WELCOME

International Student Handbook

Find your future here

Trouvez votre avenir ici

Vreíte to méllon sou edó

Najít svou budoucnost zde

Zài zhèlĭ xúnzhăo nín de wèilái

पत्ते भविष्य के यहां खोजें

apane bhavishy ke yahaan khojen

NAPA VALLEY COLLEGE
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Superintendent/President’s Message

Welcome to Napa Valley College, where our mission is to prepare students for their roles in a diverse, dynamic, and interdependent world. Napa Valley College is a leading community college in California as we begin our 75th year. Our mission is to be an open-access, degree-and certificate-granting institution that is committed to student achievement through high-quality programs and support services. Our dedicated faculty and staff are focused on student learning. Transfer courses, career-technical education, Associate Degrees, training in basic skills, and self-supporting community and contract education are important elements in the comprehensive Napa Valley College experience.

Our beautiful and one-of-a-kind ‘Campus in the Vineyards’ provides an academically rich, multicultural learning experience that will prepare you to realize your goals and pursue meaningful lifework, and to be a socially responsible contributor to your community—locally and globally. I invite you to stroll our campus, enjoy our vistas, appreciate our waterways and vineyards, experience the arts in our world-class Performing Arts Center, taste our foods at the Upper Valley Campus Cooking School, study in the McCarthy Library Building, or simply relax on the Student Plaza lawn.

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

All the Best,

Dr. Ronald Kraft
1 GET A SUPERIOR EDUCATION
Napa Valley College is ranked as one of the top two-year colleges in California among community and private colleges. NVC continues to demonstrate exceptional levels of student success as they transfer to four-year institutions or enter the workforce.

2 TRANSFER to CSUs, UCs and many other public and private colleges and universities. NVC offers 75 degrees and certificates designed to prepare you for transfer to a four-year institution, upgrade your job skills, or prepare you for a career. NVC has 17 Associate Degrees Transfer (ADT) for guaranteed transfer.

3 RECEIVE SPECIALIZED CAREER TRAINING in 48 professional programs for great jobs in our local and regional economy. Outstanding training is offered in viticulture and winery technology, culinary arts, hospitality, respiratory therapy, nursing, welding, machine tool technology, public safety, and many more.

4 TAKE THE FAST-PATH with accelerated learning 8-week classes designed to shorten the time you need to complete graduation and/or transfer requirements.

5 RECEIVE COUNSELING SERVICES and resources to help with educational goals. Get an individualized Education Plan from an NVC academic counselor. Get started on your educational path today.

6 SAVE MONEY with lower per-unit college credit fees compared with CSU and UC. Free for dual enrolled high school students.

7 ATTEND SMALLER CLASSES for more individualized attention, and a 25:1 average student-to-faculty ratio.

8 RECEIVE FINANCIAL AID (EOPS) federal and state aid available year round. We offer over $250,000 annually in locally supported, needs-based and merit-based scholarships.

9 JOIN numerous clubs, athletic teams, intramural sports, theater, dance, and social programs for after-class enrichment and entertainment.

10 LEARN FROM DEDICATED FACULTY & STAFF who help you make the most of your educational experience.

Schedule a visit to our campus or for enrollment information visit us: napavalley.edu or call (707) 256-7201

Find your future here
Napa Valley College, a California Community College, offers a wide range of Associate Degrees. A full-time student can earn the required 60 units in two years. Students who may be working or have family responsibilities can attend part-time and may take longer to complete the degree. Most of our Associate of Arts degree (AA), all of our Associate Degrees for transfer (AD-T) and a few of our Associate of Science Degrees (AS) and certificates are designed for those who plan to transfer to four-year institutions. Most of our Associate of Science degrees (AS) and certificates have a career technical focus and prepare students to enter the workforce in areas such as Health Occupations, Criminal Justice and various technical fields.

## Associate Degrees and Certificates

### Associate Degrees for Transfer
- Administration of Justice
- Anthropology
- Art History
- Business Administration
- Communication Studies
- Early Childhood Education
- English
- History
- Kinesiology
- Mathematics
- Music
- Political Science
- Psychology
- Sociology
- Spanish
- Studio Arts
- Theater Arts

### Associate in Science Degrees
- Business Administration
- Business Administration of Justice
- Business Accounting Concentration
- Business: Computer Studies Concentration
- Business: Concentration in Office Administration
- Child and Family Studies
- Digital Design Graphics Technology
- Emergency Medical Technician: Paramedic
- Hospitality and Tourism Management
- Human Services
- Machine Tool Technology
- Natural Science and Mathematics
- Nursing - ADN
- Nursing - Advanced Placement for LVN Photography
- Psychiatric Technician FastTrack & 3-Semester
- Respiratory Care: Full Time & Part Time
- Viticulture and Winery Technology - Viticulture Option
- Viticulture and Winery Technology - Wine Marketing and Sales Option
- Winemaking Option
- Vocational Nursing
- Welding Technology

### Associate in Arts Degrees
- Art History
- Graphic Design
- Humanities and Philosophy
- Musical Theater
- Music: Instrumental
- Music: Voice
- Psychology
- Spanish for Heritage Speakers
- Spanish for Non-Heritage Speakers
- Studio: Arts: Ceramics
- Studio Arts: Painting and Drawing
- Theater Arts: Acting
- Theater Arts: Technical Theater

### Career-Technical Education
Career-Technical Education programs prepare students for rewarding careers. In several programs, students often receive job offers prior to graduation.

<table>
<thead>
<tr>
<th>Certificates - 18 units or more</th>
<th>CCC Chancellor's Office Approved</th>
</tr>
</thead>
<tbody>
<tr>
<td>911 Dispatcher</td>
<td>Adult Corrections Core Academy**</td>
</tr>
<tr>
<td>Bookkeeping Certificate</td>
<td>Business - Office Assistant Studies</td>
</tr>
<tr>
<td>Business Administration</td>
<td>Child Family Studies</td>
</tr>
<tr>
<td>Child and Family Studies</td>
<td>Child and Family Studies - Associate with Administration</td>
</tr>
<tr>
<td>CSU General Education</td>
<td>Digital Design Graphics Technology</td>
</tr>
<tr>
<td>Digital Tool Technology</td>
<td>EMT-P: Paramedic</td>
</tr>
<tr>
<td>Hospitality Certificate</td>
<td>Hospitality Certificate</td>
</tr>
<tr>
<td>Human Services</td>
<td>Human Services</td>
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<tr>
<td>IGETC General Education</td>
<td>Machine Tool Technology</td>
</tr>
<tr>
<td>Law Enforcement - Basic Police Academy</td>
<td>Management Informations Systems</td>
</tr>
<tr>
<td>Law Enforcement - ADMJ</td>
<td>Microcomputer Applications Specialist</td>
</tr>
<tr>
<td>Lesbian, Gay, Bisexual and Transgender (LGBT) Studies</td>
<td>Photography</td>
</tr>
<tr>
<td>Machine Tool Technology</td>
<td>Photography: Professional*</td>
</tr>
<tr>
<td>Management Informations Systems</td>
<td>Psychiatric Technician Fast-Track Program</td>
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<tr>
<td>Microcomputer Applications Specialist</td>
<td>Psychiatric Technician Three Semester</td>
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<tr>
<td>Photography</td>
<td>Viticulture and Winery Technology</td>
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<tr>
<td>Photography: Professional*</td>
<td>Vocational Nursing</td>
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<tr>
<td>Psychiatric Technician Fast-Track Program</td>
<td>Welding Technology</td>
</tr>
<tr>
<td>Psychiatric Technician Three Semester</td>
<td>Wine Marketing and Sales</td>
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</tbody>
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### Transfer Center
The Transfer Center has many resources to support student transfer. A Transfer Day is held on campus every fall and representatives of four-year colleges visit the center year-round. The Transfer Center is located in room 1335 or can be reached at 707-256-7333.

### Transfer Success
Napa Valley College is the bridge for many students to a four-year college or university. Academic standards are high and follow-up studies show that our students excel in four-year programs. Our top transfer schools are in close proximity—Sonoma State, Sacramento State, San Francisco State, UC Davis, and UC Berkeley. Students also transfer to many independent and out-of-state institutions. The college has Transfer Admission Guarantees with UC Davis, UC Santa Cruz, UC Santa Barbara, UC Riverside, UC San Diego, UC Irvine, UC Merced, and St. Mary’s College.

### Career Center
The Napa Valley College Career Center addresses the career development and employment needs of NVC students and local and regional employers. Counseling and classes are available to assist students with selecting a career or college major. Visit the Career Center, located in the Student Services Building 1, Room 1335, or call 707-256-7327 for more information.

* Locally Approved Non-Transcriptable
** Meets certifications requirements for State Commission on Peace Officers standards and Training, STC Certificate.
Steps for Admission

• Complete an International Student Admission Application.

• Students must complete the equivalent of high school with better than average grades and pass the Test of English as a Foreign Language (TOEFL) with a minimum score of 173 on the computerized test, or 500 on the paper version and 61 on the IBT (Internet Based Test). In addition, they must demonstrate adequate financial resources to complete their education without outside employment.

• Official copies of transcripts from all secondary schools and colleges you have attended. These transcripts must be in English and correspond to the American Grading System. *

• A financial statement or tax documents showing that you or your sponsor has the financial resources to pay your tuition and related expenses while you attend Napa Valley College.

• A non-refundable application fee of $25.00. The check or money order should be in U.S. funds and made payable to Napa Valley College.

• A transfer notification form if you are transferring from another United States School.

• International students should apply to the college:
  • For fall semester admission all materials should be submitted by May 1.
  • For spring semester admission all materials should be submitted by October 1.

International Student Fee Information
https://www.collegeboard.org/

International students must pay non-resident tuition, in addition to enrollment fees, and are required to have health and accident insurance. There is no financial aid available for international students. More information on fees can be found on our Registration web page. For an explanation on expenses and standard student budgets, please click on this link for College Board to learn more, www.collegeboard.org.

There is no financial aid available for international students.
Please refer to the Admissions and Records website (www.napavalley.edu/admissions) and select the Priority Registration link.

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.

**Fees**

Tuition and enrollment fees will be collected in full at the time of registration.

The estimated costs for an academic year are as follows:

- **Tuition and fees based on 12 units** minimum required for 1 visa students. $6,800
- Food and housing (based on home stay) $8,376
- Books and other educational expenses $2,228
- Transportation $1,126
- Miscellaneous and Personal $3,160
- Mandatory medical insurance (fall and spring/summer) $1,116

**Total** $22,806

*Tuition is subject to change.* The bank statement must show total cost for academic year amount or more.

**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) 256-7201.
Applications for admissions to Napa Valley College (NVC) 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, who wish to earn priority registration status.

**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.

**Step 2 COMPLETE AN ORIENTATION**
www.napavalley.edu/studentorientation

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) 256-7437
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 AND PAY 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 Codes from their instructor to register. Late start classes have different registration dates.
Your classes will be conducted in English, so you must demonstrate English Proficiency when you apply for admissions. If your native language is not English, you must take the TOEFL.

International students are provided with an orientation to the college and with academic and personal counseling. Additional information regarding admission may be obtained by contacting the:

Admissions and Records Office
Napa Valley College,
2277 Napa-Vallejo Highway
Napa, California 94558 USA

or by e-mailing dlarson@napavalley.edu. International Student office hours are Monday through Friday from 9 to 4 p.m. (closed Fridays during the summer.) Please email in advance for available meeting times.

*Note: Foreign transcripts must be evaluated by an international evaluating service for general education credit. World Education Services is the recommended provider of international evaluations for Napa Valley College. We will take other evaluations from other evaluating services, but strongly recommend using WES. If you have further questions about World Education Services, please go to their website at http://www.wes.org/.
F-1 STATUS
Once you are admitted to NVC the Admissions and Records office issues a certificate of eligibility called I-20 for F-1 students. This certificate of eligibility (also known as visa document) must be used to apply for a student visa at a U.S. Consulate or Embassy. After your student visa is issued, you can make plans to come to the U.S. (Note for Canadian citizens: a student visa is not required but you must obtain F-1 status when you enter the U.S.)

SEVIS
The student and Exchange Visitor Information System (SEVIS) is a database system used by the U.S. Department of Homeland Security (USCIS) and SEVIS-approved educational institutions to monitor students in F-1 status. Your SEVIS number is printed on your I-20.

What you will need to apply for an F-1 Student Visa:

- I-20 (for F-1 Visa)
- A passport valid for travel to the U.S. and with the validity date at least six months beyond the applicant's intended period of stay in the U.S.
- One (1) 2" X 2" photograph
- An MRV fee receipt to show payment of the visa application fee. (For information visit the U.S. Embassy website where you are going to apply for your F-1 Visa.)
- I-901 SEVIS fee receipt (www.fmjfee.com)
- Admissions Letter from NVC
- Financial documents
- Documents to demonstrate a connection to your home country
Ties to Your Home Country
Under U.S. law, all applicants for non-immigrant visas are viewed as intending immigrants until they can convince the consular officer that they are not. Be prepared to show that you have reasons for returning to your home country that are stronger than those for remaining in the United States.

Speak Clearly
Keep it brief and in English. Because of the volume of applications received, all consular officers are under considerable time pressure to conduct a quick and efficient interview. Keep your answers to the officer’s questions short and to the point. Plan for the interview to be conducted in English and not in your native language.

Be prepared to explain your major and how fits your future career plans.
You should be able to explain the reasons you will study in a particular major and how studying in the U.S. relates to your future professional career when you return home.

Employment
Your main purpose in coming to the United States is to study, not for employment opportunities before or after graduation. While many students do work during their studies, such employment is incidental to their main purpose of completing their education.

Maintain a Positive Attitude
Stay calm and friendly throughout the process. Do not engage the consular officer in an argument. If you are denied a student visa, ask the officer for a list of documents he or she would suggest you bring in order to overcome the refusal, and try to get the reason you were denied in writing.

Travel and US Re-entry

Travel Signatures
Each time you travel out of the U.S., you need to have a valid travel signature.

Entry Visa To Another Country (Not the U.S.)
If you plan to visit another country (other than your home country) you must contact that country’s embassy or consulate for information about entry requirements. Each country has specific requirements for entry that are different depending on your citizenship status and residency status. Before you make any travel plans be sure that you are informed of these requirements. A list of foreign consular offices in the United State is available from the U.S. Department of State.
**Automatic Visa Revalidation**

International students who have maintained their student status are allowed to re-enter the U.S. after a visit to Canada, Mexico or adjacent islands with the expired student visa, if the following conditions are met:

- Travel is for less than 30 days
- You have a valid F-1 status in the U.S.
- Your I-20 is valid (if you are on your grace period after program completion, Automatic Visa Revalidation does not apply).
- You have a valid travel signature on your visa document (I-20)
- You have a valid admission stamp on your electronic or paper form I-94 Arrival/Departure Record.
- You have a valid passport.

**Maintaining your F-1 Student Visa**

- Enroll in 12 units each semester.
- Enrolling in less than 12 units is permitted ONLY with authorization from an NVC counselor.
- Medical exception: If you experience medical problems, meet with an NVC counselor.
- Attend classes.
- Pay Tuition Fees
- Report address changes to the International Specialist (Dixie Larson) within 10 days.
- F-1 students have 60 days from program completion to depart from the U.S., transfer their SEVIS record to another school, or change their immigration status.
- Enrollment - Be sure you are enrolled full time and ALL tuition and fees have been paid.

**Can I work on an F-1 Visa?**

F1 visa holders cannot accept off-campus employment at anytime during the first year of their studies. Under certain circumstances, the U.S. Citizenship & Immigration Services (USCIS) may grant permission to accept off-campus employment after one year of study.

For more information regarding working with an F-1 Visa please see the following links.

www.studyintheUS.studyinthestates.gov

www.ice.gov/sevis/practical-training
Campus Contacts

Campus contacts

Bookstore Main Desk 707-256-7480
or sm8086@bncollege.com
Campus Police 707-256-7770
Business Office 707-256-7186
or skada@napavalley.edu
Counseling 707-256-7220
or nvccounseling@napavalley.edu
Health Occupations Secretary 707-256-7601
or cmiller@napavalley.edu
Athletics/Physical Education Secretary 707-256-7651
or llee@napavalley.edu
Student Affairs Executive Assistant 707-256-7363
or mnavarro@napavalley.edu
Admissions Specialist 707-256-7207
or dlarson@napavalley.edu

Program Coordinators

Administration of Justice 707-256-7736 or smccann@napavalley.edu
Sean McCann
Child & Family Studies and Education 707-256-7753 or fsmyle@napavalley.edu
Faye Smyle
Digital Design and Graphics Technology 707-256-7526 or gstrommen@napavalley.edu
Gary Strommen
Human Services 707-256-7235 or msanchez@napavalley.edu
Marci Sanchez
Machine Tool Technology 707-256-7132 or stanley.hitchcock@napavalley.edu
Stan Hitchcock
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Shauna Bynum
Office Administration 707-256-339-8810 or cshtto@napavalley.edu
Claudette Shatto
Photography Technology 707-256-7532 or jdotta@napavalley.edu
John Dotta
Psychiatric Technician 707-256-7615 or rmillay@napavalley.edu
Robert Millay
Respiratory Care 707-256-7629 or wayne.fortier@napavalley.edu
Wayne Fortier
Viticulture and Winery Technology 707-256-7125 or pgospodarczyk@napavalley.edu
Paul Gospodarczyk
Welding Technology 707-256-7131 or ewade@napavalley.edu
Eric Wade
The Napa Chamber of Commerce (www.napachamber.com/) has an abundance of links to information regarding Housing, Health & Wellness, Education, and Government. “Napa is a city known for its quality lifestyle. There are many neighborhoods, each with its own distinct character. In “old town,” there are tree-lined streets with many old homes restored to their former grandeur. On the north side of town are 1960s subdivisions, such as Bel Aire and Springwood, with curving streets and cul-de-sacs. To the west is Browns Valley, an eclectic area, large in size, which offers everything from WWII-age housing to very recent, large executive-type homes.”

The City of Napa (www.cityofnapa.org/) offers information about the history of Napa, transportation options, and special events in the Napa area.

Wikipedia/Napa (en.wikipedia.org/wiki/Napa), offers information about the history of Napa, weather, geography, geology, and demographics.

Napa Valley College does not have on-site housing for students.

For housing information:
International Student Program
2277 Napa Vallejo Hwy., Napa, California USA 94558
napavalley.edu/admissions  707-256-7207
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