage of the services available on campus to help you succeed.

Napa’s beautiful “Campus in the Vineyards” provides you with an academically rich, multicultural learning experience that will prepare you for a more successful future. I urge you to visit the state of the art McCarthy Library, NVC’s expanded physical education facilities, the outstanding life sciences labs, and our comprehensive Performing Arts Center to see what we offer our students.

Student success is our highest priority and the faculty, staff, and administrators are here to assist you with your training and education through outstanding curriculum and student support services. Please visit the College Welcome Center to learn about our expanded services.

Along with our outstanding faculty, staff and administrators, I am dedicated to supporting you in your choice of Napa Valley College.

Sincerely,

Dr. Ronald Kraft

Napa Valley Community College District
Board of Trustees

Dan Digardi, District I
Amy Martenson, District I
Mary Ann Mancuso, District III
Kyle Iverson, District IV
Michael Baldini, District V
JoAnn Busenbark, District VI
Rafael Rios, District VII
April Cleary, Student Trustee

Board of Trustees meetings are generally scheduled on the second Thursday of the month with public session beginning at 6:30 p.m. in the McPherson Administration Building, Room 1538.
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<td>256-7201</td>
<td>Campus Information</td>
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</tr>
<tr>
<td>(800) 826-1077</td>
<td>Campus information (outside Napa)</td>
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## Community Education (Noncredit and Fee-based)
- (707) 967-2900 Upper Valley Campus, St. Helena
- (707) 967-2901 Upper Valley Campus from NVC

## Division Information

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<th>Phone</th>
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<td>Dr. Cathryn Wilkinson</td>
<td>Arts and Humanities</td>
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<tr>
<td>Mr. Greg Miraglia</td>
<td>Business and Computer Studies</td>
<td>256-7710</td>
</tr>
<tr>
<td>Mr. Greg Miraglia</td>
<td>Career Technical Education</td>
<td>256-7710</td>
</tr>
<tr>
<td>Mr. Howard Willis</td>
<td>Counseling</td>
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<tr>
<td>Mr. Damien Sandoval</td>
<td>Criminal Justice Training</td>
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<tr>
<td>Mr. Robert Harris</td>
<td>Health Occupations</td>
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<td>Ms. Maria Villagomez</td>
<td>Language and Developmental Studies</td>
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</tr>
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<td>Mr. Robert Harris</td>
<td>Physical Education, Athletics, Health and Dance</td>
<td>256-7605</td>
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<tr>
<td>Dr. Stephanie Burns</td>
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</tr>
<tr>
<td>Dr. John Liscano</td>
<td>Social Sciences</td>
<td>256-7733</td>
</tr>
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</table>

The Summer 2015 Course Listings are available in the Scheduling website through this link:

[Summer 2015 Schedule of Classes](#)
Support for Napa Valley College

Investments in Napa Valley College through the generosity of community members ensure that NVC and its students have the means to realize its services and their own potential.

Whether contributions directly support student scholarships, instructional materials, or extended community education such as Shakespeare Napa Valley in downtown Napa, or the Napa Valley Writers Conference in St. Helena, this support provides a lasting impact on individual students as well as the community, exponentially increasing the power of Napa Valley College to change lives.

An average of $200,000 per year in direct student scholarships is awarded each year. Specific scholarship opportunities available to students in these areas:

- General Scholarship
- Art
- Business & Computer Studies
- Child & Family Studies
- Community & Public Service
- Environmental Studies
- Fine & Performing Arts
- Health Occupations
- Hospitality
- Language & Developmental Studies
- Machine Tool Technology
- Music
- Nursing
- Overcoming Adversity
- STEM Scholarship
- Future Teachers
- Viticulture & Winery Technology
- Welding

Napa Valley College receives over $200,000 for instructional materials and support, as well as for extended community education each year.

To find out how to contribute to Napa Valley College and its foundations, please contact the NVC Office of Institutional Advancement at 707/256-7110 or nvcadvance@napavalley.org
Napa Valley College wants you to be successful.

New state laws and regulations from the Student Success Act of 2012 go into effect with enrollment for the Fall 2014 semester.

In order to prepare for Summer 2015 enrollment please take note:

- Must complete Assessment, Orientation, and Counseling/Advisement to obtain priority.
- Must complete Assessment, Orientation, and Counseling/Advisement. 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.
- If you have more than 100 degree applicable units, you will lose enrollment priority. Certain courses are excluded from the total. This requirement is currently in effect.
- If you have a cumulative GPA under 2.0 for two consecutive semesters, you will lose enrollment priority until your accumulated GPA is 2.0 or higher.
- If 50% or more of all the units you have attempted end up as W, NP, or NC grades, you will be on Progress Probation. If you are on Progress Probation for two consecutive semesters, you will lose enrollment priority.

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

Located in the 1300 building next to Admissions & Records
Welcome New Students! Applications for admissions to Napa Valley College are accepted at any time for any future semester. All students must complete the Student Success and Support Program (SSSP) in order to successfully enroll at NVC. This includes orientation, assessment and an abbreviated educational plan. The following steps are required for all prospective students:

Step 1 APPLY ONLINE FOR ADMISSION
Admissions and Records, (707) 256-7200
Complete the online Application for Admission by selecting the “Enroll Now” link at www.napavalley.edu.
It pays to Declare Yourself, so please make sure to provide us your biographical/demographic information under the “Personal Information” section of the application. Be prepared to declare a major and an educational goal.

Step 2 COMPLETE AN ORIENTATION
www.napavalley.edu/orientation
Complete the online orientation session at the Online Orientation website. All students must complete an orientation regardless of educational goal or major.

Step 3 COMPLETE THE ASSESSMENT PROCESS
Testing and Tutoring Center, (707) 256-7434 or (707) 256-7437
www.napavalley.edu/testingandtutoringcenter
Complete an assessment test in the Testing and Tutoring Center, Room 1764 in Building 1700, to determine the course placements for English and Math classes. No appointment is necessary. Call office or check website for drop-in hours. You must have applied for admission to NVC at least 24 hours prior to testing and bring a picture ID.

Step 4 ATTEND A COUNSELING/ADVISING (Ed Planning) SESSION
General Counseling Center, (707) 256-7220
www.napavalley.edu/counseling
All new students must complete an abbreviated (one semester) Ed Plan. New students must declare a major by the completion of 15 units and develop a Comprehensive Education Plan by 30 units. Check Counseling website for drop-in hours.

Step 5 REGISTER FOR CLASSES
www.napavalley.edu/webadvisor
Complete class registration through the WebAdvisor system, available up to midnight before the first day of classes. All students register according to their A-G priority registration date. Once the class has started, students will need an Add Card from their instructor to register. Late start classes have different registration dates. Please refer to the Admissions and Records website (www.napavalley.edu/admissions) and select the Priority Registration link.
Registration Information

**STEP 1**
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. If you are returning after one or more years, you must update your 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.
6. Students with transcripts from other colleges and universities must submit official sealed copies to Admissions and Records.

**STEP 2**
General Counseling Center  
(707) 256-7220  
Bldg. 1300, Rm 1339A  

1. All students must complete an orientation regardless of educational goal.
2. Complete the online orientation session at www.napavalley.edu/orientation.
3. In orientation, students learn about academic programs, services, regulations and student services.

**STEP 3**
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.
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 transcript 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 a copy 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.)

**STEP 4**
General Counseling Center  
(707) 256-7200  
(Ed Planning)  

1. All new 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 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 in 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.

**STEP 5**
Admissions and Records  
(707) 256-7200  
Bldg. 1300 North Lobby  

1. Students are ready to register online through WebAdvisor or in person, based on the A-G Priority Registration dates.
2. First time users can refer to the WebAdvisor Start Page “Quick Log-in Instructions.”
3. If a class is full, students may sign up to “waitlist” for classes through WebAdvisor up until midnight before the first day of the semester.
4. You must attend the first class meeting, including students on the waitlist, or you may be dropped from the class. For online classes, refer to the Online Education webpage.
5. Payment is due immediately following registration. Students can be dropped for nonpayment. Please refer to the Pay to Stay website for grace periods. Contact the Cashiers Office at (707) 256-7188.

**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:**
For a student challenging a course prerequisite, they will need to meet with a counselor to complete the challenge petition process. Students will be required to submit supporting documentation.
<table>
<thead>
<tr>
<th>Priority</th>
<th>Description</th>
<th>Online Registration</th>
<th>Walk-In Registration</th>
<th>Add Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Continuing Students who attended NVC in Spring 2015 and who have completed 45 - 100 units at NVC by the end of Fall 2014</td>
<td>Register ONLINE Beginning May 5 - Midnight</td>
<td>May 14 – June 2 (5-week Session, Early)</td>
<td>June 3 – 4 (5-week Session, Early)</td>
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<tr>
<td>B</td>
<td>Students who attended NVC in Spring 2015 and who have completed 30 - 44.9 units at NVC by the end of Fall 2014</td>
<td>Register ONLINE Beginning May 6 - Midnight</td>
<td>May 8 – June 2 (5-week Session, Late)</td>
<td>July 8 – 9 (5-week Session, Late)</td>
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<tr>
<td>C</td>
<td>Students who attended NVC in Spring 2015 and who have completed 15 - 29.9 units at NVC by the end of Fall 2014</td>
<td>Register ONLINE Beginning May 7 - Midnight</td>
<td>June 15 – 16 (6 &amp; 8 week Sessions)</td>
<td>June 15 – 16 (6 &amp; 8 week Sessions)</td>
</tr>
<tr>
<td>D</td>
<td>Students who attended NVC in Spring 2015 and who have completed 0 - 14.9 units at NVC by the end of Fall 2014</td>
<td>Register ONLINE Beginning May 8 - Midnight</td>
<td>In person at the Admissions and Records Office or the Upper Valley Campus.</td>
<td>In person at the Admissions and Records Office or the Upper Valley Campus.</td>
</tr>
<tr>
<td>E</td>
<td>New Matriculated Students (students who have completed orientation, assessment and an abbreviated Educational plan)</td>
<td>Register ONLINE Beginning May 12 - Midnight</td>
<td>WebAdvisor closes at midnight the night before the semester begins.</td>
<td>WebAdvisor closes at midnight the night before the semester begins.</td>
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<tr>
<td>F</td>
<td>Returning Students (students who have not attended NVC in the prior term)</td>
<td>Register ONLINE Beginning May 13 - Midnight</td>
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<td>G</td>
<td>All Students including High School Students &amp; Students having more than 100 units at NVC by the end of Fall 2014 (students who have not completed orientation, assessment and an abbreviated Ed Plan)</td>
<td>Walk-In Registration Beginning May 14 - 9 am</td>
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</tr>
</tbody>
</table>

Online Registration
All online registration begins at 12 midnight for each priority date.
Online registration will close at midnight the night before the semester begins.
Please consult registration deadlines for Late Start Classes.

Walk-In Registration
May 14 – June 2 (All Students)
Admissions and Records Office
1300 Student Services Building
Mon, Wed, & Thurs from 9 am - 5 pm
Tues, 9 am - 7 pm
Closed on Fridays in Summer or Upper Valley Campus
* Hours subject to change; check website

Add Period
June 3 – 4 (5-week Session, Early)
July 8 – 9 (5-week Session, Late)
June 15 – 16 (6 & 8 week Sessions)
In person at the Admissions and Records Office or the Upper Valley Campus.
WebAdvisor closes at midnight the night before the semester begins.

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.
Admissions Information

Who May Attend NVC?
You can, if you are:
1. A high school graduate or have passed the California High School Proficiency Examination or the General Education Development Examination (GED)
   or
2. 18 years or older
   or
   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
1. 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 3 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 provided by the student 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 documentary 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 who have attended a California high school for three years AND received a California high school diploma or its equivalent, such as a GED or passing the high school proficiency exam, are exempt from paying non-resident tuition. Students are required to submit the AB540 form. You may obtain this form from the Admissions and Records website www.napavalley.edu/admissions.

Final Grades
Final grades are not mailed to students. They are posted within 3 - 4 weeks after final exams on WebAdvisor at www.napavalley.edu/webadvisor.

Withdrawal
It is the student's responsibility to officially drop a class; if you do not, you may receive an "F" grade. To drop a class, log into WebAdvisor or submit a Drop Card at the Admissions and Records Office or the Upper Valley Campus. Check the calendar on the inside front cover for drop dates. Late start and short term classes may have different drop dates. Check with Admissions and Records for those dates.

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
You must have a current admissions application on file and submit an Audit Request Form. Students may not later change their enrollment status in any audited course to receive credit for the course. The audit form is available in the Admissions and Records Office or the Upper Valley Campus. Check the “Fees and Refunds” link for auditing fees.

Enrolling in More than 18 Units
All students may enroll in as many as 18 units. If you plan to enroll in more than 18 units, you must meet with a counselor, 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 Card signed by the instructor and the Petition for Late Add, Drop or Refund to the Admissions and Records Office.

Pass/No Pass
You may take a class on a Pass/No Pass basis by making that selection during online registration, or submitting a form to the Admissions and Records Office or the Upper Valley Campus by the deadline. Regular attendance and satisfactory completion of the course is required to qualify for Pass ("C" Grade). If you choose a P/NP option, be aware that the decision cannot be requested or reversed after the fifth week of the semester. Summer deadline dates are different. See the college catalog for complete information about P/NP grading.

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 for students with outstanding college debts. A rush service is provided for an additional charge. NVC has retained Credentials Inc. to accept transcript orders over the Internet via a secured site. 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 “Enroll Now” link at 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 “Welcome to the WebAdvisor Start Page”. Click on the DARK GREEN BUTTON to access WebAdvisor.

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

2. Click on LOG IN (if you know your USER ID and PASSWORD) OR select Prospective Students if you are a new student.

- Click on the Prospective Students (new students) menu OR Students (current students) menu to access your WebAdvisor account.
- All Menus have these three links.

3. From the Prospective 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 (OpenCCC) 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 the Admissions and Records office, with an ID, to obtain your Student ID.
- When you click the SUBMIT button, you will be shown your WebAdvisor User ID (e.g., pardoj0403).
- User ID’s are ALWAYS lower-case and may include numbers at the end.
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 Register for Sections and then select Search and Register for Sections.

   "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.

2. From the Search/Register for Sections screen, select the Term from the drop-down list, and then select a Subject from the drop-down 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.
Online Registration Instructions

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**.

   ![Image of Section Selection Results](image.png)

   - 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.

   ![Image of Register and Drop Sections](image.png)

   - 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.

   ![Image of Congratulations message](image.png)

   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.

   1. To receive a full receipt or temporary parking permit (when applicable), you must enter your e-mail address when ordering your parking permit.
   2. Napa Valley College Parking Regulations require parking permits in all campus parking lots. For more details, contact the College Police at (707) 256-7770.
   3. Failure to display a parking permit may result in a parking citation.

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. To ensure security, log out from WebAdvisor and close the browser window when using publicly accessible computers.
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! Beginning Fall 2014, NVC will partner 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.
## Fees and Refunds

<table>
<thead>
<tr>
<th>Fee Type</th>
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<th>Refund Deadline</th>
<th>Fee Information/Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrollment Fee</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.</td>
<td>The Board of Governors Enrollment Fee Waiver (BOGW) is available to qualified California residents and ABS40 students. A $5.00 processing fee will be charged for all refunds. <strong>NO</strong> 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>Non-Resident Tuition Fee</td>
<td>$201.45 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.</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>International Tuition Fee</td>
<td>$201.45 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.</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>Accident Insurance Fee</td>
<td>$1 per semester (charged in Fall, Spring and Summer semesters)</td>
<td>All credit students</td>
<td><strong>THIS FEE IS NON-REFUNDABLE ONCE THE SEMESTER BEGINS.</strong></td>
<td>This is a secondary insurance which covers injuries or accidents sustained during sponsored or supervised classes or activities.</td>
</tr>
<tr>
<td>Audit Fee</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><strong>A $5.00</strong> processing fee will be charged for all refunds. Students must complete the <strong>Application for Audit</strong> form and return to Admissions and Records for approval.</td>
</tr>
<tr>
<td>Parking Permit Fee</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 through Thursday and 6:00 a.m.-5:00 p.m. on Fridays.</td>
<td><strong>NON-REFUNDABLE.</strong></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>
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<td>Student Health Fee</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>Student Representation Fee</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. Click here for the Fee waiver/Refund Form.</td>
</tr>
<tr>
<td>Student Activities Fee</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, click here or contact ASNVC at (707) 256-7340. Click here for the Refund/Opt out Form.</td>
</tr>
<tr>
<td>Technology Fee</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, click here or contact ASNVC at (707) 256-7340. Click here for the Refund/Opt out Form.</td>
</tr>
<tr>
<td>Transcript Fee</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>
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<td>Materials Fee</td>
<td>$10 - $450</td>
<td>See Schedule of Classes online for courses that have a materials fee.</td>
<td><strong>NON-REFUNDABLE ONCE THE CLASS BEGINS.</strong></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><strong>NON-REFUNDABLE.</strong></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(es) 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%

### 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 D1420
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 adults 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, not 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 that minimize exposure to secondhand smoke and will not interfere with travel between buildings. 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 Jose Hurtado, Counselor. To make an appointment to see him, go to the General Counseling Center, Room 1339A, or contact the counseling secretary at (707) 256-7227.

Release of Student Information
Board Policy 6410
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 non-directory information.
College Policies

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 Dean 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 a significant problem that according to some government reports will affect one in 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/studentservices (select the “Student 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. To file, see the Office of Student Services, located in Room 1330 of 1300 Student Services 1 Building. 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/studentservices (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 in Room 1330, (707) 256-7360 or from the Office of Instruction in Room 1531, (707) 256-7150.

Student Right-to-Know

Board Policy 3500 & 6410

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.nvcspd.org and 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).

We Need Your E-Mail Address!!

Exciting changes are coming to NVC that will make things much easier for you, but in order for us to offer you these new services we need your valid e-mail address.

To supply us with one, log into WebAdvisor and in the Student Menu go to “My Profile” and see if your correct e-mail address is there—if not, click “Address Change” at the bottom of the page and enter your valid email address. To change your home/mailing address, you must submit a Change of Address form to the Admissions and Records Office or the Financial Aid Office. This form can be found in these two offices or online at www.napavalley.edu/admissions. 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.

Watch for more information.
Student Services

Admissions and Records 256-7200
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
Student 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/bncollege.
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 ASNVC 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; www.myinterface.com/napavalley/student.

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; certicate, 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 (Special Services) 256-7348
www.napavalley.edu/DSFS
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/TRiO
Pre-college academic support program for first-generation and low-income middle school and high school students.

HSI-STEM Center 256-7286
Bldg. 1800, Rm 1805
www.napavalley.edu/hstem
Provides specialized STEM tutoring, mentoring, and supplemental instruction; academic development; bilingual STEM counseling; student support services.

Financial Aid/EOPS/ CalWORKs/Veterans 256-7300
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
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
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 visitsations; statewide and national student organization membership; free tutoring, STEM internship 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 256-77780, Bldg. 2250
www.napavalley.edu/healthcenter
Free to students: diagnosis and treatment of illnesses, first aid, T8, birth control, pregnancy testing, STD screening and treatment; and mental health services (supported by the Student Health Fee)
Student Services

Student Services Office 256-7360, Rm. 1330
www.napavalley.edu/studentservices
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/ssstrio
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, financial literacy and scholarship assistance.

Testing and Tutoring Center 256-7434, or 256-7437
Bldg. 1700, Rm. 1764, 2nd Fl.
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
.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.

Deadline to Petition for Fall 2015 Graduation
Thursday, July 23, 2015
All candidates for graduation must file a petition in the Admissions and Records Office prior to the semester they wish to graduate. Applying for graduation a semester ahead ensures that students have ample opportunity to enroll in any classes in their final semester they may be missing for graduation. Before submitting the graduation petition to the Admissions and Records Office, students are required to meet with a counselor 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).

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.
Friday 6 a.m. - 5 p.m.
Saturday & Sunday No Permit Required
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.
The following are the minimum requirements to be filled for graduation with an Associate of Arts and/or an Associate in Science degree from Napa Valley College.

**Petition:** Every candidate for graduation must file a petition in the Admissions and Records Office in the semester prior to the semester in which graduation is anticipated.

**Grade Average:** Candidates must complete at least 60 semester units with a grade point average of at least 2.0 (C). Only courses numbered 90 to 399 may be counted towards the 60 semester units.

Total semester units completed as of _/__/_. Units still required to complete 60: ____.

**Residence:** Candidates must complete at least 12 semester units at Napa Valley College and be in attendance during the semester prior to graduation or have completed 30 units of work at Napa Valley College. (See “Grade Average” above for additional clarification of units required.)

Residence semester units completed as of _/__/_. Units still required: ____.

**Major:** For an A.A. Degree, students must complete at least 18 semester units in one discipline or related disciplines as listed in the Napa Valley College catalog under A.A./A.S. Degree Requirements. 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 under Occupational Programs.

**PE/Health Ed:** Choice of 3 units of Physical Education and Dance courses or complete Health Education 106.

**Exemptions:**
1) Students majoring in Health Occupations
2) Veterans with six months service receive unit credit for P.E. and Health Education 106.
3) Completion of Police Academy.

**American History/ Institutions:**
A.A. Degree Only: Students must select one course from U.S. History (HIST 120, 121, 150 or 152) and one course from Political Science (POLI 120 or 121). The courses chosen to satisfy this requirement cannot be used to satisfy Area B, Social and Behavioral Sciences.

**General Ed Requirements:**
Must complete 18 to 21 semester units (see reverse side). If you are a transfer student, choose only courses that appear both here and on the appropriate transfer general education/breadth sheet.
General Education Information

Courses completed at Napa Valley College are circled; courses in progress are underlined; equivalent courses transferred to Napa Valley College are enclosed in a box. 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>Term/Year</th>
<th>Units Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
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</table>

**Competency Requirements in Reading, Writing, and Mathematics:**

The student can demonstrate reading competency 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 requirement with a “C” or better (see Section D-1).

Math competency can be demonstrated through tests offered by the Learning Skills Center or a “C” or better in the mathematics requirements under Section D-2.

**General Education Requirements:**

A total of 18-21 semester units must be completed in A through E below. The same course cannot be used to satisfy a requirement in more than one category except in the case of Area E and the AS degree.

**A. Natural Science: (Choose 3 units)**

ANTH 120; ASTR 110, 111; BIOL 103, 105, 110, 112, 117, 120, 218; CHEM 110, 111, 120; EART 110; ENV 115; GEOG 110, 114; GEOL 110; HEOC 100; PHYS 110, 120, 140.

**B. Social and Behavioral Sciences: (Choose 3 units)**

ADMJ 121, 122, 125; ANTH 121, 122, 130, 131, 145, 150, 180, 200; COUN 120; ECON 100, 101, 120; ENGL 110; HIST 120+, 121+, 122, 123, 140, 142, 145, 150, 152, 153; LGBT 120; POLI 120+, 121+, 125, 130, 135, 140; PSYC 120, 123, 124, 125, 126, 127, 128, 135, 220; SOCI 120, 122, 123, 220; SPCOM 126.

**C. Humanities: (Choose 3 units)**

ANTH 150; ARTS 100; ARTH 105, 106, 118, 130, 135; ASL 120, 121; CFS 145; DART 120; ENGL 121, 123, 213, 214, 215, 216, 220, 223, 224, 225, 226; FILM 100, 110, 125A, 125B, 125C, 125D; FREN 120, 121; HUM 100, 101, 112, 113, 125, 151, 160, 170, 174, 185, 186, 189A, 189B, 189C, 189D; ITAL 120, 121; MUS 105, 110, 112, 114, 121, 122, 123, 127, 128, 129, 130, 131, 133, 134, 137; PHOT 120; SPAN 111, 120, 240, 241, 280, 281, 282; THEA 100, 105, 215

**D. Language and Rationality:**

1. **ENGLISH COMPOSITION** (Choose 3 units and complete with a “C” or better.)
   - BUSI 105; ENGL 120

2. **MATHEMATICS** (choose 3 units; complete with at least a “C”; may demonstrate competency with a test).

3. **COMMUNICATION AND ANALYTICAL THINKING** (Choose 3 units; complete with a “C” or better)
   - ADMJ 123, 124; ANTH 150, 200; ASL 120; ASTR 111; BIOL 103, 110, 112, 120, 219, 220, 240, 241; BTY 98, 109; BUSI 103, 108, 110, 143; CFS 123, 135, 140, 155, 160; CHEM 110, 111, 120, 121; COUN 100, EART 110; ECON 100, 101; ENGL 123; ENGL 121, 123, 125, 200, 201, 202, 213, 214, 215, 216, 220; ESL 106; FILM 110, 203; HEOC 101; HUMA 100, 101, 125, 151, 158, 186; MATH 90, 94, 97, 99, 106, 108, 115, 120, 121, 220, 221, 222, 232, 235; PHIL 120, 121, 125, 126, 130, 131; PHYS 110, 120, 121, 140, 240; POLI 125, 135, 140; PSYC 124, 135, 220; RESP 120; SOCI 122, 220; SPAN 240, 241, 280, 281; SPCOM 120, 122, 124, 126, 128; TECH 92, 107; THEA 110, 140,* 156, 210, 244

**E. Multicultural/Gender Studies:** Effective Fall, 2001 for the A.S. Degree only, choose 3 units which may double count for one other area of GE, providing the course is listed in that area. Effective Fall, 1995 for the AA Degree, choose 3 units in addition to other GE area requirements.

   - ADMJ 123; ANTH 121, 145, 150; CFS 140, 180; COUN 124; ENGL 224; FILM 110; HIST 145, 150, 152; HUMA 100, 101, 112, 113, 151, 174, 186; LGBT 120; PHOT 182; PSYC 128; SPCOM 126; THEA 105

**Total**

*Two unit courses or variable unit courses
+A.A. degree only; courses chosen to satisfy the History and Institutions requirement cannot be used to satisfy area B.

Counselor’s Signature: ______________________________ Date: __________

OR

Evaluator’s Signature: ______________________________ Date: __________
Napa Valley College

CALIFORNIA STATE UNIVERSITY GENERAL EDUCATION (GE) REQUIREMENTS
Effective FALL 2014 through SUMMER 2015

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. For majors with Associate Degrees for Transfer (ADT), students must complete either CSU-GE or IGETC. Please consult a Counselor for updated ADT information. For some students, in high unit majors, 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.

NVC CSU-GE Certification Process:
• Students wishing to have CSU GE certification accompany their transcripts when they are sent to the CSU must complete an official request and submit it to the Napa Valley College Admissions and Records office.
• Courses taken at CSU campuses or other California Community Colleges will be applied to the subject areas in which they were listed by the institution where the course was taken.

Students may qualify for either full certification or subject-area certification.
• A student qualifies for full certification if the requirements for all 5 subject areas of CSU GE are satisfied
• A student qualifies for subject area certification for those subject areas where all requirements are satisfied. 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. The student qualifies for certification of Area A. If a student has not fully completed the requirements of an area, that area may not be certified.

All CSU campuses allow applicants who submit full or area certifications to double count courses for general education and major requirements, but most campuses have limitations. See a counselor for the limitation imposed by each campus.

A. ENGLISH LANGUAGE COMMUNICATION AND CRITICAL THINKING (A minimum of 9 units is required) Select one course from A-1, A-2 and A-3.

<table>
<thead>
<tr>
<th>A-1. Oral Communication</th>
<th>(Grade of “C” or higher required.)</th>
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<tbody>
<tr>
<td>Speech Communication 120, 122, 124, 128, 130</td>
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<tr>
<th>A-2. Written Communication</th>
<th>(Grade of “C” or higher required.)</th>
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<tbody>
<tr>
<td>English 120</td>
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</table>

<table>
<thead>
<tr>
<th>A-3. Critical Thinking</th>
<th>(Grade of “C” or higher required.)</th>
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</thead>
<tbody>
<tr>
<td>English 123, 125; Philosophy 120, 121, 126, 130, 131; SpCom 128</td>
<td></td>
</tr>
</tbody>
</table>

B. SCIENTIFIC INQUIRY AND QUANTITATIVE REASONING (A minimum of 9 units is required) Select one Physical Universe course (Area B-1) and one Life Forms course (Area B-2). At least one of the courses must include a laboratory, indicated by a star (*). In addition, select one Mathematics course from Area B-4.

<table>
<thead>
<tr>
<th>B-1. Physical Science</th>
</tr>
</thead>
<tbody>
<tr>
<td>Astronomy 110, 111; Chemistry *110, *111, *120, *121, *240, *241; Earth Science *110; Geography 110; Geology 110, (add Geology *111 for lab); Physics 110 (add Physics 111 for lab), 120,*140, *240, *241</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>B-2. Life Science</th>
</tr>
</thead>
</table>

| B-3. Laboratory Activity | (Select at least one course in Area B-1 or B-2 with a star (*)) |

<table>
<thead>
<tr>
<th>B-4. Mathematics/Quantitative Reasoning</th>
<th>(Grade of “C” or higher required.)</th>
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</thead>
<tbody>
<tr>
<td>Mathematics 106, 108, 115, 120, 121, 220, 221, 222, 232, 235; Technology 107</td>
<td></td>
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</tbody>
</table>

April 2014
### General Education Information

<table>
<thead>
<tr>
<th>C. ARTS AND HUMANITIES (A minimum of 9 units is required) At least 3 units must be selected from Arts, Area C-1, and at least 3 units must be selected from Humanities, Area C-2. The remaining units may be selected from either Area C-1 or Area C-2, <strong>for a total of at least 9 units.</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>C-1. Arts: Arts, Cinema, Dance, Music, Theater</strong></td>
</tr>
<tr>
<td>Arts 100, 101, 102, 112; Art History 105, 106, 110, 118, 130, 135, 180, 210; 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; Music 110, 112, 114, 121, 122, 196; Photography 120, 121, 180; Theater 100, 105, 115, 141, 142</td>
</tr>
<tr>
<td><strong>C-2. Humanities: Literature, Philosophy, Languages Other than English</strong></td>
</tr>
<tr>
<td>American Sign Language 120, 121; Child Family Studies 145; English 121, 200, 201, 202, 213, 214, 215, 216, 220, 223, 224, 225, 226; Film 105, 106, 115; French 120, 121; History 122, 123; Humanities 100, 101, 105, 106, 112, 113, 115, 125, 151, 160, Italian 120, 121; Philosophy 120, 121, 125, 126, 127, 128, 129, 133, 134, 137; Photography 181; Spanish 120 (or SPAN 110 &amp; 111**); 121, 240, 241, 280, 281, 282</td>
</tr>
<tr>
<td><strong>Note:</strong>* Students must successfully complete both SPAN 110 &amp; 111 to receive credit for Area C-2</td>
</tr>
</tbody>
</table>

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<thead>
<tr>
<th>D. SOCIAL SCIENCES (A minimum of 9 units is required) A maximum of 2 courses may be selected from one of the following categories. Some courses may be listed in more than one category but may only count toward satisfying one category.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>D-0. Sociology and Criminology:</strong> Administration of Justice 120; Anthropology 180; Child Family Studies 180; Psychology 123, 135; Sociology 120, 122, 123, 154</td>
</tr>
<tr>
<td><strong>D-1. Anthropology:</strong> 121, 122, 130, 131, 145, 180, 200; Child Family Studies 180</td>
</tr>
<tr>
<td><strong>D-2. Economics:</strong> 100, 101, 120; History 145; Political Science 145</td>
</tr>
<tr>
<td><strong>D-3. Ethnic Studies:</strong> English 224, 225, 226; History 145, Humanities 100, 101, 112, 113, 160; Psychology 128</td>
</tr>
<tr>
<td><strong>D-4. Gender Studies:</strong> Anthropology 150, History 150, 152; LGBT 120; Philosophy 127</td>
</tr>
<tr>
<td><strong>D-5. Geography:</strong> 114</td>
</tr>
<tr>
<td><strong>D-6. History:</strong> 120, 121, 122, 135, 140, 142, 145, 150, 152, 153; Humanities 100, 101</td>
</tr>
<tr>
<td><strong>D-7. Interdisciplinary Social or Behavioral Science:</strong> Child Family Studies 120, 140; Speech Communications 126</td>
</tr>
<tr>
<td><strong>D-8. Political Science:</strong> 120, 121, 125, 130, 135, 140, 145; Administration of Justice 121</td>
</tr>
<tr>
<td><strong>D-9. Child Family Studies:</strong> 120, 140; Psychology 120, 123, 124, 125, 126, 127, 135, 175, 220; Sociology 123, 220</td>
</tr>
<tr>
<td><strong>Note:</strong> History 120, 121, 150 or 152 and Political Science 120 or 121 may double count for this area as well as satisfying CSU graduation requirements for American History and Institutions.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>E. LIFELONG LEARNING AND SELF-DEVELOPMENT (A minimum of 3 units is required)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>E-1. Integrated Physiological, Social and Psychological Beings:</strong> Child Family Studies 120; Counseling 100; Health 106; Psychology 120, 124, 135; Sociology 122, 130</td>
</tr>
<tr>
<td><strong>E-2. Activity Courses:</strong></td>
</tr>
<tr>
<td><strong>Note:</strong> Effective Fall 2001, a maximum of 1.5 units in activity courses may be used to satisfy Area E.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>AMERICAN HISTORY AND INSTITUTIONS GRADUATION REQUIREMENT FOR CSU: Select one course from the American History category and one course from the American Government category.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>American History:</strong> History 120, 121, 150 or 152</td>
</tr>
<tr>
<td><strong>American Government:</strong> Political Science 120 or 121</td>
</tr>
<tr>
<td><strong>Note:</strong> Courses selected for this requirement may also be used for Area D, Social and Behavioral Sciences</td>
</tr>
</tbody>
</table>
Completion of all the requirements in the Intersegmental General Education Transfer Curriculum (IGETC) will permit you 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 campus general education requirements. All campuses will accept IGETC EXCEPT for UC, San Diego’s Eleanor Roosevelt and Revelle Colleges and UC, Berkeley’s School of Business Administration.

The 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.

For majors with Associate Degrees for Transfer (ADT), students must complete either CSU-GE or IGETC. Please consult a Counselor for updated ADT information.

Certification: Be sure to request certification when requesting transcripts be sent to your choice of university or college. All courses MUST be completed with grades of “C” or better. Please consult with a counselor or the transcript evaluator regarding the use of courses from other colleges or universities.

Students who choose to use the IGETC pattern are expected to complete all of the requirements of the pattern before transferring to a UC or CSU campus. However, if a student is unable to complete one or two IGETC courses he/she may be eligible for partial certification. Students should 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. Students should consult with a counselor regarding this issue. This restriction, though, does not apply to students who have taken only UC summer session or Extension classes.

### AREA 1 ENGLISH COMMUNICATION

**CSU**: 3 courses required, one from Group A, B, and C  
**UC**: 2 courses required, one each from Group A and B.  
**Group A**: English Composition, one course: 3 semester or 4-5 quarter units  
English 120

**Group B**: Critical Thinking - English Composition, one course: 3 semester or 4-5 quarter units  
English 123, 125

**Group C**: Oral Communications (CSU requirement only), one course: 3 semester or 4-5 quarter units  
Speech Communication 122, 128

### AREA 2 - MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING

**One course: 3 semester or 4-5 quarter units**  
Math 106+, 115+, 120+,
121, 220, 221, 222, 232, 235

### AREA 3 - ARTS AND HUMANITIES

At least 3 courses, with at least one from the Arts and one from the Humanities.  
**9 semester or 12-15 quarter units**

**Arts**: Arts 100; Arth 105, 106, 110, 118, 130, 135, 180, 210; Film 100, 110, 120, 121, 125A, 125B, 125C, 125D; Huma 120, 121, 170, 174, 185, 186, 189A, 189B, 189C, 189D; Musi 110, 112, 114, 121, 122; Phot 180; Thea 100, 105

**Humanities**: Asl 121; Engl 121, 213, 214, 215, 216, 220, 222, 224, 225, 226; Film 105, 106, 115; Hist 122, 123; Huma 100, 101, 105, 106, 112, 113, 115, 125, 151, 160; Phil 120, 121, 125, 126, 127, 128, 129, 133, 134, 137; Phot 181; Span 121, 240+, 241+, 280+, 281+, 282
**General Education Information**

<table>
<thead>
<tr>
<th>AREA 4 - SOCIAL AND BEHAVIORAL SCIENCES</th>
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<tr>
<td>At least 3 courses from at least two academic disciplines: 9 sem. or 12-15 qtr. units</td>
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<tr>
<td>4A. Anthropology and Archaeology: Anth 121, 122, 130, 131, 150, 180, 200; Cfs 180</td>
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<tr>
<td>4B. Economics: Econ 100, 101, 120; Poli 145</td>
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<tr>
<td>4C. Ethnic Studies: Huma 112, 113; Engl 224, 225, 226</td>
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<tr>
<td>4D. Gender Studies: LGBT 120, Phil 127</td>
<td></td>
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<tr>
<td>4E. Geography: Geog 114</td>
<td></td>
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<tr>
<td>4F. History: Hist 120+, 121+, 122, 123, 135, 140, 142, 145, 150, 152</td>
<td></td>
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<tr>
<td>4G. Interdisciplinary, Social and Behavioral Sciences: Spcom126</td>
<td></td>
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<tr>
<td>4H. Political Science, Government &amp; legal Institutions: Poli 120+, 121+, 125, 135, 140, 145</td>
<td></td>
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<tr>
<td>4I. Psychology: Cfs 120+, 140+; Psyc 120, 123, 124, 125, 126, 127, 128, 135, 175, 220; Soci 123, 220</td>
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<tr>
<td>4J. Sociology and Criminology: Anth 180; Cfs 180; Psyc 123, 135; Soci 120, 122, 123, 154</td>
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<tr>
<th>AREA 5 - PHYSICAL AND BIOLOGICAL SCIENCES</th>
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<tr>
<td>At least 2 courses, with one from the Physical Science and one from the Biological Science; at least one of the two courses must include a laboratory (indicated by a star **) 7-9 semester or 9-12 quarter units</td>
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<tr>
<td>Physical Sciences: Astr 110, 111; Chem 110*, 120*, 121*, 240*, 241*; Eart 110+<em>; Geog 110; Geol 110, 111</em>; Phys 110+, 111*, 120+<em>,121+</em>, 140+<em>, 240+</em>, 241+*</td>
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</table>

**LANGUAGE OTHER THAN ENGLISH (UC requirement only)** Complete the equivalent of two years of high school study the same language.

Napa Valley College courses that meet the minimum proficiency level:
Asl 120; Fren 120; Ital 120; Span 120 (or Span 110 & 111)

College Course: ___________________________ College: ___________________________

Completed in High School: Course: ___________________________ High School: ___________________________

Completed by Examination: Name of exam: ___________________________ Score: __________ Date: __________

- • SAT II: Subject Test in languages other than English.
- • Advanced Placement Examination with a score of 3 or higher
- • International Baccalaureate Higher Level Examination with a score of 5 or higher
- • Language other than English "O" level exam with grade of "A", "B", or "C".
- • Language other than English International "A" Level exam with a score of 5, 6, or 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.

**CSU GRADUATION REQUIREMENT in US History, Constitution and American Ideals (Not part of IGETC; may be completed prior to transfer).**

<table>
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<tr>
<th>Group 1</th>
<th>Group 2</th>
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<tbody>
<tr>
<td>Hist 120, 121, 150, 152</td>
<td>Poli 120, 121</td>
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</table>

*Indicates that transfer credit may be limited by either UC or CSU or both. Please consult with a counselor for additional information.

*Designates courses with a laboratory.
Cinco Pasos Para Inscribirse Correctamente Como un Estudiante Nuevo

¡Bienvenidos Nuevos Estudiantes! Solicitudes de admisión a Napa Valley College (NVC) son aceptadas durante todo el año para semestres futuros. Todos los estudiantes deben completar el Programa de Éxito y Apoyo Estudiantil (Student Success and Support Program (SSSP)) para poder matricularse exitosamente en NVC. Esto incluye una orientación, los exámenes de colocación y un plan educativo abreviado. Los siguientes pasos son requeridos por todos los estudiantes interesados en inscribirse en NVC:

1. **Paso 1 SOLICITE ADMISIÓN**
   Admisión y Matriculación, (707) 256-7200
   Solicite una solicitud de admisión seleccionado el enlace “Enroll Now” en nuestra página de Internet (www.napavalley.edu). Por favor asegúrese de darnos su información biográfica bajo la sección de Información Personal. Esté preparado para declarar una meta educacional o especialidad en la universidad.

2. **Paso 2 COMPLETAR UNA ORIENTACIÓN**
   www.napavalley.edu/orientation
   Complete la sesión de orientación estudiantil a través de la página de “Online Orientation” (www.napavalley.edu/orientation). Todos los estudiantes tienen que completar una orientación sin importar la meta educacional o especialidad en la universidad.

3. **Paso 3 COMPLETAR EL PROCESO DE COLOCACIÓN**
   Centro de Exámenes y Tutoría, (707) 256-7434, 256-7437
   www.napavalley.edu/testingandtutoringcenter
   Complete el proceso de colocación en el Centro de Exámenes y Tutoría, Salón 1764, en el Edificio 1700, para determinar en qué cursos de Inglés y/o matemáticas debe ser colocado. También hay exámenes para determinar el nivel de Inglés como Segundo Idioma. No se requiere una cita para tomar el examen. Llame a la oficina o vea la página de internet del centro para verificar los horarios. Tiene que haber aplicado para admisión por lo menos 24 horas antes de tomar el examen y debe traer una identificación con fotografía.

4. **Paso 4 ACUDA A UNA SESIÓN DE CONSEJERÍA/ASESORAMIENTO**
   (Plan Educativo)
   Centro de Consejería General, (707) 256-7220
   www.napavalley.edu/counseling
   Todos los estudiantes nuevos deben de completar un plan educativo abreviado (un semestre). Consejeros que hablan español están disponibles para ayudarle. Vea la página de internet del centro para verificar los horarios.

5. **Paso 5 INSCRIBESA EN SUS CLASES**
   www.napavalley.edu/webadvisor
   Usted puede inscribirse en sus clases a través del sistema WebAdvisor, disponible hasta la medianoche del día antes de que comiencen las clases. Todos los estudiantes se inscriben en base a las fechas de prioridad de inscripción A-G. Después del primer día de clases, los estudiantes necesitarán una “Add Card” del instructor para inscribirse. Clases que empiezan después de la primera semana de clases tienen diferentes fechas de inscripción. Por favor diríjase a la página de Internet de Admisión y Matriculación (Admissions and Records) (www.napavalley.edu/admissions) y seleccione el enlace de “Priority Registration”.

Información sobre el Proceso de Admisión
Información sobre el Proceso de Admisión

1. Solicite Admisión

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 una (“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.

2. Complete una Orientación

Centro de Consejería General
(707) 256-7220
Edificio 1300, Salón 1339A

1. Todos los estudiantes tienen que completar una orientación sin importar la meta educacional.


3. En la orientación, los estudiantes aprenden acerca de los programas académicos, reglamentos y servicios estudiantiles.

4. 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.

5. Los participantes inscritos en EOPS, CARE, Servicios de Apoyo Estudiantil (SSS) TRIO, Umoja, HSI-STEM, y DSPS pueden reunirse con el Consejero/Especialista de su programa respectivo.

3. Complete el Proceso de Colocación

Centro Exámenes y Tutoría
(707) 256-7434 o 256-7437
Edificio 1700, Salón 1764

1. Complete el proceso de colocación en el Centro de Exámenes y Tutoría para determinar la colocación en cursos de matemáticas e Inglés. No es necesaria una cita. Llame a la oficina o visite el sitio web para prepararse mejor para estos exámenes.

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 EEUU. están exentos al examen de colocación. (Llene la exención de matriculación en el Centro de Consejería General).

4. Acuda a Una Sesión de 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 EOPS, 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.

5. Inscribase en Sus Clases (WebAdvisor)

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.”


Equivaleencias de Requisitos Previos:
Requisitos previos completados a través de otro colegio pueden ser enviados a la Oficina de Admisión y Matriculación en una Petición de Equivalencia de Requisitos Previos (Prerequisite Equivalency Petition) antes de su fecha de prioridad de inscripción para su aprobación. Requisitos previos completados en la preparatoria pueden presentarse a la Oficina de Admisión y Matriculación en una Petición de Equivalencia de Requisitos Previos en su fecha de prioridad de inscripción. Clases completadas en la preparatoria no pueden ser sometidas por adelantado. Todas las peticiones deben ir acompañadas con un expediente académico.

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.
El Reglamento de Napa Valley College

¿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 esté 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 3 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).

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.

Las posibles modalidades son
- Pasar/No Pasar (P/NP)
- Repetir una Clase
- Inscripción Tardía (Late Adds)
- Auditoria

Clases Abiertas
Es norma de Napa Valley Community College District que, a menos que sea específicamente exonerada por los estatutos, cada curso, cada sección o clase, mantenidos 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 Card) 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 o 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.
El Reglamento de Napa Valley College

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 estudiante válida. Los hombres deben registrarse antes 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 56410
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 de acceso mediante el acta. 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 de acceso mediante la 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 Campus 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
- Póliza de No Fumar
- 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 histórico; 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, Aula 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 Bienvenida**
Edificio 1300, Pasillo norte 256-7215  
www.napavalley.edu/welcomecenter
Información general del colegio y asistencia por parte de nuestros embajadores estudiantiles con el proceso de admisión; ayuda para inscribirse por Internet vía WebAdvisor y referencias a otros servicios de apoyo para estudiantes.

**Centro de Carreras y Empleo**
Edificio 1300, Aula 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 computerizados de carreras, biblioteca de carreras y lista de trabajos.

**Centro de Consejería**
Edificio 1300, Aula 1339A 256-7220  
www.napavalley.counseling
Apoyo para formar metas académicas y un plan de estudios practicos, 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 abierta a profesores, personal y la comunidad en general.

**Centro de Escritura**
Edificio 800, Aula 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 Evaluaciones y Tutoría**
Edificio 1700, Aula 1764 256-7434 o 256-7437  
www.napavalley.edu/testingandtutorincenter
Provee exámenes de evaluación 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**
Edificio 1800, Aula 1805 sótano 256-7286  
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**
Edificio 800, Aula 839 256-7635  
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, Aula 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.

**Centro de Transferencia**
Edificio 1300, Aula 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.
Servicios para los Estudiantes

**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**
Edificio 1100, Aula 1133  
256-7390  
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, Aula 932  
256-7480  
www.napavalley.bncollege.com  
Libros de texto, materiales escolares, guías para estudiar, libros de referencia, camisetas y meriendas.

**Oficina de Vida Estudiantil (ASNVC)**
Edificio 1300, Aula 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, Aula 1542  
256-7188  
Pagos de inscripciones y otros honorarios, incluyendo permiso de estacionamiento, honorarios de laboratorio y la compra de identificaciones de ASNVC.

**Oficina de Servicios al Estudiante**
Edificio 1300, Aula 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.

**Programa de Servicios para Estudiantes con Incapacidades (Servicios Especiales)**
Edificio 1770, Aula 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, Aula 1333  
256-7350  
www.napavalley.edu/SSStrio  
Apoyo académico, 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, Aula 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.

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**Necesitamos tu Correo Electrónico**

Cambios emocionantes vienen a NVC que van a hacer las cosas mucho más fáciles para ti—pero para ofrecer estos nuevos servicios necesitamos un correo electrónico válido para cada estudiante!

Para darlos tu correo electrónico, entra a WebAdvisor y en el Menú de estudiante haz clic en “My Profile” y mira si tu correo electrónico está correcto—si no, selecciona “Address Change” abajo de la página y entra tu correo electrónico válido. Para cambiar tu domicilio de casa, tienes que entregar el formulario “Cambiar Tu Domicilio” (Change of Address Form) en la oficina de Admisión y Matrícula o en la oficina de Ayuda Financiera. Este formulario se puede obtener en estas dos oficinas o en la página web www.napavalley.edu/admissions.

Si no tienes un correo electrónico, puedes obtener uno gratis llenando a www.email.com, hotmail.com o mail.yahoo.com.

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AlertU is the emergency text messaging system at Napa Valley College.

Sign up is simple:

Text NVC to 253788 (AlertU) reply “yes” to the enrollment message or go on-line to www.nvcspd.org

For more information about AlertU, please go to www.nvcspd.org.
## Off-Campus Locations

<table>
<thead>
<tr>
<th>Code</th>
<th>Location</th>
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| ACHI | American Canyon High School  
      | 3000 Newell Drive, American Canyon |
| AGEN | Health Occupation Off-Campus  
      | Contact Health Occupations for more info. |
| EVGC | Eagle Vines Golf Course  
      | 580 South Kelly Road, American Canyon |
| CHS  | Calistoga High School  
      | 1608 Lake St, Calistoga |
| JSHS | Justin Siena High School  
      | 4026 Maher Street, Napa |
| NBOWL | Napa Bowl  
      | 494 Soscol Avenue, Napa |
| NGC  | Napa Golf Course  
      | 2295 Streblow Drive, Napa |
| NSH  | Napa State Hospital  
      | 2100 Napa-Vallejo Highway, Napa |
| NTHS | New Technology High School  
      | 920 Yount Street, Napa |
| UVC  | Upper Valley Campus  
      | 1088 College Avenue, St. Helena  
      | near intersection of Pope St. and Silverado Trail |
| VHS  | Vintage High School  
      | 1375 Trower Avenue, Napa |
ACCT 126 5.00 units
MANAGERIAL ACCOUNTING
Prerequisite: ACCT-125
A comprehensive introduction to the principles and procedures involved in the preparation and use of managerial accounting reports, its uses and application for business decision-making. Specifically, students will be introduced to the use of internal management tools for business decision-making. Special emphasis will be placed on cost accounting systems and the calculation of product and service costs.

Syn# Days Time Instructor Room
64348      Angelovich D ONLINE
06/16/2014 TO 08/07/2014

ACCT 127 3.00 units
COMPUTER 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 computerized preparation of financial statements, specifically, the bookkeeping rules. A discussion of the theory of journals, ledgers, posting and closing of the financial records will precede the learning of a popular PC based computer program. The course will end with a discussion of the possible uses and analysis of computer generated financial statements.

Syn# Days Time Instructor Room
66000      Holland P ONLINE
06/16/2014 TO 08/07/2014

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.

Syn# Days Time Instructor Room
65996      Miraglia G ONLINE
06/16/2014 TO 08/07/2014

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.

Syn# Days Time Instructor Room
65997      McCann S ONLINE
06/16/2014 TO 08/07/2014

ANTH 121 3.00 units
INTRODUCTION TO CULTURAL ANTHROPOLOGY
Recommended Preparation: Completion of ENGL 90 or equivalent with a grade of C or better.
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.

Syn# Days Time Instructor Room
66013      Smithson J ONLINE
06/16/2014 TO 08/07/2014

BUSI 100 3.00 units
INTRODUCTION TO BUSINESS
This course is an overview of contemporary American business. The course explores private enterprise, entrepreneurship, management, finance, securities, business law, and information systems.

Syn# Days Time Instructor Room
66001      Pratt E ONLINE
06/16/2014 TO 08/07/2014

Hybrid, 8 Weeks. Please check instructor's Blackboard website for more information.

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
64366      McKay W ONLINE
06/16/2014 TO 08/07/2014

CFS 140 3.00 units
THE CHILD, FAMILY & COMMUNITY
This course is a multicultural examination of the effects of family and community on a child's development. Topics include the interactions among children, family, school, peers, media, and community, with an emphasis on ethnic diversity, social class, gender roles, and their impact on family behavior, values, morals, and attitudes.

Syn# Days Time Instructor Room
64365        ONLINE
06/16/2014 TO 08/07/2014

CFS 145 3.00 units
LANGUAGE DEVELOPMENT & EARLY LITERACY
The development of language in young children and the role of