

## 3 Easy Steps to Becoming a Student at Mission College

### Application and Registration Information

#### Step 1

##### Submit an application for admission to Mission College.

###### New, Former and Transfer Students:

- Apply on-line at [www.missioncollege.edu](http://www.missioncollege.edu)

**Please note:** If you are applying for Financial Aid, you can submit your Fee Waiver application to the Financial Aid Office at the same time that you apply for admission to the college (if you have not already done so, apply for Federal aid using the FAFSA form at [www.fafsa.gov](http://www.fafsa.gov)).

#### Step 2

##### Schedule Assessment, Orientation & Counseling.

- **Assessment:** All first time college students and non-exempt students who plan to earn a certificate, a degree and/or a university transfer admission are required to take placement tests. Continuing students who have not taken the tests and are taking courses with a prerequisite in English, ESL, Reading and/or Math may also be required to take placement tests.

Mission College offers year-round computerized placement tests (English & Reading Placement, Reading Proficiency, ESL Placement, and Math Placement). Appointments are not needed, students are taken on a “First Come–First Served” basis. To find the schedule of office hours for the current semester, please check out the Assessment Center website at [www.missioncollege.edu/student\\_services/assess/index.html](http://www.missioncollege.edu/student_services/assess/index.html) or call **408.855.5098**.

The Assessment Center is in Room E-101.

- **Orientation:** This is required for all new first time college students planning to work towards a degree or certificate at Mission College, or to transfer to a 4 year college. Register for Orientation by enrolling in the **Counseling A** class (0.5 unit). Orientation courses are also available in Vietnamese. Students can also receive credit for Orientation by enrolling in **Counseling 001, 003 or 005**. Student athletes should register for Couns 23 to receive credit for Orientation. Completion of an Orientation course may give you priority enrollment in future terms.
- **Counseling:** for an appointment call **408.855.5030** or visit the Counseling Office, Room E1-301.

#### Step 3

##### Registration

- You may register for classes during the Open Registration period via MC Portal/MyWebServices, our on-line registration system at [www.missioncollege.edu](http://www.missioncollege.edu)

**Please note:** If you have to submit a Prerequisite Challenge form, a Student Petition form, or any other documentation before registration, submit these forms to the Admissions & Records Office at **least one week prior to the start of the term.**

- If classes have started already, please attend the first class meeting and request an “Add Code” from the Instructor and add the class online thru MC Portal/MyWebServices at [www.missioncollege.edu](http://www.missioncollege.edu)
- **Enrollment fees are due immediately after registration.**

##### Open Enrollment

All course, course sections, and classes of the District shall be open for enrollment to any person who has been admitted to West Valley and Mission Colleges. Enrollment may be subject to any priority system that has been established. Enrollment may also be limited to students meeting properly validated pre-requisites and co-requisites, or due to other practical considerations such as exemptions set out in statute or regulation.

# Admissions and Registration Information

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Mission College grants admission to anyone who is....

- 1) a high school graduate.
- 2) eighteen (18) years of age or older.
- 3) a non-high school graduate, 16 or 17 years of age, who has in his/her possession at the time of registration one of the following:
  - Certificate of the State Proficiency Test.
  - G.E.D., California HS Equivalency Certificate.
  - A formal, written document from the student's high school district indicating he or she is **exempted** from any high school attendance.
  - a high school student in grades 11 or 12 whose admission as a part-time student is recommended by his or her high school principal.

To be considered California residents for tuition purposes, applicants who have eligible immigrant status or are out-of-state US citizens must reside in California for more than one year and one day prior to the first day of the term.

## Apply and Register

**Apply on-line** at [www.missioncollege.edu](http://www.missioncollege.edu). After submitting your on-line application, you will immediately receive an email that will verify that your application has been submitted successfully. Within 48 hours, you will receive a second email that will provide you with **your college ID number and registration date**. If you skip a semester, you will need to re-apply to receive a new registration date. For inquiries about your on-line application contact [askmc@wvm.edu](mailto:askmc@wvm.edu)

**Register** on-line or after your registration date via MC Portal/MyWeb Services at [www.missioncollege.edu](http://www.missioncollege.edu)

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

If you must submit a Prerequisite Challenge Form, a Student Petition form, or any other documentation before registration, go directly to the Admissions and Records Office for assistance at least one week prior to the start of the semester.

**Please be prepared to pay the 'outstanding balance' if you register in-person or on-line.**

**For Counseling, Placement Test and Orientation** information refer to pages 7, 8 & 9 of this schedule.

**Important: Normal communication with students is done via email.**

**Please be sure to update your personal information, such as, e-mail addresses, phone numbers, etc, using MC Portal/MyWebServices, each term if necessary.**

## Assembly Bill 540

Any resident student, except a non-immigrant alien who meets all of the following requirements, shall be exempt from paying the nonresident tuition.

Requirements:

- 1) The student must have attended a California high school for at least three full years,
- 2) The student must have graduated from a California high school or attained the equivalent prior to the start of the term (for example, passing the GED or CA proficiency exam).
- 3) An alien student who is without lawful immigration status must file an affidavit with the college stating that he or she has filed an application to legalize his or her immigration status, or will file an application as soon as he or she is eligible to do so.

This legislation does not apply to students who hold an F-1 Visa for International Students. Eligible non-resident students must file a "**California Nonresident Tuition Exemption Request**" form with the Admissions and Records Office. Non-resident students who are exempt from paying nonresident tuition under this legislation are not eligible for a Board of Governors Fee Waiver.

## High School Students Registration

Concurrently enrolled **special part-time high school students** in grades 11 and 12 must register In-Person starting two weeks before the first day of the term. Each term, high school students are required to submit an online Application for Admission, as well as the High School Concurrent Enrollment form and the Parent/Guardian Medical Consent form. Registration in any college course must be approved by the high school principal, or designee. Photo identification is required for all transactions. HS Concurrent Enrollment and medical consent forms may be obtained on-line at [www.missioncollege.edu](http://www.missioncollege.edu) (A&R page) or from the Admissions and Records Office.

Special Full-Time high school students registering in 11+ units are required to pay for all enrollment fees. Basic service fees are charged to high school, concurrent enrollment students.

## Auditing of Courses

The Governing Board of the West Valley-Mission Community College District, under the provisions of Chapter 5, Section 76370 of the Education Code, hereby authorizes individuals to audit regularly scheduled credit courses, subject to the following conditions and provisions:

1. The student must meet college eligibility requirements for admissions to audit courses.
2. The student must be an active student in our District.
3. The student must be in good academic standing.
4. The current fee legislated of \$15.00 per unit per semester shall be charged for each course audited. Students enrolled in courses to receive credit for 10 or more units shall not be charged a fee to audit three or fewer semester units per semester. Fees may be subject to legislative updates and revisions.
5. No student auditing a course shall be permitted to change his or her enrollment in that course to receive credit for the course.
6. Audit registration will only be processed after the last date to add as posted in the class schedules and will require permission of the Instructor-of-record, including his or her signature authorizing audit registration in the class.
7. All current and outstanding fees must be paid at the time of Audit Registration. Auditing fees are non-refundable after two weeks or 10% of class meetings of attendance.
8. The student must have previously enrolled for credit for the maximum number of times allowed for the particular course requested for auditing.
9. The course must be approved by the department-of-record as an auditable course.
10. If the course is a variable unit class, the student must enroll for the maximum number of units available.

You may obtain the 'Request to Audit' form on-line at [www.missioncollege.edu](http://www.missioncollege.edu) or in the Admissions Office.

## Adding Classes

Students may add open classes on-line via MC Portal/MyWebServices until the day before the first day of the class. For short term/late-start classes, students will be able to add open sections until the day before the first class meeting.

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Winter Session/**Spring Semester**

# Admissions and Registration Information

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## Wait List

If a class is closed, students can add their names to the section's wait list before the class begins. If 'registered students' drop classes, and space becomes available, **eligible** students on the wait list will be offered registration in the class. Students will be notified by email of their status. It is recommended that students monitor their wait list regularly to check on the current class status. Students with Holds, overlapping classes, etc. will remain on the wait list. (After class enrollment, students must drop, if deciding to change the waitlist enrollment.)

## Adding a Closed class.... Add Codes

To add a class once the term begins, you must attend the first class meeting (whether you are wait listed or not). If there are seats available, the instructor will assign students Add Codes to add the class. The Add Code is a four digit number that gives the student authorization to add the class via our on-line registration system—MC Portal/MyWebServices. (You will need one different Add Code for each class you wish to add.) The Add Codes are valid through the first two weeks of school.

## Dropping Classes

It is the **student's** responsibility to officially drop classes. **Do not** assume that you will be dropped by the instructor or by any process that drops students for non-payment. If classes are not dropped, the student will be responsible for payment of all enrollment fees related to the class (even if the student never attended the class). Check the Calendars in this schedule of classes for deadlines to drop classes. Classes may be dropped via MC Portal/MyWebServices at [www.missioncollege.edu](http://www.missioncollege.edu)

The instructor's signature **is not** required to drop classes.

## Multiple Withdrawals from the same course Title 5; Chapter 6 Section 55024 Revision

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

again for the same course, the student will have to submit a Student Petition form to the Admissions & Records Office.

## Refunds

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

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

## Short-Term Classes

Enrollment fees for short-term classes will be refunded if students drop before 10% of the scheduled class meetings have elapsed. For short-term classes that meet for five days or less, students must drop by the day before the first class meeting to receive a refund.

## Fees

Mandatory registration fees are determined by the State and/or the College's Board of Trustees and must be paid by all students immediately after registration each term. Effective Summer 2012:

**Enrollment Fee** = \$ 46.00 per unit

**Non Resident Tuition** = \$204.00. per unit

The Enrollment Fee is subject to change as approved by the California State Legislature.

**Health Fee** = \$19.00 per semester

The mandatory health fee supports the Student Health Services. The health fee is not a replacement for personal health care insurance. The health fee is exempted for,

- 1) Students who depend exclusively upon prayer for healing in accordance with the teachings of a bona fide religious sect, denomination, or organization.
- 2) Students who are attending a community college under an approved apprenticeship training program (Ed Code 76355)

Any student who either requests an exemption of the health fee or is determined by a Student Services program to warrant review for exemption will be referred to the Financial Aid Director of the respective college. The FA Director and at least one FA supervisor or technician will review these requests on a case by case basis.

## Student Center Fee

This fee supports the Student Center and is assessed at \$1 per unit up to a maximum of \$5 per semester.

## Associated Student Government (ASG) Membership/ID Card Fee

This \$7 membership fee charged at the time of registration supports a variety of student services, activities, programs, scholarships, and discounts and covers the initial cost of the ID card. Should a student choose not to be a member, the fee is refundable when requested by the "refund" deadline. ID cards and stickers are available in the Campus Center Lobby. To obtain your ID card, you will need a copy of your registration statement and picture ID.

## ASG Representation Fee

This \$1.00 fee per semester, effective Fall 2011, is collected for the purpose of establishing a student representation fee. The proceeds support student government representatives stating their positions and viewpoints before city, county, and district government as well as offices and agencies of the state government. Should a student choose not to be represented, the fee is refundable when requested by the "refund" deadline.

## Convenience Fee

A one-time per semester **non-refundable** fee of \$3 is assessed for the use of MC Portal/MyWebServices, and in-person credit card payment.

## Parking Permit Fee

Spring or Fall parking permits=\$40.00

Summer Sessions parking permits=\$20.00

Parking permits may be purchased online at [www.missioncollege.edu](http://www.missioncollege.edu)

Prices subject to change.

Detailed parking information on page 14.

## Fees for Services

Copy of Class Schedule=\$2.00 per request.

Standard Official Transcripts=\$6.00 each  
(first 2 transcripts are free)

**Effective January 01, 2013**

One Hour Rush Transcripts=\$20.00 each

Unofficial Transcripts=\$2.00 per request

Duplicate Diploma=\$10.00 each