

ATTN: Current High School Students
SUBJ: ROP Class Enrollment at Gavilan

ROP training is offered to residents of Santa Clara and San Benito Counties by the Santa Clara County Office of Education. Some classes are offered at Gavilan College.

In some of the classes, students may earn high school or college credit**, and upon completion they may be eligible for advanced placement at Gavilan College. ROP provides students with training to secure jobs, upgrade skills, or prepare for advanced career education. Students must be 16 years of age or older to participate. Classes are tuition free for both high school students and adults.

Gavilan College Regional Occupational Program (ROP) provides career development and workforce preparation opportunities. ROP offers classes in diverse areas such as: accounting, business, computer science, and health careers. ROP courses focus on the training that students need to compete in today's technical job market. The skills acquired help students attain employment, upgrade their skills, and/or pursue higher levels of education in their chosen occupation. Following completion of classes, students receive an ROP Certificate of Completion. High School students are expected to attend the Gavilan College ROP class schedule, even when their high school is not in session.

** Gavilan College fees are charged for Gavilan College credit. For most current course listings, contact the ROP Specialist, [Cathy Scattini](mailto:Cathy.Scattini), 408-848-4816, cscattini@gavilan.edu

For current high school students only:

Gavilan ROP will cover the cost of textbooks, workbooks, class supplies.

Students are responsible for the costs of parking passes, personal supplies (stethoscopes, lumber, i.e. supplies that stay with the student), special clothing/shoes, and immunizations.

Students are responsible for completing the assessment test, completing the on-line orientation, meeting the prerequisites of a class, returning a parent consent form, and understanding and following Gavilan's procedures and policies.

The High School ROP Specialist will schedule assessment/orientations, provide Gavilan's procedures and policies, enroll student, contact Gavilan Instructors via Gavilan ROP Specialist to get progress reports, attendance and grades for all attending high school students and submit to counselors.

for High School Students

Name _____

Date _____

1.	High School Counselor and student decide to enroll in a Gavilan ROP class. Student is referred to High School ROP Specialist.	
2.	High School ROP Specialist will: <ul style="list-style-type: none"> - Confirm space available and any additional fees with Gavilan ROP Specialist. - Provide parent consent form, enrollment procedures, additional fees info and Gavilan's Policies and Procedures - Schedule placement/assessment test with the Admissions and Records Office - Direct to on-line Gavilan orientation - Call Admissions and Records to reserve Group/Parent Orientation (TBA) 	
3.	At least 48 hours after assessment test, student picks up placement results at Admissions and Records Office and delivers to High School Counselor.	
4.	High School Counselor verifies student has met the ROP class prerequisites, initials placement results and returns to student.	
5.	Student meets with High School ROP Specialist, bringing initialed placement results and signed parent consent form. <ul style="list-style-type: none"> - High School ROP Specialist confirms initialed placement results - Student completes green ROP enrollment form 	
6.	High School ROP Specialist submits enrollment form, parent consent form and initialed placement results to Gavilan ROP Specialist.	
7.	High School ROP Specialist will email progress report schedule to Gavilan ROP Specialist, who will email to Instructor.	
8.	High School Specialist should not release grades until cleared by Gavilan ROP Specialist.	



GAVILAN COLLEGE

PLACEMENT ASSESSMENT SCHEDULE

<http://www.gavilan.edu/admit/assess.html>

ON-LINE ORIENTATION

<http://www.gavilan.edu/orientation/>

POLICIES AND PROCEDURES

<http://www.gavilan.edu/catalog/policy.html>



PLACEMENT/ASSESSMENT TEST SESSIONS BEGIN PROMPTLY AT THE STATED TIME - REPORT TO TESTING SITE ½ HOUR PRIOR TO STARTING TIME FOR CHECK-IN. - No one will be admitted after the session has begun.

YOU MUST REGISTER FOR PLACEMENT/ASSESSMENT IN PERSON or BY CALLING the Admissions & Records Office (408) 848-4735.

Assessment Scores are usually available 24-48 hours after testing from Admissions & Records. Students must pick up assessment results in person with valid picture I.D.

Re-Assessment is available thirty (30) days after the first assessment and only once per semester. Students must bring a copy of their previous scores to the re-assessment session. Contact the Assessment Office (408) 846-4992 for more information.