Guide to Success

An Orientation Handbook for New and Continuing Students at Mission College

Mission College • 3000 Mission College Blvd., Santa Clara, CA 95054-1897 • Phone: 408.988.2200

www.missioncollege.edu

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Welcome! On behalf of the administration, faculty, and staff, we want to welcome you to Mission College. This orientation handbook will help you get to know your way around the college, find out about special services, and learn about the programs and procedures. As you will soon find out, Mission is a very special college. It is located in the heart of one of the greatest technological centers in the world and is committed to responding to the needs of a fast growing and highly diverse community. Our students tell us that Mission has managed to maintain a very caring and supportive environment in the midst of this high-tech world.

Mission College offers outstanding transfer and vocational programs as well as general education and personal enrichment courses. We have more than one hundred certificate, associate degree, and transfer options. Whether you’re planning to work toward a degree, prepare for employment, or just take a class for fun, you can feel confident that you will receive quality instruction.

The entire staff at Mission College looks forward to getting to know you and to helping you achieve your academic goals.

West Valley-Mission Community College District Prohibits Sexual Harassment and Assault (Title IX):

What is Title IX (NINE)?

Title IX of the Education Amendments of 1972 prohibits discrimination based on sex in education and activities in federally funded schools, colleges and universities. Title IX applies to women and men, students and employees.

What Title IX Covers

Title IX prohibits the following types of discrimination:

Sex Discrimination

Title IX prohibits public colleges and universities from discriminating on the basis of sex in the recruitment or admission of students into its programs, in providing financial assistance, and in participating in athletics. Often, Title IX is most directly associated with women in college athletics programs, but it applies to all programs and services offered by the college.

Sex-Based Harassment

Title IX prohibits sex-based harassment by peers, employees, or third parties that is sufficiently serious to deny or limit a student’s ability to participate in or benefit from educational programs or activities at the College. Sexual harassment is unwelcome conduct of a sexual nature, such as unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Gender-based harassment is another form of sex-based harassment and refers to unwelcome conduct based on an individual’s actual or perceived sex, including harassment based on gender identity or nonconformity with sex stereotypes, and not necessarily involving conduct of a sexual nature. Stalking is also a form of sex-based harassment.

Sexual Violence

Sexual violence is a form of sexual harassment and refers to physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent (e.g., due to the student’s age or use of drugs or alcohol, or because an intellectual or other disability prevents the student from having the capacity to give consent). A number of different acts fall into the category of sexual violence, including rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

Hostile Environment

When sex-based harassment is serious, it creates a hostile environment. The College’s responsibility is to take measures to avoid the creation of hostile environments wherever possible and if a hostile environment develops to remedy it immediately. There are different remedies the College can take to address a hostile environment:

• Stopping contact between the victim and the attacker (or respondent), such as by giving a “no contact directive” to the respondent, adjusting course schedules or restricting access to campus where necessary;

• Providing academic accommodations, such as giving extra time to complete assignments;

• Modifying your work schedule if you work on campus to prevent interaction with the respondent;

• Providing counseling and other support services

How Do I File a Complaint About Sexual Harassment or Sexual Violence?

We take all complaints about sexual harassment and sexual violence very seriously. To learn more about the process to file a complaint, see How Do I File A Title IX Complaint? You can also contact any member of the Title IX team listed above or email TitleIX@missioncollege.edu Anyone who files a sexual harassment or sexual violence complaint is protected from all forms of retaliation, and the College will ensure that intimidation, threats, coercion, or discrimination does not occur. Students, faculty, and staff who participate in a Title IX investigation or advocate for a victim are also protected from retaliation.

If you have been the victim of sexual harassment or sexual assault, or you know of someone at the college who has been a victim, please report this to the Title IX team so we can take actions to help and stop future incidents of harassment and violence.
Academic Freedom
The West Valley-Mission Community College District is committed to the free expression of diverse viewpoints on the part of faculty and students, as well as encouraging critical examination of these various perspectives. The District is also committed to the conduct of research and observation of the natural world unimpeded by social, religious, political, or theoretical biases, and prejudices.

Academic freedom requires that all faculty members establish and preserve an open learning environment at the college. No special limitations shall be placed upon students in their study, investigation, presentation, and interpretation of facts and ideas concerning human society, the physical and biological world, and other branches of learning, subject to accepted standards of academic responsibility. Students shall have the opportunity to study controversial issues and divergent views and to arrive at their own conclusions - even if they differ from those of the instructor.


Equal Opportunity and Non Discrimination
Mission College is an Affirmative Action, Equal Opportunity Employer and in compliance with Section 504 of the Rehabilitation Act of 1963, Title IX of the Education Amendments of 1972, and Title VI of the Civil Rights Act of 1964, does not discriminate on the basis of race, color, national origin, mental or physical handicaps, age or sex in any of its policies, practices, or procedures. Limited English skill will not be a barrier to admission and participation in Vocational Education programs. Persons who seek information and/or resolution of alleged acts of discrimination are directed to contact the offices listed below.

In accordance with Title IX, all courses offered in the district are open to individuals of both sexes. Some courses may emphasize information related to either men or women specifically, but no course is prohibited to any student on the basis of sex. In physical education classes, students may be separated by sex within coeducational classes when participating in contact sports (including wrestling, football, basketball, or any other sport “the purpose or major activity of which involves bodily contact”). West Valley-Mission Community College District is an open door community college district. Mission College does not discriminate on the basis of age, sex, handicap, race, color or national origin in any of its programs or courses of study.

Title VI Civil Rights, Equal Opportunity
Director of Human Resources and Employee Relations Human Resources
West Valley-Mission College District 1
4000 Fruitvale Ave., Saratoga, CA 95070-9698
(408) 741-2060

Title IX Gender Equity
Chief Student Services Officer
3000 Mission College Blvd., Santa Clara, CA 95054-1897

Section 504 Disabled
Director of Human Resources and Employee Relations Human Resources
West Valley-Mission College District 1
4000 Fruitvale Ave., Saratoga, CA 95070-9698
(408) 741-2060
**NEW TO MISSION COLLEGE? START HERE!**

Complete the following steps if you are here to do one of the following:

- Obtain an Associate Degree or Certificate
- Transfer to a university to complete a Bachelor's Degree
- Improve your Math, English and/or Reading skills
- Discover career interests or prepare for a new career
- Explore and select a major

**Earn Priority Registration!**

Complete by the third Thursday in March for spring or October for fall:

- Assessment
- Orientation
- Educational Plan

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**STEP 1: Apply for Admission**

- Submit the application for admission online at [http://missioncollege.edu](http://missioncollege.edu).
- Consider submitting the application for Financial Aid. Complete the FAFSA or CA DREAM Act application. Visit [http://financialaid.missioncollege.edu](http://financialaid.missioncollege.edu) for more information.

**STEP 2: Take the Assessment Tests**

- Assessment tests are in Math, English, Reading and ESL. Go to the Assessment Center, Room SEC-109. Office hours and sample tests are available at [http://assessment.missioncollege.edu](http://assessment.missioncollege.edu).

  If you have completed classes or tests elsewhere and would like them considered as an alternative to the assessment test, visit [http://prerequisites.missioncollege.edu](http://prerequisites.missioncollege.edu).

**STEP 3: Enroll in New Student Orientation**

- Register for COU 000A - Orientation to Mission College or COU 005, 023 or 145B.

  During the orientation students will receive assistance with selecting courses and an Abbreviated Educational Plan (AEP).

**STEP 4: Register for Classes**

- Go online to the Mission College Student Portal at [http://mywmc.wm.edu](http://mywmc.wm.edu) to enroll in classes and pay fees.

  Username = G0 + 7 digit college ID number (example “G01712345”)
  Password = 6 digit birth date (June 15, 1991 would be “061591”)

  For assistance, go to the Welcome Center in the lobby of the Student Engagement Center, SEC-105 or [http://welcomcenter.missioncollege.edu](http://welcomcenter.missioncollege.edu).

**STEP 5: Create an Educational Plan**

- Schedule a counseling appointment at the Counseling Office, SEC-139 or at [http://counseling.missioncollege.edu](http://counseling.missioncollege.edu).

  During the appointment students will create a Comprehensive Educational Plan (CEP).
Am I On Course?

Get Started (0 Units): At this stage, I will:
1. Identify educational options
2. Apply for admission
3. Take an English/Reading & Math assessment (or an ESL assessment)
4. Apply for Financial Aid and Scholarships
5. Complete a New Student Orientation
6. Meet with a Mission College Counselor to develop an Educational Plan
7. Register for classes

The First 15 (0 to 15 Units*): At this stage, I will:
1. Understand my Rights & Responsibilities as a student
2. Identify the Student Support Services that support me
3. Keep current with my college accounts (MC Portal)
4. Explore Campus Clubs/Activities
5. Explore areas of interest
6. Attend a Campus Event

Making Progress (16 to 30 Units*): At this stage, I will:
1. Identify an area of interest (major, certificate, area of emphasis, etc.)
2. Meet with Instructors during their office hours

Moving Forward (31 to 45 Units*): At this stage, I will:
1. Identify career, transfer, or graduation options
2. Apply for transfer or seek professional internships
3. Maintain academic standards of achievement, honesty, and integrity
4. Update your Educational Plan with a Counselor

Graduate & Transfer (45 to 60 Units*): At this stage, I will:
1. Complete transfer requirements
2. Tour transfer campuses – attend campus open houses
3. Petition for graduation
4. Apply for Financial Aid or Scholarships for transfer

Lifelong Learning (70 Units* and Beyond): At this stage, I will:
1. Demonstrate and apply skills for lifelong learning
2. Attend, organize, or volunteer for a Mission College event
3. Apply what I have learned at Mission College to contribute to society

*Applies to degree applicable courses only*
Student Success and Support Program (SSSP) (formerly Matriculation) is a process that enhances student access to the California Community Colleges and promotes and sustains the efforts of credit students to be successful in their educational endeavors. The goals of SSSP are to ensure that all students complete their college courses, persist to the next academic term, and achieve their educational objectives through the assistance of the student-direct components of the SSSP processes: admissions, orientation, assessment & testing, counseling, and student follow-up.

The following kinds of students may be EXEMPT from one or all of the following SSSP components:

**Assessment**

a) New students with an AA/AS or higher degree  
b) New students taking courses without skills prerequisites  
c) Continuing students who have satisfactorily completed appropriate coursework in English, English as a Second Language, Reading, and/or Math  
d) K-12 students concurrently enrolled and taking classes in elementary or secondary school

**Orientation**

a) New students with an AA/AS or higher degree  
b) New students whose educational goals are for the purpose of maintaining job skills or personal interest  
c) K-12 students concurrently enrolled and taking classes in elementary or secondary school  
d) New students concurrently enrolled in another college or university who are enrolling in one class  
e) Counseling recommendation

**Counseling**

a) New students with an AA/AS or higher degree  
b) New students whose educational goals are for the purposes of maintaining job skills or personal interest  
c) K-12 students concurrently enrolled and taking classes in elementary or secondary school
Things You Should Know

• Complete Admissions Application and pick up registration materials, including class schedule
• Complete academic skills assessment test in English, Reading, Math, and/or ESL (if required)
• Attend an Orientation Course, (Counseling A)
• Plan out a semester schedule
• Select classes, register, and pay fees
• Purchase books early to avoid the rush

During your first semester
• Meet with a Counselor to develop an Educational Plan
• Decide on a major or educational goal. If you are undecided about your major, take either Counseling 12 or Counseling 12A Course.

Things you should know
• Athletes as well as international students must follow particular guidelines regarding their course load. Full-time status is only one of these guidelines.
• Legal full-time status for a Mission College student is 12 or more units. It is important to know Veterans Benefits, student loans, grants, scholarships, or even reduced car insurance rates often depend on full-time status.
• A student planning to complete an Associate Degree and/or transfer within two years will need to take an average of at least 15 units per semester.
• The schedule of classes and college catalog are worth reading.
• District boundaries are no longer a requirement for choosing a Community College in the State of California. The student may choose to attend any college of her/his choice.
• Simultaneous attendance in two or more colleges is admissible.
• 1.5 quarter units is the equivalent of 1 semester unit.
• Students have to drop classes (it is not the instructor’s responsibility, i.e., you cannot depend on your instructor to drop you if you quit going to class).
• Faculty really want students to visit them during their office hours.
• Waiting in line is normal during the first week of school (it’s kind of a rite of passage).
• You need to file early for Financial Aid.
• Joining a club helps you meet people who have similar interests to your own.
• You can see a Counselor to talk about personal problems, confidentiality is assured.
Academic Support Center (ASC)

ASC Tutoring
Free tutoring in most academic subjects provided for Mission College students
Drop-in and individual appointments are available

You should know:
Tutoring is available to all registered students and is especially valuable for those students who wish to improve their study skills, are entering college for the first time, or returning to school after a lengthy absence. Tutoring is provided, at no charge, by qualified, trained tutors especially recommended by faculty. iPad apps are available for students to use in conjuction with their tutoring sessions.

Location: SEC 154. Phone: 408.855.5095

ASC Open Computer Lab
Free drop-in resource for Mission College students.

You should know:
PC and Apple computers are available and loaded with the software required for most Mission College courses.
iPads are available and loaded with course reference materials, such as calculators, dictionaries, periodic charts, math learning tools, grammar, reading, & writing references.
Reference software, books and other materials are also available.

Location: SEC 154, Phone: 408.855.5095

Admissions and Records/Cashier

- Accepts applications for admissions
- Issues registration dates
- Receives and evaluates transcripts from other US Colleges/Universities and issues transcripts. Processes add and drop slips
- Confirms graduation and certificate requirements
- Confirms general education certification for transfer

You should know:
The Admissions and Records Office processes (in addition to the above) residency verification, change of address forms, etc. This office handles most things related to student records. Check with Admissions and Records concerning pertinent deadlines regarding withdrawals from classes, certification forms, AA/AS degree forms, and Veterans Administration information.

You should know:
The Cashier’s Office accepts payments for lab fees, transcripts, and parking permits. This is also where you pick up checks and pay your fees.

Location: SEC 118, Phone: 408.855.5000
Asian American Native American Pacific Islander Serving Institution (AANAPISI) Program

You should know:
The goal of the AANAPISI program is to improve the transition, progression, graduation, and transfer rates of Asian American and Pacific Islander (AAPI) and low-income students at Mission College.

Location: SEC 350, Website: http://www.missioncollege.edu/depts/aanapisi/index.html

Assessment/Testing Center

• Administers assessments in English, Reading, Mathematics, and ESL.

You should know:
Mission College recognizes each student as an individual who has the right to make educational choices based on a careful appraisal of skills, needs and interest. The Assessment/Testing Center gives you the opportunity to have your academic skills assessed in English, Reading and Math. Your test scores will be interpreted in an orientation session conducted by counseling department.

Location: SEC 109, Phone: 408.855.5098

Bookstore

• Sells textbooks for Mission College courses
• Buys back books that can be used in subsequent semesters
• Sells supplies, cards, backpacks, snacks, magazines, paperbacks, clothing, etc...

You should know:
The Mission College Bookstore stocks all required texts, (new and used) and supplemental course materials as well as a wide variety of computer software, art and engineering supplies, imprinted merchandise, and other school and office supplies, candy and food items.

Location: Campus Center, Phone: 408.855.5080

CalWORKs

• Provides assistance to students currently receiving TANF
• Provides paid child care, book vouchers, academic and personal counseling are given

You should know:
The CalWORKs program provides assistance in choosing education options and career choices. Workshops in study skills, stress management, and job search techniques. Provides coordinated referrals to on-campus and community resources.

Location: SEC 144 (Room 150), Phone: 408.855.5228

Career Center

(See Transfer Center)

Child Development Center

• Child care is available for children of our students
• Children must be two months to five years of age.
Eligibility is determined by income and space availability. Child care costs may be partially or completely subsidized if students are able to demonstrate need for assistance.

**Location:** Between Campus Center and Parking Lot B, Phone: 408.855.5173

### Counseling Center

- Helps students create or update an educational plan
- Offers personal counseling, career counseling and academic advising
- Provides students with the latest degree and transfer information
- Is available to provide personal and individual support to students

**You should know:**
The Counseling Center has professional counselors who provide individual and group counseling. They will help you complete an educational plan, prepare transfer to a variety of universities, register for classes, select a possible major or career, and/or solve a personal problem. Counselors are available by appointment or on a drop-in basis for quick questions. Drop by the Counseling Center to make an appointment or call 408.855.5034. Check the class schedule for a listing of counseling courses also available.

**Location:** SEC 139, Website: missioncollege.edu/depts/coun

### Community Education

- Offers short-term, fee-based classes
- Designed to enhance personal and professional enrichment
- Awards no academic units

**You should know:**
Community Education classes are developed to meet the needs and interests of our community. These short-term, non-credit courses are available on a variety of topics including health and fitness, career enhancement, and personal enrichment.

**Location:** SEC 332, Phone: 408.855.5106

### Disability Support Programs and Services (DSPS)

- Offers services for disabled students and learning disabled students
- Provides specialized instruction and classroom accommodations
- Maintains liaisons with local agencies

**You should know:**
The DSPS offers support services to students with disabilities such as vision or hearing impairments, orthopedic challenges, health impairments, speech and/or communication disabilities, Dyslexia and other learning disabilities. Approved services may include note-takers, readers, sign-language interpreters, real-time captioning, liaison with community members and faculty, disability counseling, education planning, priority registration and test-taking arrangements. DSPS provides special classes in Math, Writing, Computers, Assistive Technology and Learning Strategies, as well as adaptive physical education.

**Location:** Campus Center Second Floor, above the Bookstore
**Phone:** 408.855.5085, TTY: 408.727.9243
College Services continued

Extended Opportunity Program and Services (EOPS) & Cooperative Agencies Resources for Education (CARE)

- Offers services to meet the needs of disadvantaged students
- Provides financial aid assistance and retention support services
- Provides academic, career, and personal counseling

You should know:
EOPS and CARE are designed to provide support services and grants to students who have historically been under-represented in higher education, experienced economic, social, or language disadvantages and are often within the first generation of their families to attend college. The program helps students by providing academic, career, vocational, and personal counseling; priority registration; tutorial assistance; transfer fee waivers, information and assistance; grants, book services, financial aid information and application workshops; warmth, support, and friendship.

CARE provides additional support and services to single parents receiving TANF funds whose youngest child is under fourteen. Additional services include a grant and guaranteed book vouchers. If you qualify for financial aid, you may qualify for EOPS and CARE.

Location: SEC 148, Phone: 408.855.5056

Financial Aid

- Provides students with complete information on various student financial assistance options
- Processes grants, loans, fee waivers, and scholarship applications

You should know:
There are a variety of federal, state, and institutional financial aid programs available to qualified Mission College students. These programs include work study, grants, scholarships, and loans. Further information on programs, application procedures, etc., is available at the Financial Aid Office.

Location: SEC 118A, Phone: 408.855.5065

Hispanic Serving Institution Science, Technology, Engineering & Mathematics (HSI-STEM) Program

You should know:
There are a variety of federal, state, and institutional financial aid programs available to qualified Mission College students. These programs include work study, grants, scholarships, and loans. Further information on programs, application procedures, etc., is available at the Financial Aid Office.

Location: SEC 350, Website: http://missioncollege.edu/student_services/hsi-stem/index.html

Honors Transfer Project

Honors Transfer Project provides highly motivated students the opportunity to work closely with instructors and other motivated students in advanced levels of critical thinking, analysis, research, writing and communication. Most Honors courses meet IGETC and CSU GE-B transfer requirements and are taught by outstanding faculty, selected for their special interest in working with Honors students. Students who have completed ENGL 001A with a B or better and have a 3.25 grade point average are strongly encouraged to apply.

Email: mission.honors@wvm.edu
**Intercollegiate Athletics**

- Provides opportunities for men to complete in tennis and baseball, and for women to compete in basketball, softball, volleyball, and badminton.

**You should know:**
Mission College athletic teams compete as part of the Coast Conference. Teams representing Mission College have won state championships in baseball. Student athletes representing the college have been honored at the state, national, and local level for their academic and athletic achievements.

_Website: [http://missionsaints.com/landing/index](http://missionsaints.com/landing/index)_

**Job & Internship Placement Center**

**You should know:**
The Job & Internship Placement Center provides services around full-time, part-time, Internship, apprenticeship, seasonal and work-study positions via our job portal College Central Network or CCN. The link to sign up is job.missioncollege.edu. Also, we offer:

- Employer Tabling
- Employer Panels
- Employer Information Sessions
- Dress for Success Services
- Job Readiness Program
- Job Fairs
- Student Orientations (Overview of College Central Network)
- Resume and Cover Letter Templates

_Location: SEC 122, Phone: 408-855-5304_

**Library**

- Students may use their Mission College student I.D. to check-out materials from the library
- Videos for TV classes are checked out in the Library

**You should know:**
At the library you can find collections of books, videos, and databases of full text magazine articles. The library staff offers a high quality of service and personal attention. They are skilled at responding to diverse requests for educational, vocational, social, and cultural information. There are also computers that can be used for research for school papers.

_Location: Library Building, Phone: 408.855.5150_

**Math Engineering Science Achievement Program (MESA) California Community College Program**

- Student Study Center is available to the students.
- Offers Academic Excellence Workshops.
- Provides Tutoring and counseling services.

**You should know:**
MESA provides support to community college students who are majoring in math, science, engineering and nursing so they can excel academically and transfer to a four-year institution. MESA CCCP is a partnership with the California Community College Chancellor’s Office.

_Location: SEC 152, Phone: 408.855.5482_
Puente Project
The Puente Project is a statewide program that focuses on helping students transfer to four-year universities. As part of the program, Puente students take English 908 and Counseling 5 in the fall semester. They then take English 1A and Counseling 7 in the spring semester. During both semesters, Puente students take part in events, such as trips to university campuses, and also receive mentoring from local professionals. The program has a focus on Latino culture and is open to students of all backgrounds.

Location: SEC 131F, Phone: 408.855.5385

Student Health Services
- Physician/nurse consultation
- Health screenings
- Referrals to health agencies

You should know:
The Student Health Services provides an array of professional health services, many of which are available at no charge to currently enrolled students. Basic health services include first-aid, health guidance by RN’s, personal crisis counseling, over-the-counter medications, and routine screening such as blood pressure checks. Augmented services are also offered at a very nominal charge. These services include medical consultation by a physician, pregnancy testing, emergency contraception, immunizations, and more. Services are confidential.

Location: SEC 104, Phone: 408.855.5140

Transfer Center
- Provides current transfer information
- UC and CSU application workshops and information about Transfer Admission Guarantees (TAGs)
- Assists students with the exploration of various colleges and universities

You should know:
The Transfer Center provides a variety of services to assist students interested in transferring to four-year colleges and universities. Services include admissions application workshops, and Transfer Admission Guarantees (TAGs), appointments with visiting university representatives, and major preparation advising. The Transfer Center sponsors the Annual Transfer Day each fall semester.

Location: SEC 139, Phone: 408.855.5115

TRiO Program
- Offers services for first generation college students and/or students from low income families and/or students with learning or physical disabilities. Provides tutoring and study groups
- Assistance with degree requirements, transfer applications, transcripts and financial aid

You should know:
The Access Program is a federally funded special program designed to help students succeed in college. Students have access to such services as priority registration, academic advising, scholarship searches, career exploration and personal counseling. Applications are accepted on a continuing basis.
College Services continued

Location: SEC 146 Phone: 408.855.5192

**Tutoring Center**  
(See Academic Support Center)

**Veterans’ Active Learning Opportunity Resource Center (VALOR)**

You should know:
Veterans attending Mission College may be eligible for benefits from the Veterans’ Administration. Assistance and information on eligibility procedures and guidelines is provided.

Location: Campus Center, above Bookstore, Room CC-240  
Phone: 408.855.5418

**Welcome Center**

You should know:
The Welcome Center provides new and continuing students a supportive entry into Mission College by increasing a student's understanding and utilization of support programs and services at Mission College. The Center includes a student ambassador component, assistance with admissions and registration, student networking and focus groups, and the sponsorship of activities which promote multicultural awareness and builds student community.

Location: SEC 105, Phone: 408.855.5007
Campus Clubs and Organizations

Student Government ASG (Associated Student Government)

Student government at Mission College is represented by the Associated Student Government (ASG). ASG annually elects its own administrative officers and student senators who are provided with practical leadership training and education in the functions of government and leadership. In addition, the student government elects its own Student Trustee to the District Board of Trustees.

Requirements: Must be registered in 6 or more units with a cumulative GPA of 2.0 or above.

- Have your voice heard on campus
- Earn up to 1.5 units
- Get a head start in learning how to deal with ASG group budgeting processes
- Looks great on your resume
- Meet students from other community colleges
- Be a representative at statewide conferences and regional meetings

Office of Student Activities: 408.855.5406

Ags-alpha gamma sigma-sigma iota chapter

California Community College Honor Scholarship Society

AGS is a statewide organization of community college students that promotes scholarship and involvement in the college and community activities. Sigma Iota is the local Chapter at Mission College. Many activities are planned throughout the semester. Membership has many benefits.

- Membership in AGS is the highest academic honor attainable by students at the community college level
- Can lead to awards and scholarships
- Recognition on applications and resumes

Clubs and Organizations

Alpha Gamma Sigma, (AGS)
Mission College Fire Technology Students Association (MCFTSA)
Future Accountants of America (FAA)
Mission College Health Occupations Association (MCHOA)
Mission College Kinesiology (MCKC)
Mission Dance Company (MDC)
Mission InterConnect (MIC)
Puente Club
Umoja Club
Spectrum
And more!

If you don’t see a club that interests you, start a club. Sign on to OrgSync through your MC Portal to start a new club and complete the Charter packet.
MISSION COLLEGE FINANCIAL AID OFFICE
3000 MISSION COLLEGE BLVD.
SANTA CLARA, CA 95054-1897

PHONE: (408) 855-5065
FAX: (408) 855-5546

OFFICE HOURS:
Monday - Thursday: 9:00AM - 6:00PM

SUMMER HOURS:
Monday - Thursday: 10:00AM - 4:00PM

LOCATION:
Student Engagement Center SEC 118A

WEB ADDRESS:
www.financialaid.missioncollege.edu

E-MAIL ADDRESS:
mfa@wvm.edu
Monday - Thursday: 9:00AM - 6:00PM

APPLICATION DATES & DEADLINES
FOR FEDERAL PELL GRANTS
January 1, 2018* through June 30, 2019**

FOR FEDERAL STUDENT LOANS
July 1, 2018 through May 6, 2019

FOR STATE CAL GRANTS
January 1, 2018 through March 2, 2019* for entitlement grants, and January 1, 2018 through September 2, 2018 for competitive grants.
*postmark date
** “received by” date

Mail-in option: Print the FAFSA form at www.fafsa.gov and mail the application to: Federal Student Aid Programs, P.O. Box 7001, Mt. Vernon, IL 62864-0071

KEY: □ = ONLINE INFORMATION

HOW TO APPLY FOR FINANCIAL AID

STEP 1:
Complete the Free Application for Federal Student Aid (FAFSA) on the web at www.fafsa.gov □. You will need to create an FSA ID first to login and complete the application process. Students without a Social Security number may apply at www.CalDreamAct.org □. List Mission College and our code number #014458 on the FAFSA or Dream Act (CDA) application. If you are applying to other colleges, list their codes also.

STEP 2:
Wait for the processing of your application, about one to two weeks. FAFSA applicants will receive two emails. One is from the US Departments of Education containing your Student Aid Report, the other is from Mission College Financial Aid office indicating that we have received your FAFSA data and have identified supporting documents needed to continue processing your application. Instruction are given to see your status online. A letter is mailed to application without an email address. CDA applicants should follow up directly with the Financial Aid office for review of aid eligibility.

STEP 3:
Bring the required supporting documents and any requested copies of Income Tax Transcripts to the Financial Aid Office. Make sure all documents are signed. Forms may also be faxed to: (408) 855-5546

STEP 4:
Wait for the reviewing process. Your wait time is between one and three weeks. Then, check online again to see your Financial Aid Awards. For students wanting a Federal Direct Stafford Loan: application packets available in office or online via portal, Financial Aid Documents & Forms. Applications must be “File Complete” status to be reviewed.

2018-19
COST OF ATTENDANCE
In order to treat students in like situations equally, standardized costs of attendance are established each year. Students with similar circumstances will receive the same allowance for rent, food, personal expenses, books, supplies, transportation and fees.

<table>
<thead>
<tr>
<th></th>
<th>LIVING WITH PARENTS</th>
<th>ALL OTHERS</th>
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<tbody>
<tr>
<td>Tuition and Fees</td>
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*subject to state budget changes
FEDERAL FINANCIAL AID

MISSION COLLEGE PARTICIPATES IN THE FOLLOWING FEDERAL PROGRAMS:

Grants:
- Federal Pell Grant - maximum annual award $5,775
- Federal SEOG - Supplemental Educational Opportunity Grant - average annual institutional award $500

Loans:
- Federal Direct Loan - Subsidized maximum annual award $3,500 for the first year, $4,500 for the second year
- Federal Direct Loan - Unsubsidized maximum annual award $6,000

Work:
- Federal Work-Study - average Institutional award $2,200

Detailed information about federal programs is available from the U.S. Department of Education or by telephone at: 1-800-4-FEDAID (1-800-433-3243) or at the Department of Education website at: www.ed.studentaid.ed.gov

STATE FINANCIAL AID

MISSION COLLEGE PARTICIPATES IN THE FOLLOWING STATE PROGRAMS:

Grants:
- Cal Grant B - maximum annual award $1,656
- Cal Grant C - maximum annual award $547
- EOPS Grant - Extended Opportunity Program Grant-average in institutional annual award $550
- CARE Grant - average institutional annual award $2,000
- Chafee Grant - average institutional annual award $2,000

Waivers:
- Board of Governor Fee Waivers A, B, and C waives 100% of enrollment fee

Detailed information about the state programs is available from the California Student Aid Commission or at these websites:
- www.csac.ca.gov (click on “Students and Parents”)  
- www.calgrants.org

INSTITUTIONAL AID

MISSION COLLEGE OFFERS THE FOLLOWING INSTITUTIONAL PROGRAMS:

Grants:
- Scholarships - A variety of scholarships are offered by donors both on-campus and off-campus - awards range from $500 - $5,000

Loans*:
- Book Loans - are processed as a financial aid advance; financial aid eligibility must already be determined.

Work:
- Student Employment - A variety of district part-time employment opportunities are available; hourly rates range from $9.75 to $12.75. Apply at: www.Smarthires.com

*Limited Book Grant funds may be available

SCHOLARSHIPS

Mission offers over 150 scholarships. Applications are available in mid-to late November and have an early March deadline. Others are advertised throughout the school year. Criteria for each scholarship varies widely, including community service, financial need, high grade point average, overcoming obstacles, majoring in certain fields and many more. Additional scholarship information can be found in our scholarship binder located in the Financial Aid office or within various departments located around campus.

PROGRAM NOTES

ABOUT ELIGIBILITY: Generally, financial aid eligibility is established once a student has shown through application that the following criteria are satisfied:
- Be a U.S. citizen or eligible noncitizen.
- Be enrolled or intend to enroll as a regular student in an eligible program for the purpose of obtaining a degree or certificate
- Show financial need.
- Not be in default on an educational loan nor owe a refund to any financial aid office.
- Be registered, or formerly registered, with the Selective Service (for male students only). Have the ability to benefit from education offered. This can be met by holding a high school diploma, GED, passing the CHSPE (CA HS Proficiency Exam) or home-schooled certified.
- Be pursuing an eligible goal. Eligible goals are an AA/AS or vocational degree, degree and/or transfer and vocational certificates.
- Be making satisfactory progress.

ABOUT STUDENT EMPLOYMENT:
Many part-time employment opportunities are available on the Mission campus. Wages are paid both through department budgets. Wages are determined by the job title and length of the time working. Hourly rates range from $9.75 - $12.75. Wages are considered taxable income.

On-campus Work-Study employment opportunities can be reviewed at www.Smarthires.com. Student’s file and award status must be complete to apply for Work Study positions. On-campus department employment opportunities are generally posted in the work area or in the Career-Transfer Center. The purpose of student employment is to:
1) provide students with extra money to help them with their educational needs and
2) to provide work experience in connection with an educational program and/or the acquisition of general work habits such as punctuality, understanding and following directions, working with others, etc.
Minimum requirements for maximum success.

Whether you want to move into a career or move on to a four-year university, California community colleges want to help you achieve your educational goals. The Board of Governors (BOG) Fee Waiver, available to eligible students, will waive your per unit enrollment fee at any California community college throughout the state.

Once you’ve qualified for the BOG Fee Waiver, it’s important to ensure that you’re meeting the academic and progress standards in order to avoid losing it.

Academic — Sustain a GPA of 2.0 or higher
If your cumulative GPA falls below 2.0 for two consecutive primary terms (fall/spring semesters, or fall/winter/spring quarters), you may lose your fee waiver eligibility.

Progress — Complete more than 50 percent of your coursework
If the cumulative number of units you complete is not more than 50 percent in two consecutive primary terms (fall/spring semesters, or fall/winter/spring quarters), you may lose your fee waiver eligibility.

Combination of Academic and Progress Standards
Any combination of two consecutive terms of cumulative GPA below 2.0, and/or cumulative unit completion of not more than 50 percent may result in loss of fee waiver eligibility.

How will I know?
You’ll be notified within 30 days of the end of each term if you are being placed on either academic (GPA) and/or progress (course completion) probation. Your notification will include the information that a second term of probation will result in loss of fee waiver eligibility. After the second consecutive term of probation, you may lose eligibility for the fee waiver at your next registration opportunity.

How to regain eligibility.
If you lose eligibility for the BOG Fee Waiver, there are a few ways that you can have it reinstated:

- Improve your GPA or course completion measures to meet the academic and progress standards
- Successful appeal regarding extenuating circumstances
- Successful appeal based on significant academic improvement
- Not attending your school district for two consecutive primary terms (fall/spring semesters, or fall/winter/spring quarters)

The appeals process for extenuating circumstances includes:

- Verified accidents, illness or other circumstances beyond your control
- Changes in economic situation
- Evidence of inability to obtain essential support services
- Special consideration factors for CalWORKs, EOPS, DSPS and student veterans
- Disability accommodations not received in a timely manner

If you have questions or need assistance, please contact the financial aid office or registrar at your college.

Please note that foster youth and former foster youth (age 24 years and younger) are not subject to loss of the BOG Fee Waiver under these regulations.
College Survival Tips

- Get organized at the beginning of the semester. Keep your syllabus or procedure sheet, handouts, and notes for each class together in a folder or binder. Keep track of your materials.
- Mark dates of tests, due dates of papers, personal obligations, etc., on your calendar at the beginning of the semester so you can easily anticipate time crunches.
- Use a daily organizer to manage your time effectively. List all errands, classes, family obligations, work hours, etc. Anticipate how much time each will take. Schedule them according to priority. Block off time for studying each day and try not to let other obligations eat away at that time. It's not easy to waste time if you have a visual reminder of what you need to accomplish each day.
- Take good notes in class. Listen actively to what your instructor says in class. Use a tape recorder, if necessary, to help you fill in information you missed (ask your instructor’s permission, of course). At the end of each day, reread your notes and add information you remember but weren’t able to write down in class. Organize your notes everyday by writing topic headings in the margins, highlighting important information, and writing a short summary. (Yes, it’s a lot of work. You’ll be glad when test times come around, though: each of these exercises help you remember, prioritize, and classify information.)
- Keep up with your reading. Buy your textbooks before classes start; look them over and begin reading. Read each assignment carefully and take notes (use a highlighter right in the book if you don’t plan to sell the book later). The table of contents will not only show you where information is located within the book, but will show you how it’s organized, giving clues as to what information is most important and how one piece of information relates to the rest.
- Attend all of your classes. The temptations to miss class will be great when other obligations demand your time or you’re feeling tired. But missing class means that you’re missing important information that can help you succeed in the class. Sometimes missing class is unavoidable, but try not to let it become a habit. Keep school a priority! It is always your responsibility to arrange to get notes from classmates or to makeup tests or in-class work in any classes you miss. Your instructor may want to be informed ahead of time if you must miss class and may have special instructions regarding makeup work.
- Begin work on large projects or papers early. Breaking up big projects into a series of smaller tasks can make the assignment seem far less overwhelming. For a research paper, for example, find a topic and research it early in the semester. Then take notes from your research sources and write an outline for your paper. Now you can begin work on a first draft. Beginning these tasks early will leave you time to research more information if you need to, and to revise and refine your work in later drafts at the end. Your grade will reflect your extra effort!
- Devote enough time to studying. For each hour you spend in a class, you should be spending 2-3 hours studying outside of class. Some classes will be easier or harder for you than others and will require less or more study time. Ask your instructor for an estimate of study time for success in her or his class.
- Take frequent study breaks. Experts say that you study more efficiently and more information is retained if you take a ten or fifteen-minute break between hours of study.
College Survival Tips continued

• Study every day. Disciplining yourself feels good! (Learning to discipline yourself will help you succeed in other areas of your life as well as in school.) Studying every day will help you remember information so you won’t have to cram for tests. Study skills experts agree that cramming leads to burnout and poor grades.

• Find your time to study. Some people concentrate better in the morning, others in the afternoon, and some very late at night. Find your optimum study time and allot that time for study every day, if possible. Leave errands and less important tasks for times when you are naturally less sharp.

• Find a place to study. Some people prefer to study in the library or another quiet place. Others find they prefer to study at home. If you find that you are always distracted by ringing phones and family members, you may have to negotiate a room or area where you will be alone to study with no interruptions. (If you have children, consider making your study time a time when the kids can also study or quietly read in the same room with your. This will help them develop good study habits, too.)

• Ask for help before it’s too late. Talk to your instructor as soon as your feel you are having problems. If you feel that a class is way over your head, you may need to start with a lower-level class. Perhaps you’ll need individual tutoring to help you with some of the more basic or the more difficult concepts in a class. Whatever the situation, don’t wait until it’s too late to do anything about it.

• Start a study group. Get together once or twice a week with other members of the same class. This is a great way for classmates to clarify information, ask questions, and share notes and observations.

• Don’t forget to exercise. It’s important to keep yourself from feeling stressed out, overtired, or overwhelmed by too much mental work. Make daily exercise a part of your routine. It will actually help to keep your stress level down as it increases your circulation and helps you feel more alert and productive. Besides, it’s good for you! If you find it hard to stick to an exercise schedule, sign up for a health/physical education class or arrange to meet friends regularly for team sports, cycling, swimming, racquetball, jogging, or tennis.

• Reward yourself occasionally! Plan on doing something special for yourself after you’ve studied or worked hard on a project. Some people reward themselves with small treats at the end of each day; other people plan a special outing during the week. Others budget one day each weekend to spend with friends and family completely away from schoolwork.
Academic Success

Stress Reduction
Stress is a natural part of going to college. Everyone feels some anxiety when taking a test, making a speech, or writing a paper. Even asking a question in class or finding a parking space can cause a rise in blood pressure. Stress becomes a problem when anxiety and irritations build up to the point that they affect the functions of your brain and nervous system. At the extreme, stress can cause serious illness.

Know the Symptoms
- Feeling depressed and hopeless
- Difficulty sleeping
- Increased high risk behaviors
- Withdrawing from others
- Suicidal thoughts
- Excessive weight gain or loss
- Feeling highly irritable or aggressive
- Unable to make decisions
- Abuse of alcohol and drugs
- Intense worry without reason

Solutions for Stress Reduction
- Plan your schedule on a weekly and monthly basis to allow enough time to complete assignments and prepare for tests. Give yourself deadlines so you will have time for rewriting and giving yourself practice tests. Little things like parking an hour before your first class and coming to a test five minutes early can be very helpful in reducing your stress level.
- Treat yourself like a friend. You wouldn’t make a friend stay up all night studying for your test and then get mad then if they received a lower grade than you expected. You will get better results by studying when you are not tired, taking a break every hour, and giving yourself a reward when you complete a chapter or a page of writing.
- Practice methods of relaxation. Try tensing up your muscles and letting them relax. Do some deep breathing and then close your eyes and think of a pleasant experience, such as walking by the ocean. A few minutes of quiet reflection before an exam can make a big difference in your performance.
- Share your worries with others. You may find it helpful to know your are not the only one worried about an exam or paper that is due! Sharing ideas on possible test questions, or letting someone else read your paper before the final draft, can reduce your fear of failure and probably will improve the quality of your papers. Seek professional help from a counselor.

Enjoy going to college. Get excited about ideas and people in your courses. Look at tests and papers as opportunities to show what you know. Think of college as a game. Of course, you want to do as well as you can, but grades don’t determine who you are. Sometimes realizing that you are a good person, no matter what grade you get in a course, will help you do better than you imagined possible.
How to Prepare for Exams

The key to preparing for exams is to start at the beginning of the semester. Make good notes on your reading in your own words. This will help you prepare later for examinations. Avoid cramming. Trying to learn a large amount of material in a short period of time leaves little time for you to anchor new material in your mind and associate it with material you have already stored away. Try to schedule short periods to review your notes throughout the semester, before your exam. Be sure to know exactly what the exam will cover. Remember what your instructor emphasized. Don’t forget to look over earlier tests. They point the way to the type of exam coming up. Anticipate possible questions, and try to answer them verbally. Don’t merely reread. Active recall is much more productive. Learn to distinguish what is important. Remember not only the words, but also the mental picture.

Good preparation, periodically and just prior to major exams, will build your self-confidence and make the exams seem a lot easier.

“No time to spare” Time’s up!

A student enrolling in a standard, semester-length college course can expect to budget two to three hours of homework each week for every hour spent in the classroom. Typically, a three-unit class will involve three hours per week of classroom time (sometimes referred to as “contact time” with the instructor) and some six hours of homework per week for that course. This is often a drastic change from high-school expectations. Exceptions to this rule include short-courses and classes with labs, all of which normally require more in-class time. Also, note that the standard used in higher education for academic “hour” is 50 minutes in length, to allow the movement of students between classrooms.
Time Management

Why manage your time?
The successful student is not necessarily the brightest, but the best organized. The first step in organization is to survey non-educational time commitments and then plan an educational program consistent with available time.

In a one week period you need to subtract 7 hours a day for sleeping, 2 hours a day for eating and 1 hour per day for personal grooming and maintenance. (10 hours a day times 7).

One Week—Total Hours 168
“Sleeping, maintenance, etc.” -70

98

Work hours
Travel to and from work
School hours
Travel to and from work
Housekeeping chores
Family obligations
Completing assignments/review
Meeting with instructors or tutors
Studying with other students
Other obligations

Total Hours

The total amount of time spent on these additional activities must be subtracted from the remaining 98 hours in a week

Less Total Hours

Remaining Free Time

Daily Schedule
Planning is of major importance in effectively achieving the goals of a college education. First, devising a plan of study at the beginning of the term and faithfully following it can help you avoid last-minute rushing on papers and examinations and prevent an inordinately heavy load during the last part of the semester. Failure to immediately schedule regular times for studying will necessitate a rapid acceleration of the pace when you finally get around to reading all of the assigned chapters, preparing for examinations, and writing papers.

Through planning you can accomplish much with a minimum of effort. Valuable time is wasted if you do not have a design for the use of all the hours of the day. The reward for good planning is getting work accomplished on time, without worry, and with better grades.

Organizing your time can allow you a margin to deal with the unexpected without being plunged into a desperate situation. If you have a schedule, there will be time available to solve any problem which arises.
Educational Planning

Educational planning is a straightforward task if you have determined an educational goal for yourself. For each educational goal, there is a specific educational planning path. Simply meet with a counselor prior to planning your second semester classes, identify the classes required and create an educational plan for the next several semesters and follow that plan to completion.

For most entering freshman students, the “certain” educational planning model is too simplistic. They are not certain; they are EXPLORING. For them, the planning task will be more complicated, but still manageable. If you are an EXPLORING student, you will need a two-track strategy. First, you should take general education courses and build your academic and study skills. Nearly all colleges and universities require between 20 and 39 lower division general education units in language skills, mathematics, life sciences, physical and earth sciences, social sciences, the arts, and humanities. Certain general education classes are common to nearly all general education patterns. This handbook and your counselor will help you select some of those classes. Second, your general education studies will allow you time to sample classes from the various academic disciplines in the general education pattern and examine your personal interests and capabilities. This general education exploration takes between two and three full semesters to complete. After that time you should have determined your educational goal and major. You do need to become “certain” by the early part of your third semester; otherwise, you may begin to select courses which may not be required for your eventual educational goal.

Are you undecided?

For the students who are completely UNDECIDED about their educational future, the educational planning process will be longer and less certain. Recommended first semester strategies include building your English, math and study skills, sampling general education and possible major classes, and Counseling 12, Careers and Lifestyles. Your orientation counselor is prepared to help you with your search as you plan your first semester.

Preparing for Transfer to a 4-year College or University
From an A.A./A.S. TO B.A./B.S.

How do I decide if I should transfer?

If you want a Bachelor of Arts (B.A.) or Bachelor of Science (B.S.) degree, you are a transfer student and must plan to take the appropriate courses. You may also want to earn an Associate in Arts or Science (A.A. or A.S.) degree. With good course planning, you can earn an Associate Degree and count the courses toward transfer.

How do I decide where to transfer?

1. First, it is strongly advised that you decide on a major in order to plan your classes accordingly. Not all colleges offer all majors. Consult with a counselor to create and monitor your Education Plan.
2. Next, consider some very practical matters: Do you want to attend a California State University (CSU) such as San Jose State University, a University of California (UC) such as UC Santa Cruz, or an independent (private) college such as Santa Clara University?
3. Competitiveness: How difficult is it to be admitted into the school or major? Are students with average G.P.A.s readily admitted? Are there prerequisites which must be completed before transfer?
Educational Planning, continued

Once I’ve decided on a major and a transfer school, how do I prepare?

1. Complete major and general education requirements at Mission College. If you plan to transfer to CSU, UC, OR Private University pick up a major course sheet in the Counseling Center. It lists all of the major and general education requirements for transfer.

2. Additional Requirements or Eligibility Criteria: Become aware of additional requirements or eligibility criteria which may be in effect with specific schools and/or majors. Such requirements may include higher than average G.P.A. or limited application filing dates. Most of this information can be found in the Transfer Center, Counseling Center or from a counselor.

3. Educational Planning: It is important that you complete an educational plan with a counselor. While you may be able to “self-program” your own courses, it is best to work with a professional who can assist you in planning your classes.

To help you answer questions, visit the Counseling Center.
Student enters Mission College  
(Plans to transfer to a four-year college.)

Freshman and Sophomore = Lower Division  
Junior and Senior = Upper Division
University Transfer Essentials

Keep track of your transfer units!
60 units is the minimum required for transfer to most public universities in California. If you plan well, you can also complete an AA or AS degree AND transfer at the same time.

Find out if your classes transfer!
Review the Mission College catalog for information on which courses transfer to CSU or UC. You can also find this information on assist.org.

Discuss your transfer plans!
Meet with a counselor early and often to make sure you are taking the right courses and are on the right track to transfer on time.

Decide on a major!
Choose a major early. Many schools prioritize major preparation as part of the admissions process or limit the ability of students to change majors after transfer. To help you decide take a career counseling class, meet with a counselor and use the explore majors option on assist.org.

Get GE Certified!
Full certification means you have completed all of the lower division general education necessary for your transfer university. Without it, the university may require you to complete additional general education and may delay graduation.

Visit the Universities!
Many 4-year schools provide in-person campus tours and many include virtual tours on their websites.

Independent/Private Colleges
The Association of Independent California Colleges and Universities (AICCU) serves as the unified statewide voice of independent higher education in California. The association represents California’s 75 private colleges and universities. Visit www.aiccu.edu to view a list of the schools, majors, and programs.
California State University System

Getting to know the CSU
www.calstate.edu

- 23 campuses
- Stretches 800 miles from Humboldt in the north to San Diego in the south.
- Approximately 460,000 students
- The nation’s largest four-year public university system.
- Educates the most ethnically, economically and academically diverse student body in the nation.
- Offers more than 1,800 bachelor’s and master’s degree programs in some 357 subject areas
- Is renowned for the quality of its teaching and preparing job-ready graduates.
- Awards about half of the bachelor’s degrees and a third of the master’s degrees granted in California.
Getting to know the UC
www.universityofcalifornia.edu
• 10 campuses
• Approximately 238,000 students
• Provides exciting environments that foster world-class educational and research opportunities and generate a wide range of benefits and services that touch the lives of Californians every day.
• Emphasizes research, theory and graduate studies
• Manages three U.S. Department of Energy national laboratories.
• Five medical centers support the clinical teaching programs of the University’s medical and health sciences schools.
• Undergraduate and advanced graduate instruction is offered in sciences, the applied fields, and the professions.
Planning to transfer to the University of California?
Make it easy...
Write a Transfer Admission Agreement Guarantee (TAG)
A “TAG” offers guaranteed admission to California community college students that meet specific requirements. A TAG will secure a place at the campus specified in the agreement, as long as the student meets the required conditions.
TAG applicants must have completed 30 transferable units at time of appointment and signing of TAG contract.
Participating Universities
UC Davis
UC Irvine
UC Merced
UC Riverside
UC Santa Barbara
UC Santa Cruz
For more information...Go to the Transfer Center or Counseling Center!! Or contact:
    Mary Ann Medrano, Career Transfer Advisor
    Email: maryann.medrano@missioncollege.edu, Phone: 408.855.5114
    Rebecca Tran, TAG Program Coordinator,
    Email: rebecca.tran@missioncollege.edu, Phone: 408.855.5040

*UC Santa Cruz offers a $20,000.00 Pister Scholarship to one deserving Mission College student each year.
Transfer Degrees:  
Associate in Arts for Transfer (AA-T)  
& Associate in Science for Transfer (AS-T).

**SB 1440 - Student Transfer Achievement Reform Act**

The Student Transfer Achievement Reform Act (STAR) enables the California Community Colleges and California State University to collaborate on the creation of Associate in Arts and Associate in Science Degree programs for transfer. These AA-T and AS-T degrees allow students to complete an Associates degree and satisfy lower division general education and major requirements for transfer at the same time.

**Mission College currently offers AA-Ts/AS-Ts in the following disciplines. Please also check with the Counseling Department for recently approved new disciplines**

- AS-T Administration of Justice
- AA-T Art History
- AS-T Business
- AS-T Biology
- AA-T Communication Studies
- AS-T Early Childhood Education
- AA-T English
- AA-T History
- AA-T Kinesiology
- AS-T Mathematics
- AS-T Physics
- AA-T Political Science
- AA-T Psychology
- AA-T Sociology
- AA-T Spanish
- AA-T Studio Arts

**California Community College**

A California Community College student who earns an AA-T or AS-T will benefit from the following:
- Will earn an associate’s degree from Mission College;
- Will qualify for a Certificate of Achievement in either CSUGE-B or IGETC;
- Will satisfy lower division general education and major requirements for transfer;
- Will not be required to complete more than 60 CSU transferable units to earn the AA-T or AS-T;
- Will not be held to any local graduation requirements for an AA-T or AS-T degree.
CSU Admission
A California Community College student who has earned an AA-T or AS-T will benefit from the following:
• Guaranteed admission to the CSU system as a junior;
• Guaranteed admission to a campus in the CSU system;
• Priority admission consideration to a local CSU;
• Priority admission consideration to a “similar” major.

After Transfer
Once admitted to CSU, a California Community College student who has earned an AA-T or AS-T will benefit from the following:
• Will not be required to complete more than 60 units after transfer;
• Will be prepared to start upper division coursework at the CSU;
• Will not be required to repeat courses similar to those completed at CCC.
A Transfer Guarantee to Historically Black Colleges and Universities (HBCUs)

Facts about HBCUs

Most HBCUs were established following the American Civil War as a result of legislation to provide land grants for colleges that would bring higher education to all people within each state. There are 105 HBCUs graduating about twenty percent of African Americans who earn undergraduate degrees. HBCUs initially were founded to serve the higher education needs of African American students, but today are open to all and serve a diverse population of students.

Why Consider An HBCU?

HBCUs offer students:
- Smaller class size
- Competitive tuition cost
- Supportive educational environment
- High percentages of HBCU graduate obtain graduate degrees

Historically Black Colleges & Universities Transfer Agreement

California Community Colleges students at all 113 of our colleges are now guaranteed admission to targeted Historically Black Colleges and Universities.

Advantages of the Agreement

Student participating in the program benefit from:
- Guaranteed admission and acceptance of transfer-level units
- Shorter time to transfer with an Associate Degree for Transfer or 30 transferable units
- Simplified transfer process
- Priority consideration for housing
- Consideration for transfer scholarships
- Preadmission advisement

Program Requirements:

To be eligible, students must complete either:
1. A transfer-level Associate Degree* awarded by a California Community College with a minimum cumulative Grade Point Average of 2.5 or higher. OR
2. A minimum 30 transferable semester units.

*The degree must include both the completion and certification of lower division Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education Breadth pattern (CSU GE – Breadth).

Current HBCU Participating Campuses

- Bennett College
- Dillard University
- Fisk University
- Lincoln University, Missouri
Philander Smith College
Stillman College
Talladega College
Tuskegee University
Wiley College

Pathway to an HBCU Transfer Agreement
Complete your assessment and orientation

1. Meet with your community college counselor
Visit the Transfer Center and make an appointment with a counselor to discuss your course choices, educational goals, and transfer plans.

2. Develop your educational plan during your counseling appointment.

3. Register for classes
Be sure to begin your math and English courses your first year.

4. Apply for Financial Aid
Visit the California Community College I Can Afford College website.

5. Select and apply to a four-year college or university of your choice.

For more information, contact counselors Yolanda Coleman – yolanda.coleman@missioncollege.edu or Rebecca Tran rebecca.tran@missioncollege.edu.
ENGLISH COURSE PROGRESSION

Starting class placement is based on assessment. Students may qualify for English 1A or may be directed to English 905AC, English 908, or ESL classes to help them build additional skills to prepare for English 1A.

ASSESSMENT

ENG 905 AC
English Fundamentals and Effective Writing
Non-transferable: Concentration on the writing and revision process, academic essays, and introduction to research skills. 6 units

ENG 908
Effective Writing
Non-transferable: Concentration on essays and introductory research. 3 units

ESL CLASSES

TRANSFERABLE COURSES

ENG 001A
English Composition
Fulfills English requirement for A.A./A.S. Degree; required for transfer to a four-year university. Fulfills IGETC requirement. 3 units

OR

ENG 001B*
English Composition and Literature
Recommended for B.A./B.S. Degree at a four-year university. Required for SJSU transfer. Fulfills IGETC requirement. 3 units

OR

ENG 001C*
Clear Thinking in Writing
Recommended for B.A./B.S. Degree at a four-year university. Fulfills IGETC requirement. 3 units

Counselor advice prior to section enrollment is recommended for proper transfer requirement
## English as a Second Language Course Sequence

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Level</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESL 930ECC</td>
<td>ESL for Childcare Part I</td>
<td>High Beginning</td>
<td>3 units</td>
</tr>
<tr>
<td>ESL 940ECC</td>
<td>ESL for Childcare Part II</td>
<td>Low Intermediate</td>
<td>3 units</td>
</tr>
<tr>
<td>ESL 950ECD</td>
<td>ESL for Students of Child Development Part I</td>
<td>Intermediate</td>
<td>3 units</td>
</tr>
<tr>
<td>ESL 960ECD</td>
<td>ESL for Students of Child Development Part II</td>
<td>High Intermediate</td>
<td>3 units</td>
</tr>
<tr>
<td>ESL 930LC</td>
<td>High Beginning Listening and Culture</td>
<td>3 units</td>
<td></td>
</tr>
<tr>
<td>ESL 940LC</td>
<td>Low Intermediate Listening and Culture</td>
<td>3 units</td>
<td></td>
</tr>
<tr>
<td>ESL 950PL</td>
<td>Intermediate Pronunciation and Listening</td>
<td>3.5 units</td>
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</tr>
<tr>
<td>ESL 960PL</td>
<td>High Intermediate Pronunciation and Listening</td>
<td>3.5 units</td>
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<tr>
<td>ESL 970AM</td>
<td>Accent Modification</td>
<td>3 units</td>
<td></td>
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<tr>
<td>ESL 970LS</td>
<td>Advanced Listening and Speaking</td>
<td>3 units</td>
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<tr>
<td>ESL 970GW</td>
<td>Advanced Grammar and Writing</td>
<td>5 units</td>
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<tr>
<td>ESL 970RV</td>
<td>Advanced Reading and Vocabulary</td>
<td>3 units</td>
<td></td>
</tr>
<tr>
<td>ESL 980</td>
<td>Effective Writing for Advanced ESL Students</td>
<td>4 units</td>
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**Spring 2014 – Spring 2017 Phase-In: Intermediate-Advanced GW/RV Series**

<table>
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<th>Level</th>
<th>Units</th>
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<tr>
<td>ESL 940GW</td>
<td>Low Intermediate Grammar and Writing</td>
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</tr>
<tr>
<td>ESL 950G</td>
<td>Intermediate Grammar</td>
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<tr>
<td>ESL 960G</td>
<td>High Intermediate Grammar</td>
<td>3 units</td>
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<tr>
<td>ESL 970G</td>
<td>Advanced Grammar</td>
<td>3 units</td>
<td></td>
</tr>
<tr>
<td>ESL 930RV</td>
<td>High Beginning Reading &amp; Vocabulary</td>
<td>3.5 units</td>
<td></td>
</tr>
<tr>
<td>ESL 940RV</td>
<td>Low Intermediate Reading &amp; Vocabulary</td>
<td>3 units</td>
<td></td>
</tr>
<tr>
<td>ESL 950RW</td>
<td>Intermediate Reading &amp; Vocabulary</td>
<td>3 units</td>
<td></td>
</tr>
<tr>
<td>ESL 960RW</td>
<td>High Intermediate Reading &amp; Vocabulary</td>
<td>3 units</td>
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</tr>
<tr>
<td>ESL 970RW</td>
<td>Advanced Reading &amp; Vocabulary</td>
<td>3 units</td>
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</tr>
<tr>
<td>ESL 980</td>
<td>Effective Writing for Advanced ESL Students</td>
<td>4 units</td>
<td></td>
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</tbody>
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Last Revision: Fall 2015
Mission College Mathematics Map

MATH B
Plane Geometry

MATH CG
Mathematics for the Associate Degree Student

MATH 903MX
Elementary Algebra MAPS
Extra
pre-requisite: Math C

MATH CMX
Intermediate Algebra MAPS
Extra
pre-requisite: Math C

MATH C
MATH CM
Intermediate Algebra (MAPS)
Pre-requisite: Math C

MATH 900
Arithmetic Functions

MATH 902
Pre-Algebra

MATH 903
MATH 903M
Elementary Algebra
Pre-requisite: Math CM

MATH 901
Pre-Calculus Algebra

MATH 1
Pre-Calculus Algebra and Trigonometry

MATH 3A
Analytic Geometry and Calculus I

MATH 3B
Analytic Geometry and Calculus II

MATH 4A
Multivariable Calculus

MATH 4C
Linear Algebra

MATH 4B
Differential Equations

MATH 19
Discrete Mathematics
no prerequisite

MATH 8
Finite Mathematics

MATH 10
Elementary Statistics

MATH 11
Calculus for Business and Social Sciences

MATH 12
Calculus for Business and Social Sciences

MATH 14
Mathematics for Elementary School Teachers

MATH 81H
Honors Seminar in Mathematics

MATH G
Mathematics for the Liberal Arts Student

COURSE ADVISORIES
MATH B: Eligibility for ENGL 1A and READ 53
MATH C: MATH B, Eligibility for ENGL 1A and READ 53
MATH CM: MATH B, Eligibility for ENGL 1A and READ 53
MATH CMX: MATH B, Eligibility for ENGL 1A and READ 53
MATH CP: Eligibility for ENGL 1A and READ 53
MATH D: MATH B
MATH G: MATH B, Eligibility for ENGL 1A and READ 53
MATH 1: MATH B
MATH 2: MATH B
MATH 3A: MATH B
MATH 3B: none
MATH 4A: none
MATH 4B: none
MATH 4C: MATH A
MATH 5: Eligibility for ENGL 1A and READ 53
MATH 10: MATH B, Eligibility for ENGL 1A and READ 53
MATH 12: Eligibility for ENGL 1A and READ 53
MATH 14: MATH B, Eligibility for ENGL 1A and READ 53
MATH 19: MATH 1, Eligibility for ENGL 1A and READ 53
MATH 81H: Eligibility for ENGL 1A and READ 53
MATH 900: none
MATH 901: none
MATH 901B: none
MATH 901C: none
MATH 902: Math 901ABC
MATH 903: none
MATH 904: none
MATH 903M: none
MATH 904: none

Review Courses

MATH CP
Prep Trig/Bus Math
pre-requisite: MATH 900

MATH 904
Preparation for Intermediate Algebra
pre-requisite: MATH 903

MATH 901A
Arithmetic Review
(pre-requisite: no prerequisite)

MATH 901B
Arithmetic Review
(pre-requisite: no prerequisite)

MATH 901C
Arithmetic Review
(pre-requisite: no prerequisite)

Last Revision: Sept. 2013
A reading placement test is given as part of the academic skills assessment. This test will indicate to students whether course work in reading is recommended. Students who do not meet proficiency are encouraged to take a reading class early in their college career so that skills learned here can help with study in other courses. Mission College has a reading requirement for graduation. Students who graduate from Mission must demonstrate reading proficiency or successfully complete Reading 054.
Important College Terms

**Ability to Benefit**
Students without a high school diploma or GED must be counseled and go through the assessment, orientation, and placement program to establish their ability to benefit from the educational programs at Mission College.

**Academic Probation**
Students will be put on academic probation if their grade point average for 12 units or more falls below 2.00. See College Catalog for further information.

**Academic Skills Assessment**
Placement tests are given in Reading, English, Math, and English as a Second Language (ESL) to determine the student’s level of basic skills.

**Accredited**
A college or program which has been certified as fulfilling certain standards by a national and/or regional professional association. Students in California should inquire as to whether a school is accredited by the Western Association of School and Colleges. (Mission College is accredited by the Western Association of Schools and Colleges.)

**Add/Drop**
Formally enroll in (add) a class/remove yourself from (drop) a class after you have registered.

**Alternative Form of Assessment**
Students seeking first time ever placement into an English, Reading, ESL, and/or Math course at Mission may use SAT scores, course completion at another college or course placement (not a test score) at another college. See Counselor for assistance.

**Application**
The process of submitting a request to be accepted as a student.

**Articulation**
Formal agreements between colleges/universities regarding policies, course equivalences, general education programs, etc.

**Associate’s Degree**
An Associate in Arts or Associate in Sciences degree, awarded by a community college upon completion of a set program of study, usually done in two years (full-time), though completion time may exceed two years.

**Bachelor’s Degree**
A Bachelor of Arts, Bachelor of Science, or related degree, awarded upon completion of a program of study, usually done in four years (full-time).

**California Community Colleges**
A system of higher education that includes 110 colleges and numerous branch campuses offering certificates, associate degrees, and preparation for transfer.

**California State University**
A system of higher education that offers bachelor’s and master’s degrees. Listed below are the campuses:
Certificate

Normally awarded upon completion of a concentrated occupational program. Certificates may take one to three semesters worth of course work.

College Catalog

Published once a year, the catalog describes college programs, services, degrees, graduation requirements, academic policies, and courses taught throughout the year.

Concurrent Enrollment

A student who is enrolled in courses at two colleges during the same semester. (Example: taking classes at Mission College and DeAnza at the same time.) The term also applies to a program that allows a Mission College student to enroll in a course or courses at San Jose State University while also attending Mission.

Continuous Enrollment

Students who complete one semester length session in Fall or Spring are considered to be in continuous enrollment. They are bound by the graduation requirements that were in effect at the beginning of their enrollment.

Corequisite

Enrollment in a companion course is required. The information presented or the practice gained in the corequisite course is considered necessary for success in the target course.

Course Number

The number or letter following a course title (i.e., Accounting 1A or History 17A).

P/NP (Pass/NoPass)

A policy of granting credit, but no grade, for satisfactory completion of a specific course. A No Credit is for unsatisfactory completion of a specific course. The Pass/NoPass policy at Mission College is described in the college catalog. A new State regulation changed this to a Pass/NoPass in 2009.

CSU Certifications

A group, or pattern of courses that community college students may complete to fulfill lower-division general education requirements toward the bachelor’s degree at any California State University campus.
Important College Terms continued

**Electives**
Courses that are not required but are taken by the student out of personal interest for unit credit.

**Fees**
The amount paid to cover tuition, parking, health, etc. each semester. Fees may change from one semester to another. See current schedule for specific amounts. Fees are payable by cash, check, credit card, or money order.

**Full-time Student**
A student who is enrolled in a minimum of twelve (12) units. Fifteen (15) units per semester will allow more rapid progress toward degree completion or transfer.

**General Education**
A specific group of courses encompassing a broad knowledge of the principal fields of study considered necessary for intelligent citizenship and for basic understanding of the fine arts, natural sciences, and the social sciences. (A minimum of 24 units of General Education courses are required for students planning to complete an Associate Degree. Students planning to transfer to a four-year university will be required to take more. See a counselor for specific requirements.)

**Grade Point Average (GPA)**
The numerical average computed by dividing the total grade points by the total number of units attempted within the semester. See college catalog for further information regarding grading policy.

**IGETC**
A pattern of courses (Intersegmental General Education Transfer Curriculum) that community college students may complete to fulfill lower-division general education requirements if they intend to transfer to the UC (University of California) or CSU (California State University) system.

**Independent and/or Private Colleges and Universities**
Includes more than 70 California independent colleges and universities offering various degrees, levels of academic rigor, educational environments, and majors.

**Lower Division**
Courses offered for freshman/sophomore-level credit. Also refers to students whose class level is freshman or sophomore.

**Major**
The student's major field of interest and program of study which, when combined with other requirements, leads to a degree.

**Minor**
A secondary field of study outside of the major field. Minors are not required.

**Occupational (Vocational)**
A program of study which focuses on job skills and includes course work only in the specific vocational area.

**Part-time Student**
A student who is enrolled in fewer than twelve (12) units a semester.
Important College Terms continued

**Prerequisite**

Ability, training, or experience that the student must have attained before enrolling in the target class. Indicates that mastery of a certain body of knowledge is necessary if students are to be successful in the target course (the course that has the prerequisite). Most commonly, such knowledge is measured by the successful completion of the prerequisite course listed in the class schedule. “Successful completion” of a prerequisite course is defined by a grade of “A,” “B,” “C,” or “P”. Grades that are not acceptable are “D,” “F,” or “NP” (See schedule of classes for explanation of the process for challenging prerequisites or corequisites)

**Prerequisite Challenge Process**

Process by which student challenges pre-requisite or corequisite for a specific course. The appropriate forms can be obtained from a counselor, or online or at the Welcome Center.

**Progress Probation**

Whenever a student who is enrolled in at least twelve (12) units and fails to complete at least half (50 percent) of all units in which he or she is enrolled, that student shall be placed on progress probation.

**Registration**

Official process of selecting your specific courses and having your enrollment confirmed. The process must be repeated each semester/summer session in which you wish to be enrolled.

**Satisfactory Academic Progress**

Students receiving financial aid must show progress toward achieving a degree, certificate, or transfer requirements by completing the units specified on their financial aid contract with a minimum grade point average of 2.00.

**Schedule of Classes**

Published each semester listing the courses offered, class times, instructors’ names, room numbers and important dates to remember. Schedules are available online and on campus prior to registration.

**Semester System**

Sixteen (16) or Eighteen (18) week period during which instruction occurs. Mission is on a 16 week semester calendar. Students enroll in two semesters per year: Fall and Spring. Summer and Winter sessions are also available.

**Transfer Admission Agreement (TAG)**

A “Transfer Admission Guarantee” is a “contract of understanding,” between a community college and a university, guaranteeing that upon completion of the conditions of agreement the student will be admitted to the university for the agreed term of enrollment. It does not guarantee admissions into a specific major. For more information see a counselor.

**Transcripts**

The official college record of all courses attempted and completed.

**Transfer Program**

A community college program which provides the first two years of transferable course work in preparation for the baccalaureate (bachelor’s) degree.
**Important College Terms continued**

**Undergraduate**
Courses offered for freshman-through senior-level credit. Also refers to students who have not yet completed a bachelor's degree.

**Unit**
A value that indicates the amount of credit given to a class. (It often reflects the weekly time interval required for class attendance).

**University of California**
A system of higher education that offers bachelor's, master's & doctorate degrees. It includes the following undergraduate campuses:

- Berkeley
- Davis
- Irvine
- Los Angeles
- Merced
- Riverside
- San Diego
- San Francisco
- Santa Barbara
- Santa Cruz

**Upper Division**
Courses offered for junior/senior-level credit. Also refers to students whose class level is junior or senior.

**Waiver**
Non-exempt students have the right to waive Orientation or Assessment under certain conditions.

**Withdrawal**
The process by which a student officially drops a class or classes during a semester.
Student Rights and Responsibilities

Students have not only the right to an education, but to the rights of citizenship as well; therefore, no student shall be deprived of equal treatment and equal access to educational programs, due process, presumption of innocence prior to proof otherwise, free expression and association, or privacy of thought.

Students bring to college various interests and values previously acquired and they develop new interests as members of an academic community. They shall be free to organize and join groups, in the pursuit of those interests, subject only to regulations and procedures which are intended to preserve the integrity of the district and which are consistent with constitutional guarantees. In keeping with the ideals of a democracy, students shall be granted the rights and responsibilities of self-government. In the activities of student groups and the conduct of student government, discrimination based on race, ethnic background, national origin, sex, age, sexual preference or physical handicap shall be expressly prohibited.

Students and recognized student organizations shall be free to examine and discuss questions of interest to them and to express their opinions publicly and privately without fear of reprisal. They shall be free to support legal causes by orderly means that do not disrupt the operation of the college. College documents are subjects to the Family Educational Rights and Privacy Act (FERPA) (Public Law 93-980). Attendant upon the right guaranteed to each student are certain responsibilities, which are respect for the rights of others, acceptance of properly constituted authority, and compliance with the policies, regulations and procedures of the district. Each student bears full responsibility for his or her actions.
Mission College is committed to creating an environmentally sustainable community, which in turn supports a healthy and productive learning environment for students and staff.

Facilities
Many of our buildings are LEED certified, including Hospitality Management, Gillmor Center, and the future Student Services building. Several hydration stations can be found on campus to reduce the use of disposable plastic water bottles. Our excellent facilities staff continue with sustainable efforts such as composting, recycling (glass, aluminum, plastic, and paper), using recycled water for irrigation, and purchasing green products for cleaning and use in the public restrooms. Mission is easily accessible by public transportation, and bike racks are available to promote students to get to the campus in an emission-free manner. We have solar panels which supply some of the electric energy for the campus.

Activities
Several classes on campus incorporate sustainable practices, including biological sciences, chemistry, and hospitality management, where food wastes are composted. The Sustainability Committee proudly hosts an EcoFair every April honoring Earth Day, and at this event, the Mission community unites with outside agencies to exchange ideas and resources involving sustainability. Entertainment provided by staff and students also make the event delightful as well as educational.

Opportunities for Participation
Students interested in helping with the EcoFair can join the student club focused on sustainability called EcoLogic. If you want to meet other like-minded students who care about the environment and want to actively support sustainability on campus, then this club is for you! For more information on how to get involved, contact the Associated Student Government office in the Campus Center.

Staff on campus also participate on a Sustainability Committee which works closely with EcoLogic. The Sustainability Committee is a dedicated group involved in issues of sustainability taking place on campus, and membership in our committee covers a broad spectrum of talented individuals ranging from Facilities staff at Mission and the District, instructional and counseling faculty, classified staff, students, and Workforce Development staff from both Mission and West Valley.

If you are not able to participate in either group or miss the annual EcoFair, you can still do your part on a daily basis by making the most of the bins on campus and recycle!
Where to go if...

**You** want to fill out a college application
Welcome Center, SEC 105 (Main Lobby)

**You** want to talk to a Counselor
Counseling Center, SEC 139

**You** want to see about Financial Assistance
Financial Aid Office, SEC 118A

**You** want to see about help with your disability
Disability Support Programs and Services, Campus Center, CC-240

**You** want to buy a College Catalog
Bookstore, Campus Center

**You** want to buy books, class supplies, flash drives
Bookstore, Campus Center

**You** need lab tests or medical attention
Student Health Services, SEC 104

**You** want to have a transcript sent or evaluated
Admissions & Records, SEC 118
MISSION COLLEGE CAMPUS MAP

Map is accurate as of Spring 2018

3000 Mission College Blvd.
Santa Clara, CA 95054

<table>
<thead>
<tr>
<th>Building</th>
<th>Grid</th>
<th>Room</th>
<th>Building</th>
<th>Grid</th>
<th>Room</th>
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<tbody>
<tr>
<td>Art Annex</td>
<td>D4</td>
<td>GC-A106-111</td>
<td>Police Station</td>
<td>F6</td>
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<tr>
<td>Admission Office</td>
<td>H4</td>
<td>SEC-118</td>
<td>President’s Office</td>
<td>H4</td>
<td>SEC-34V1</td>
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<tr>
<td>Assessment Center</td>
<td>H4</td>
<td>SEC-109</td>
<td>Duplicating Center</td>
<td>E4</td>
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<tr>
<td>Bookstore</td>
<td>F5</td>
<td>CC</td>
<td>Saints Cafe</td>
<td>F5</td>
<td>CC-215</td>
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<td>Counseling Center</td>
<td>H4</td>
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<td>Health Center</td>
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<td>SEC-106</td>
<td>Visc Sports Complex</td>
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<td>VK</td>
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<tr>
<td>Hospitality Management</td>
<td>E5/6</td>
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<td>Vargas Gallery</td>
<td>E4</td>
<td>GC-102</td>
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<tr>
<td>KU’s Cafe</td>
<td>H4/EF</td>
<td>SEC &amp; GC</td>
<td>VP Administrative Services</td>
<td>H4</td>
<td>SEC-331</td>
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<td>Library</td>
<td>G5/6</td>
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<td>VP Office of Instruction</td>
<td>H4</td>
<td>SEC-331</td>
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<td>Music Room</td>
<td>D4</td>
<td>GC-127</td>
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<td>Part Time Faculty Center</td>
<td>E4</td>
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<td>Welcome Center</td>
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