Finding aid for the Registration Attendance and Grade Accounting Instructor's Manuals

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Finding aid for the Registration Attendance and Grade Accounting Instructor's Manuals

Collection number: Consult repository

West Valley College Library
Saratoga, California

Processed by:
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Descriptive Summary
Title: Registration attendance and grade accounting instructor's manuals
Dates: 1974-1989
Collection number: Consult repository
Creator: West Valley College
Collection Size: .3 linear feet.
Repository: West Valley College Library
Saratoga, CA 95070

Abstract: These are instructor's manuals on how to properly keep registration and attendance records, as well as grade accounting procedures.

Physical location: For current information on the location of these materials, please consult the Library's online catalog.

Languages: Languages represented in the collection: English

Access
Collection is open for research.

Publication Rights
The library can only claim physical ownership of the collection. Users are responsible for satisfying any claimants of literary property.

Preferred Citation
Registration attendance and grade accounting instructor's manuals, Consult repository. Courtesy of the West Valley College Library.

Biography / Administrative History
The West Valley Joint Community College District was formed in January of 1963 when voters approved creation of the district after a countywide master plan for community college education had been designed in 1962. At that time it was comprised of the Campbell Union, Los Gatos-Saratoga high school districts and the Santa Clara Unified School District. Doors opened for classes in fall 1964 at the Campbell campus. In early 1966, a 143-acre site in Saratoga was purchased for what would become the permanent campus for West Valley College and the District offices. Grandbreaking for the first campus building began in June 1967. The second campus in the College District, Mission College, began with the acquisition of 12 acres in Santa Clara and eventually grew to be a 164-acre site. Mission College was temporarily located at Jefferson Intermediate School from 1975 to 1979. With the completion of the first building phase in the fall of 1979, the new Mission College campus opened its doors to students. In September 1985, the name of the District was changed from the West Valley Joint Community College District to West Valley-Mission Community College District (WVMCCD).

Scope and Content of Collection
These are instructor's manuals on how to properly keep registration and attendance records, as well as grade accounting procedures. The manuals were issued by the West Valley College Admissions and Records Office. Included are the following years: 1974-75, 1976-77, 1977-78, 1979-80, Summer 1980, 1980-81, Summer 1982, 1984-85, and 1988-89.

Arrangement
The manuals are arranged chronologically.

**Indexing Terms**
The following terms have been used to index the description of this collection in the library’s online public access catalog.

West Valley College

West Valley College--Handbooks, manuals, etc.

College attendance--California--Saratoga--Accounting--Handbooks, manuals, etc.

Community colleges--California--Saratoga--Accounting--Handbooks, manuals, etc.

Grading and marking (Students)--California--Saratoga--Handbooks, manuals, etc.