MISSION COLLEGE GRANTS ADMISSION TO ANYONE WHO IS...

1) a high school graduate.
2) eighteen (18) years of age or older.
3) a non-high school graduate, above 16 years of age, who has in
   his/her possession at the time of registration one of the following:
   • Certificate of the State Proficiency Test.
   • G.E.D., California HS Equivalency Certificate.
   • A formal, written document from the student’s high school district
     indicating he or she is exempted from any high school attendance.
   • a high school student in grades 9 -12 whose admission as a part-
     time student is recommended by his or her high school principal.
To be considered California residents for tuition purposes, applicants
who have eligible immigrant status or are out-of-state US citizens
must reside in California for more than one year and one day prior
to the first day of the term.

APPLY AND REGISTER
Apply on-line by following the link, Apply Now, on the Mission
College home page. After applying, you will receive an email
verifying that your application has been submitted successfully. A
second email will follow providing with your college ID number and
registration date. If you do not enroll for classes for two consecutive
terms you will need to re-apply to the college and update your
student profile to receive a new registration date. For inquiries
about your on-line application contact askmc@missioncollege.edu.
Register on or after your assigned registration date via My Mission
Portal at missioncollege.edu.

Fees are due immediately after registration. If you are eligible for
a fee waiver, visit the Financial Aid Office before registering for
classes.

If you must submit a Student Petition form request, or any other
documentation before registration, go directly to the Admissions
and Records Office for assistance at least two weeks before the
start of the term.

Please be prepared to pay any outstanding balance on your account
is due at the time of registration. Payments can be made either
in-person or on-line.

Important: Email is that standard mode of communication with
students. Please be sure to update your personal information, such
as e-mail addresses, phone numbers, etc., through MC Portal/
MyWebServices each term, as necessary.

ASSEMBLY BILL 540 - CALIFORNIA DREAM ACT
Mission College is committed to providing access all eligible students
regardless of immigration status. Any resident student, except a
non-immigrant alien who meets all of the following requirements,
shall be exempt from paying the nonresident tuition.

Requirements:
1. Attended a California (CA) high school for at least 3 years OR
   graduated early from a CA high school with the equivalent of at
   least 3 years of credits* AND
2. Graduated or will graduate from a CA high school or passed the
   CA High School Proficiency Exam (CHSPE), or obtained a Certificate
   of General Education Development (GED), AND
3. If without lawful immigration status, complete an affidavit with
   the college stating that he or she has filed an application to legalize
   his or her immigration status or will file an application as soon as
   he or she is eligible to do so, AND
4. Do not hold a valid non-immigrant visa (F, J, H, L, A, AB, C, D,
   E, etc.)**

*If you graduated early from high school under this provision, you must
also have attended CA schools (elementary and secondary for a
cumulative total of 3 or more years.
**This legislation does not apply to students who hold an F-1 Visa
for International Students. Eligible non-resident students must file a
“California Nonresident Tuition Exemption Request” form with
the Admissions and Records Office. Non-resident students who are
exempt from paying nonresident tuition under this legislation may
be eligible for a Board of Governors Fee Waiver.

HIGH SCHOOL STUDENTS REGISTRATION
Dually enrolled, formally concurrently enrolled, special part-time
high school students in grades 9-12 can register In-Person starting
on the assigned registration date before the first day of the term.
Each term, high school students are required to submit an online
Application for Admission, and to submit a High School Dual
Enrollment form at the time of registration. Registration in any
college course must be approved by the high school principal
or designee. Photo identification is required for all transactions.
The High School Dual Enrollment form may be obtained on-line
at missioncollege.edu (Admission page/Forms & Requests). Basic
service fees will be charged. High school dual enrollment students
will be required to pay lab fees. Special Full-Time high school
students registering in 11+ units are required to pay for all enrollment
fees. Student admitted to the Mission College Early High School
are exempt from paying the enrollment fees.

AUDITING OF COURSES
The Governing Board of the West Valley-Mission Community College
District, under the provisions of Chapter 5, Section 76370 of the
Education Code, hereby authorizes individuals to audit regularly
scheduled credit courses, subject to the following conditions and
provisions. You may obtain the ‘Request to Audit’ form at the
Welcome Center or on line at missioncollege.edu (Admission page/Forms & Requests).

1. The student must meet college eligibility requirements for admissions
to audit courses.
2. The student must be an active student in our District.
3. The student must be in good academic standing.
4. The current fee legislated of $15.00 per unit per semester shall
   be charged for each course audited. Students enrolled in courses
to receive credit for 10 or more units shall not be charged a fee
   to audit three or fewer semester units per semester. Fees may be
   subject to legislative updates and revisions.
5. A student auditing a course shall not be permitted to change
   enrollment status in that course to receive credit for the course.
6. Audit registration will only be processed after the last date to add a
course as posted in the class schedules and will require permission
of the Instructor-of-Record, including signature authorizing audit
registration in the class.

7. All current and outstanding fees must be paid at the time of Audit
   Registration. Auditing fees are non-refundable after two weeks or
   10% of class meetings of attendance.
8. The student must be otherwise ineligible to take the course she
   or he wishes to audit, meaning the student must have previously
   enrolled for credit for the maximum number of times allowed for
   the particular course requested for auditing.
9. The course must be approved by the department-of-record as an
   auditable course.
10. If the course is a variable unit class, the student must enroll for the
   maximum number of units available.
Mission College Costs

<table>
<thead>
<tr>
<th>Service</th>
<th>California Resident</th>
<th>Non-Resident International</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration Fee</td>
<td>$46/unit</td>
<td>$234/unit*</td>
</tr>
<tr>
<td>Health Fee</td>
<td>$19/semester</td>
<td>$19/semester</td>
</tr>
<tr>
<td>Summer</td>
<td>$15/semester</td>
<td>$15/semester</td>
</tr>
<tr>
<td>Campus Center Fee</td>
<td>$1/unit</td>
<td>$1/unit*</td>
</tr>
<tr>
<td>(5$ max)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ASG ID Fee</td>
<td>$7/semester</td>
<td>$7/semester</td>
</tr>
<tr>
<td>ASG Representation Fee</td>
<td>$1/semester</td>
<td>$1/semester</td>
</tr>
<tr>
<td>Convenience Fee</td>
<td>$3/semester</td>
<td>$3/semester</td>
</tr>
<tr>
<td>EcoPass - Full-time</td>
<td>$11/semester</td>
<td>$11/semester</td>
</tr>
<tr>
<td>Up to 11 units</td>
<td>$9.50/semester</td>
<td>$9.50/semester</td>
</tr>
<tr>
<td>Summer</td>
<td>$5/summer</td>
<td>$5/summer</td>
</tr>
<tr>
<td>Parking Permit</td>
<td>$50/semester</td>
<td>$50/semester</td>
</tr>
<tr>
<td>Summer</td>
<td>$25/summer</td>
<td>$25/summer</td>
</tr>
<tr>
<td>* In addition to the $46 enrollment fee per unit.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Other services:
- Copy of Class Schedule = $2 per request
- Standard Official Transcripts = $6 each (first 2 transcripts are free)
- One Hour Rush Transcripts = $20 each
- Unofficial Transcripts = $2 per request
- Duplicate Diploma = $10 each
- Enrollment fee for tuition payment plan = $10/semester (ACH & credit card)
- Returned payment fee = $30 for any returned payment

**ENROLLING INTO CLASSES**

Before classes starts students may register into open classes on line via My Mission Portal until the day before the first day of instruction for those classes.

**CLASS WAIT LIST**

If a class is closed, students can add their names to the section’s wait list before the class begins. When a registered student drops a class that has a waitlist, the seat in that class held be the student that dropped the class will become available and notification will be sent, via email, to the first student on that classes waitlist. The notified student will have up to 48 hours to register into the class. Should the notified student not enroll in the course, the next student on the waitlist will be notified of the available seat in the course, and so on until the seat is taken or the class starts, whichever comes first. It is recommended that students on waiting lists monitor their email regularly to monitor their waitlist statuses. Students with holds, overlapping classes, etc. will remain on the wait list. If you change your mind about being on the waitlist for a particular course section, drop yourself from that waitlist to allow other students to move up on the wait list.

**ADDITION A CLASS WITH ADD CODES**

On and after the first day of instruction, students who wish to enroll into a class must contact the instructor and ask for a four digit “Add Code.” If there is room in the class the instructor will assign an Add Code to the student, who will then be able to add via the West Valley-Mission Portal, College Web Services link. Students must use the add code prior to census date. A student may not be able to add a course on or after census date except with the written permission of the instructor and the endorsement of the class-assigned Division Dean. A different Add Code is required for each class to you wish to be added after the first day of instruction. Successfully adding a course with an Add Code is a two-step process 1- validation, 2- submitting changes. Visit the Welcome Center for assistance in adding a class with an Add Code, if needed.

**DROPPING CLASSES**

It is a student’s responsibility to officially drop classes. Do not assume that you will be dropped by the instructor or by any process that drops students for non-payment. If you do not drop classes you do not want to take by the published deadlines, you, the student will be responsible for payment of all enrollment fees related to the class (even if the you never attended the class), and for any grade assigned by the instructor. Check the Calendars in this schedule of classes or on line for deadlines to drop classes. Classes may be dropped via the West Valley-Mission Portal, College Web Services link. The instructor’s signature is not required to drop classes.

**Multiple Withdrawals from the same course**

Effective July 1, 2009, college policy has limited the number of times that a student may withdraw from the same course. A student may withdraw and receive a W symbol on his or her academic records a total of three (3) times for enrollment in the same course. After the third W, the registration system will block registration into the course. To register again for the same course, the student will have to submit a Student Petition form to the Admissions & Records Office.

**REFUNDS**

To be eligible for a refund of enrollment fees, students must drop classes by the published deadline.

Dropping a class after the published deadline will result in loss of enrollment fees. Adding classes after the refund deadline will require that new fees be paid. Refund requests for ASB cards and Parking Permits must be made at the Admissions and Records Office by the “last day to drop with a refund” deadline. A parking permit refund requires the return of the parking permit. Refunds for Credit Card payments will be returned to the credit card. Check and cash payments will be refunded by one of three methods as chosen by the student: 1. refund loaded to a student-assigned debit card; or 2. refund transferred via ACH to student’s personal banking account; or 3. via check mailed to the student’s current home address. It is important that we have a current address on file. The refund process takes from 4 to 6 weeks.

**NOTIFICATION OF TAX IDENTIFICATION NUMBERS (TIN) OR SOCIAL SECURITY NUMBERS (SSN) REQUIRED COLLECTION & USAGE**

Federal legislation relating to the Hope Tax Credit and Internal Revenue Service (IRS) 1098T production mandates that all colleges report student SSN or TIN numbers to the IRS. This IRS mandate requires colleges to collect the SSN or TIN. A student may refuse to disclose his or her SSN or TIN to the IRS but the IRS is then authorized to fine the student in the amount of $50.

The West Valley Mission College District assigns a unique student ID to every student, and does not use the SSN or TIN as student identifier.

All SSNs and TINs collected as mandated are protected by federal regulations under the Family Educational Rights and Privacy Act (FERPA).

TO SUBMIT A PREREQUISITE CHALLENGE FORM GO TO:
misioncollege.org/admissions/prerequisites.html.

TO SUBMIT A COURSE EQUIVALENCY FORM GO TO:
misioncollege.org/admissions/documents/coursesubform.pdf.