ADMISSIONS AND REGISTRATION INFORMATION

FOR MORE DETAILED INFORMATION PLEASE VISIT: CATALOG.MISSIONCOLLEGE.EDU

ENROLLING INTO CLASSES
Students can register for classes online via My Mission Portal starting on their assigned registration dates and until the day before the first meeting day of the classes. They can also register in-person at Admissions & Records located in SEC 118.

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

Payment is due when you enroll in your classes. The drop for non-payment policy is in effect.

REGISTRATION FEES
Payment of fees is due at time of registration.

The West Valley-Mission Community College District (WVM) has instituted a drop for non-payment policy. Students with outstanding balances on their accounts will be dropped from their courses before the beginning of the term. Students with a CCPS, or a Nelnet payment plan in place, or those with established 3rd party payments are exempt from being dropped.

Be prepared to pay any outstanding balance on your account at the time of registration. Outstanding account balances will block you from being able to register in the future. Payments can be made either in-person at SEC 118 or online.

Mission College encourages all students to apply for financial aid for assistance with paying enrollment fees. To apply visit the Mission College financial aid page at financialaid.missioncollege.edu or come to the Financial Aid office for help at SEC 118.

Payment Plan Options through Nelnet
Mission College is committed to providing you with options to pay your enrollment fees. By establishing a payment plan with Nelnet you will have the opportunity to select a payment plan to make your college enrollment expenses more convenient and manageable. For additional information go to: MyCollegePaymentPlan.com/ wvmc or call Nelnet at (800) 609-8056.

WVM ISSUED EMAIL
All students registered in the WVM District will be assigned a WVM district email, yourname@mywvm.wvm.edu. As an email is the standard mode of communication, students are expected to access their @mywvm.wvm.edu email accounts on a regular basis. All email communication from Mission will be sent to the WVM email address and not through personal email. To access your email account go to the West Valley Mission portal page, web.wvm.edu/#/portal.

DUAL ENROLLMENT-HIGH SCHOOL STUDENTS REGISTRATION
High school students seeking to take classes at Mission College are required to submit an online Application for Admission as well as a High School Dual Enrollment Form for each term they wish to enroll. The Dual Enrollment Form may be submitted via email to: dual.concurrent@missioncollege.edu or in-person at the office of Admissions & Records before students will be assigned an online registration date. Students are highly encouraged to submit forms for Spring 2020 by Friday, November 22, 2019 to allow for processing time.

Registration in any college course must be approved by the student’s high school principal or designee, and parent/guardian. Students are required to meet any and all prerequisites for the course(s) into which they want to enroll. To obtain the High School Dual Enrollment Form and additional information pertaining to Dual Enrollment, please visit hs.missioncollege.edu.

Dually enrolled high school students are not allowed to register into Kinesiology and 900 level courses.

CLASS WAIT LIST
A class wait list is started when a class reaches its maximum enrollment capacity during the registration period. Students can add their names to a wait listed class before the class begins. During the registration period, if a student drops from a class that has a wait list, the first student on the wait list will be notified via email that a space in the class is available. The notified student will have up to 48 hours to register into the class. Should the notified student not enroll in the course by the end of the 48 hours the student will be removed from the wait list and the next student on the wait list will be notified that a space in the class is available. The notification system will continue to notify students on the wait list until a the next notified student enrolls in the class or the class starts, whichever comes first. Students on wait lists are advised to monitor their @mywvm.wvm email regularly to check for any wait list status(es) notifications.

ADDING A CLASS WITH ADD CODES
On and after the first day of instruction and through the Add/Drop period students that want to add into a class must contact the instructor and ask for an “Add Code.” Students will use add codes to enroll themselves into a course via My Mission Portal. Students must use assign add codes before the Add/Drop period deadline (see Calendar for dates). A different add code is required for each class to be added on or after the first class meeting. Successfully adding a course online with an add code is a two-step process 1-validation, 2-submitting changes. Students may not be able to add a course on or after census date without special permission. Adding classes after the refund deadline will require that new fees be paid.

DROPPING/WITHDRAWING FROM CLASSES
It is the student’s responsibility to drop/withdraw from classes. Do not assume that you will be dropped by the instructor or by any process that drops students for non-payment. If you do not drop classes that you no longer want to be enrolled in by the published deadlines, you, the student, will be responsible for payment of all enrollment fees related to the class (even if the you never attended), and for any grade assigned by the instructor. Classes may be dropped via My Mission Portal.

COURSE REPETITION AND FAMILIES OF COURSES
State regulations severely limit the ability of courses to be repeated after receiving a passing grade. In addition, there are groupings of courses in the West Valley-Mission Community College District with similar active participatory content called “families” within the Kinesiology, Wellness & Human Performance, Physical Education, Art, Theatre, and Music disciplines. West Valley and Mission College courses in these defined families are linked, independent of the location taken, and students may only attempt up to four courses in any single family. An attempt is defined as receiving any grade or notation (e.g., W for withdrawal) in any previous or current terms – this is a cumulative count of attempts. If a family has less than four courses in its offerings and you have received grade notation for each of its courses, the maximum attempts allowed may be less than four.

Students with documented, extenuating circumstances must complete and submit a Student Petition to the Admissions & Records Office for consideration of beyond four attempts within an individual family.

Refer to the table in the online schedule, campus catalog or consult with a Counselor to review the full list of courses within families.

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. Refund requests for ASB cords and Parking Permits must be made at the Admissions & Records 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 used to pay the fees. Check and cash payments will be refunded by one of three methods as chosen by the student: 1) refund loaded to a student-assigned debit card; or 2) refund transferred via ACH to student’s personal banking account; or 3) by check mailed to the student’s current home address on record. Refund requests for ASB cards and Parking Permits must be made at the Admissions and Records before 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 used to pay the fees. Check and cash payments will be refunded by one of three methods as chosen by the student: 1) refund loaded to a student-assigned debit card; or 2) refund transferred via ACH to student’s personal banking account; or 3) by check mailed to the student’s current home address on record. It is important that we have a current address on file. From the date requested it can take 4 to 6 weeks for a refund to be received.

PREREQUISITES
Some courses have prerequisites. A prerequisite is a class or skill that is required before you can enroll into a preferred class. Prerequisite information for individual classes can be found in the college catalog course listings. For information on how you may be able to clear prerequisites through alternate means visit placement.missioncollege.edu.

PHOTOGRAPHY
Mission College, a non-profit California Community College, reserves the right to use photography and video images of students and visitors 18 years and older taken on our property and at college-sponsored events for marketing and promotional purposes. Objection to the use of an individual’s photograph may be made in writing to the Marketing Office, Student Engagement Center, Room SEC-348.