DROPPING/WITHDRAWING FROM CLASSES

SCHOOL STUDENTS REGISTRATION

DUAL ENROLLMENT-HIGH

WVM ISSUED EMAIL

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REGISTRATION FEES

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, should conditions allow.

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 of fees is due at time of registration. The drop for non-payment policy is in effect.

REGISTRATION FEES

Payment of fees is due at time of registration.

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. Make payments online via My Mission Portal or in-person at SEC 118, should conditions allow.

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, Mission College is committed to providing you with options to pay your enrollment 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. 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. Outstanding account balances will block you from being able to register in the future.

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/wvm or call Nelnet at (800) 609-8056.

WVM ISSUED EMAIL

All students registered in the West Valley-Mission Community College District (WVMCCD) are assigned a WVM district email: yourname@mywvm.wmv.edu. The email address can be used as an email address, to access Canvas and as a single sign-on for services. Students can go to mcportal.missioncollege.edu for details.

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 is to be submitted before students are assigned an online registration date and may be submitted via email to: dual.enrollment@missioncollege.edu or in-person at the office of Admissions & Records in SEC 118, should conditions allow. Students are highly encouraged to submit forms at least two weeks before registration opens for high school students to allow for processing.

The high school principal/designee, and parent/guardian of the student must approve any registration into any college course. Students are required to meet 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 ha.missioncollege.edu.

Dually enrolled high school students are responsible for paying the Health Center Fee.

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

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.

CLASS WAIT LIST

A class wait list starts 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 to their personal and WVM email addresses, and via text (standard text fees apply). The notified student will have up to 48 hours from the time the notification is sent 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 the next notified student enrolls in the class or the class starts, whichever comes first.

ADDING A CLASS WITH ADD CODES

On and after the first day of instruction and through the Add/Drop period of the course, students that want to add to 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 assigned add codes before the Add/Drop period deadline (last day to add for dates). A different add code is required for each class to be added on or after the first meeting of the class. Successfully adding a course online with an add code is a two-step process 1-validation, 2-submitting changes. Students may be able to add a course on or after census date with special permission. Adding classes after the refund deadline will require that new fees be paid for the new course(s) added.

COURSE REPETITION AND FAMILIES OF COURSES

State regulations severely limit the ability of courses to be repeated after receiving a passing grade. There are groupings of courses in the West Valley-Mission Community College District with similar active participatory content called “families” and courses in these defined families are linked, independent of which college where they are taken. Families are identified within the Kinesiology, Wellness & Human Performance, Physical Education, Art, Theatre, and Music disciplines, 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 a received grade notation for each of its courses, the maximum attempts have been reached.

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.

Refund requests for ASB cards and parking permits must be made at the Admissions & Records office by the “last day to drop with a refund” deadline. A parking permit refund requires the return of the parking permit.

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 cards and parking permits must be made at the Admissions & 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 used to pay the fees. Check and cash payments will be refunded by check and mailed to the student’s current home address on record. It is important that we have a current address on file. Refunds for eligible students are processed after census for full term courses, unless otherwise requested by the student. Refunds for complete withdrawals from short-term courses are processed within 7 to 10 business days.

PREREQUISITES

Some courses have prerequisites. A prerequisite is a class or skill that is required before enrollment into a preferred class is allowed. 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 https://www.missioncollege.edu/student_services/assessment/prerequisites.html.

AUDITING OF COURSES

Mission College allows auditing of courses except for courses in programs that require special preparation and/or program admission on a limited basis. The California College Promise Grant will not cover the fee for an audit class.