

Getting Started at Modesto Junior College

Applying for Admission

ENROLLMENT SERVICES (ADMISSIONS, RECORDS, ASSESSMENT, PETITIONS)

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Mailing Address:

MJC Enrollment Services

435 College Avenue

Modesto, CA 95350-5800

ELIGIBILITY FOR ADMISSION

Any person who meets at least one of the following requirements is eligible to attend Modesto Junior College:

- Has graduated from an accredited high school; includes students who have received high school certificates of completion (or equivalent) but did not pass the California High School Exit Exam.
- Has passed the California High School Proficiency or the GED test.

- Is a non-high school graduate, 18 years of age or older, who is no longer attending high school and is able to benefit from instruction.
- Is a 7th-12th grade student, who is at least 14 years old, who has met all established special conditions for admission as a special student pursuant to Sections 4880, 48800.5, 48802, 76001, and 76002 of the California Education Code as well as policies of Yosemite Community College District, has written permission from the high school principal (or junior high school superintendent) and parent or legal guardian.
- An international student who has completed the international student admission procedure.

HOW TO APPLY FOR ADMISSION

- Individuals who have never attended MJC as well as students who have not attended within the past year, must submit an Admissions Application using CCCApply. As soon as the application has been processed by the Enrollment Services Office, students are provided with information regarding assessment, orientation, and advising. This information will be sent only to the **student's personal email address**. Students must complete application and core matriculation services by the college established deadline in order to be eligible for enrollment priority. College deadline is posted on the MJC website.

STEPS FOR ADMISSION:

1. Complete the application for admission at www.mjc.edu.
2. Set up college email account.
3. Complete College Orientation
4. Complete the Placement Assessment tests.
5. Schedule an Advising appointment.
6. Submit any previous high school and/or college transcripts.
7. Apply for financial aid.

Junior high, high school, international students and students being readmitted following dismissal must follow admission requirements on the following pages.

TRANSCRIPTS

Students should arrange to have one official transcript of all previous college and high school work mailed to the MJC Enrollment Services Office. High school seniors may request their schools to send their transcripts at the close of their graduating year after their diplomas have been posted to their official transcript. Students who plan to use completed courses from other colleges to satisfy MJC prerequisites and/or core matriculation requirement (assessment) must have official transcripts in the MJC Enrollment Services Office at least six weeks prior to their registration date. These transcripts become the property of MJC and cannot be returned to the student, copied, nor forwarded to other colleges. The MJC Enrollment Services Office will accept hand-carried transcripts that are in an unopened and sealed envelope.

CONCURRENTLY ENROLLED

COLUMBIA COLLEGE STUDENTS

Students who are concurrently enrolled at Columbia College and who wish to enroll at MJC should consult with the Columbia College Admissions Office. Columbia College Admissions staff will make arrangements with MJC for authorization. Columbia students may use Columbia College assessment scores and/or course completions to satisfy MJC assessment requirements. See "Intradistrict Course Equivalencies Between Modesto Junior College and Columbia College" on page 119 for more information.

CALIFORNIA RESIDENCY

It is not necessary to be a resident of California (as defined in the Education Code) to attend MJC. New and returning students are classified as either a California resident or a California non-resident for out-of-state tuition purposes. In order to determine California residency during the application process, students are required to submit copies of USCIS documentation and/or documentation proving physical presence and showing intent to make California their permanent residence. Students must be residing in California at the time the request for consideration is made. The burden of proof to establish residence is on the student. For more information, contact the Enrollment Services Office.

DEFINITION OF A NON-RESIDENT

A “non-resident” is a person who has either not resided in California for the full one-year and one day period before the residence determination date (first day of classes for each semester) or is a person who is precluded by USCIS from establishing residency, regardless of length of presence in California. Nonresident students are required to pay \$229 per unit tuition, in addition to their other fees. Non-resident fees may be exempted for students who qualify under AB 540. For more information, please visit our website at: www.mjc.edu/student-services/enrollment/admissions/residency.

RESIDENCY FOR MILITARY PERSONNEL (AB 13)

Active duty military students and their dependents residing in California are considered California residents (except if assigned for educational purposes to state-supported institutions of higher education).

RESIDENCY FOR CREDENTIALLED EMPLOYEES/MIGRANT WORKERS

Credentialed employees and their dependents, migrant agricultural workers and their dependents may also be considered California residents for educational purposes.

RESIDENCY AND NON-CITIZENS

Non-citizen students, if their visa does not preclude them from establishing residency in the United States, may be classified as residents if they have resided in California more than one year and if USCIS documents were issued or approved more than one year and one day prior to the beginning of the term. Examples of USCIS documentation that may be requested include:

- Resident Alien Card
- Permanent Resident Card
- I-94 Form
- Visa
- Passport
- Temporary Resident Card

Students whose USCIS documents were issued less than one year and one day prior to the start of the semester will be considered non-residents for tuition purposes.

Aliens may establish residence if not precluded by the Immigration and Nationality Act from establishing domicile in the United States; provided that the student has had residence in California for more than one year and one day prior to the residence determination date. Non-resident students should carefully read information regarding



AB540 that exempts non-resident tuition for non-resident students who have attended California high schools for at least three years and have graduated from a California high school.

AB 540/AB 2000: NON-RESIDENT TUITION EXEMPTION

Consistent with AB 540/AB 2000, non-resident and undocumented students who meet all of the following requirements can be exempted from paying non-resident tuition. Students who are exempted from paying non-resident tuition (pursuant to Section 68130.5 and Section 68130.7 of the California Education Code) do not become residents for eligibility purposes for any state-funded program.

Students who meet all of the following criteria will be exempted from paying non-resident tuition:

- The student must have attended a California high school for three or more years, (3 years of high school credit in combination of attendance in any California elementary or middle school may be substituted for 3 years of attendance in a California high school).
- The student must have graduated from a California high school or attained the equivalent thereof.
- In the case of a student without lawful immigration status, an affidavit must be filed with the college that indicates the student has applied for legalization or will do so as soon as the student is eligible to do so. The student must currently live in California.
- Students who are non-immigrant aliens (the most common being the F-series student visas and B-series visitor visas) are not eligible for this exemption.
- Students can obtain the AB 540/AB 2000 Form from the MJC Enrollment Services Office or online at: www.mjc.edu/studentsservices/enrollment/.

DETERMINING CALIFORNIA RESIDENCY

Residency is determined by the length of physical presence in the State of California (minimum of one year and one day prior to the first day of the semester or summer session) and the “intent” to make California one’s residence. Students who have resided in California fewer than two years must also prove “intent” to become a California resident. To prove intent, students who have lived in California fewer than two years must submit two proofs from the following list with their Admissions Application:

- Owning/renting residential property in California for personal use;
- California voter registration;
- California State income taxes;
- California driver’s license or identification card;
- California motor vehicle registration;

- Having an active California checking and/or savings account;
- Other proofs of intent may be considered by the college.
- For all other unique situations, students should consult with the Enrollment Services Office.

RESIDENCY STATUS RECLASSIFICATION

NEW STUDENTS

Prospective students wishing to reclassify their residency status requirements must first complete an Admissions Application. Once residency has been determined by the Enrollment Services Office, students may then submit a request to reclassify their status in the Enrollment Services Office by completing a Residency Consideration Form. The appeal will be reviewed by the Director of Admissions and Records. Appeals will be answered in writing and decisions will be final. International students whose visas preclude establishment of residency will not be granted an appeal. For questions about residency, telephone the Admissions Office: (209) 575-6853.

CONTINUING STUDENTS

Continuing students whose residency status may change in a future term should complete a Consideration form in Enrollment Services. Students may be asked to provide additional supporting documentation. With appropriate documentation, if the change status is approved, Enrollment Services staff can make the change immediately for the future term. The burden of proof to establish residency is on the student.

DEADLINES TO SUBMIT RESIDENCY CONSIDERATION FORM:

- Summer 2016: May 12th
- Fall 2016: September 9th
- Spring 2017: January 20th

ADMISSION OF SPECIAL PART-TIME STUDENTS

(WHO ARE AT LEAST 14 YEARS OF AGE)

Advanced admission is granted for academically superior K-12 students who are at least 14 years old by the start of the semester for which they are applying. In order to be eligible to enroll in college-level courses (credit courses numbered 50 or higher), K-12 students must have met all the established special conditions set forth in the Yosemite Community College District Board Policy & Procedures, as well as California Education Code Sections 48800, 48800.5, 48802, 48802, 76001, and 76002. The school district principal or designee must determine that the petitioner is capable of benefitting from advanced scholastic or vocational (college-level) work.

Special part-time students, who are at least 14 years old by the start of the semester for which they are applying, may be determined to be eligible for advanced admission in MJC college-level courses (MJC credit courses numbered 50 or higher) if the school district of residence does not provide courses of advanced scholastic or vocational study to benefit the petitioner, and if student has submitted a Modesto Junior College Admissions Application, a completed Petition for Special Part-Time Admission form, a Health Consent form, a letter of recommendation signed by their principal/superintendent, and proof that they have demonstrated an English 101 ability on the MJC Assessment Test is required for junior high students. All students must satisfy class prerequisites, if necessary. To obtain these forms, go to the Enrollment Services Office or to online forms at www.mjc.edu/forms.

Special part-time students who wish to enroll in more than 11 units must have formal approval from their school's Board of Trustees and approval of the MJC President prior to enrollment. Enrollment fees for advanced admission students who enroll in up to 11 units will be waived. Students who are admitted as special full-time students (11.5 units or more) will be required to pay their enrollment fees.

WELCOME TO MJC.EDU

Home-study students, who are at least 14 years old by the start of the semester for which they are applying, must include with their admission packet (see above) a certification letter (Private School Affidavit) from their County Schools' Office or the State of California.

All special part-time students are subject to all college regulations regarding attendance, conduct, scholarship and fee payment. Courses attempted and units earned will be recorded on the student's permanent record and may be used toward meeting graduation, transfer, or certification requirements at Modesto Junior College.

In order to be approved for a second or more semester as a special part-time student, student must be in good academic standing at MJC. Good academic standing is defined as having a cumulative 2.0 or higher MJC grade point average. The number of W's in relationship to attempted units will also be taken into consideration.

Enrollment fees for advanced admission students who enroll in up to 11 units will be waived. Students who are admitted as special full-time students (11.5 units or more) will be required to pay their own enrollment fees. See page 49 for current enrollment fees.

Upon high school graduation, each graduating senior who enrolled in MJC classes as high school student, must complete the Admission Application again so that high school graduation information can be updated. Failure to do so will delay registration for classes.

In the event that a high school student wishes to receive high school credit for a course taken at MJC, a student can request that transcripts be sent to the high school. Students may request transcripts in the Enrollment Services Office, Student Services Building, Room 102, during final exam week or later. Each high school will make the determination whether or not college credits can be used to satisfy requirements at the high school.

Home-study students must include with their Admissions packet (see above) a certification letter (Private School Affidavit) from their County Schools' Office or the State of California.

In order to be approved for a second or more semester as a concurrently enrolled high school student, the high school student who is a continuing MJC student must be in good academic standing at MJC. Good academic standing is defined as having a cumulative 2.0 or higher MJC grade point average. The number of W's in relationship to attempted units will also be taken into consideration.

NOTE: It is expected that all special part-time students enrolling in college courses have the maturity to function effectively on a college campus. No special arrangements for additional supervision of underage students are available. College courses are designed for adult students. In a very small number of disciplines, course content may be unusually frank in order to deal with scholarly discussion of behavioral, artistic, human or other issues. Unlike K-12 schools, colleges do not contact parents in advance to inform them of these issues. Parents are hereby notified that it is their responsibility to assure that their child is able to handle the college environment, as well as the content of the courses in which the student enrolls. Parents may wish to investigate the curriculum prior to enrolling their student if they have any questions or concerns.

EARLY COLLEGE PROGRAM

East Campus, Morris Memorial, 112
Phone: (209) 575-7858

WHAT IS EARLY COLLEGE?

Early College at MJC works with teachers, counselors, principals, parents and students to help motivated high school students "jump-start" careers and college by enrolling in appropriate college courses while still in high school. Students may compress the time necessary to complete a college degree and count units to enhance registration priority

when enrolling at MJC after high school. By enrolling in regular classes or in after-school or summer sessions, high school students gain important academic, recreational, and/or work readiness skills while earning college credits.

HOW TO PARTICIPATE

- For students attending one of the Early College High Schools on or near the MJC campus, students have the opportunity to earn college credits towards certificates, associate's degrees or transfer preparation while also completing their high school diploma.
- For students attending regular high schools, students work with their high school counselors to determine eligibility for advanced admission (readiness for academic or vocational college-level course, 3.0+ GPA, or special recommendation by high school principal or designee). Go to www.mjc.edu for more information.

2+2 PROGRAM

East Campus, Morris Memorial, 112

Phone: (209) 575-7858

BENEFITS OF PARTICIPATION

- Students receive college credit for course work completed in high school. A student must complete a fall or spring MJC Advanced Admission application before the articulated college credit is placed on his/her MJC transcript. Additional requirements exist for courses taken in agriculture, mathematics or foreign language.
- Use the 2+2 class in lieu of an MJC introductory course, which can save time and money.
- Use the articulated course work toward a certificate, AA/AS degree or transfer.

ADMISSION INTO SPECIAL ACADEMIC PROGRAMS

Programs such as Nursing, Respiratory Care, Medical Assisting, and the Fire Academy require special program admission in addition to college admission. After submitting a completed Admissions Application to the Enrollment Services Office, contact either the Allied Health Division (209) 575-6373 for information about admission into Nursing, Respiratory Care, and Medical Assisting, or contact the Public Safety division at (209)548-5701 for information about the Fire Academy.

YCCD INTER-DISTRICT ATTENDANCE

The Yosemite Community College District maintains a free exchange of students with all community college districts in the State of California. No inter-district permit is necessary to attend Modesto Junior College from any other community college district in California.

READMISSION AFTER DISMISSAL

A student who has been academically dismissed (see "Academic Probation and Dismissal" on page 58) may petition for readmission by meeting with a counselor and completing a Petition for Readmission during Counseling Department deadlines after receiving notice of dismissal. Forms are available in the Counseling Center. Petitions will be reviewed by the Dean of Counseling & Student Learning and counselors. The student may be readmitted if there is strong evidence showing promise of success.

The Dean of Counseling & Student Learning, and/or a counselor, upon granting readmission to a dismissed student, may impose certain restrictions, such as unit load, periodic grade reviews, etc., which are felt to be in the best interests of the student. A readmitted student is subject to immediate dismissal should he/she fail, at any time, to meet the conditions stipulated by the Dean of Counseling & Student Learning. If the petition is denied, the student may apply for readmission after one year has passed since dismissal.

MATRICULATION CORE SERVICES (ORIENTATION, ASSESSMENT, ADVISING & EDUCATIONAL PLANNING)

Students must complete the core services, (orientation, assessment process, Abbreviated ed plan) by the college established deadline in order to be eligible for priority registration. The College deadline is available on the College website.

ORIENTATION

Website: www.mjc.edu/studentservices/enrollment/orientation

Phone: (209) 575-6789

All new and returning students, who do not have an associate degree or higher and who have not previously attended an MJC college orientation are required to attend orientation prior to their registration date and time. Orientation familiarizes each new MJC student with campus policies, procedures, and student rights and responsibilities.

Arrangements can be made for students with disabilities and limited English-speaking students who require accommodations. To make accommodations, students should request accommodations 10 days before they plan to attend a workshop.

ONLINE ORIENTATION IS AVAILABLE AT www.mjc.edu/studentservices/enrollment/orientation

In person Orientation workshops are scheduled before each new and returning student registration period. Go to www.mjc.edu to find current orientation/advising workshop sessions. Reservations are required for in person orientation. Service is on a first come first serve basis.

ASSESSMENT

MJC Testing Center

West Campus, Yosemite Hall, Room 147

Phone: (209) 575-7728

Website: www.mjc.edu/assessment

ABOUT ASSESSMENT

Assessment is the process through which a student's skill level in a particular subject area is measured through standardized testing using multiple measures for the purpose of placement into MJC courses. These tests are intended to measure skills which research has shown to be closely related to academic success. In combination with other measures, test results represent student strengths and capabilities.

IMPORTANCE OF THE ASSESSMENT PROCESS

Math and English or English-as-a-Second Language (ESL) assessments are required of ALL STUDENTS who are completing courses to earn an associate degree, certificate, transfer to a university, to improve job skills, career development, or who are undecided; as well as students who have completed at least 15 units, regardless of their goal. There is no pass or fail, and these tests do not determine admission to the college. The results are used to assist counselors and students in selecting the appropriate level of course work. Students are encouraged to discuss test results with a counselor prior to registration.

HOW TO PARTICIPATE IN ASSESSMENT

To be admitted to a test session, an admissions application must be on file in the Enrollment Services Office. Picture ID will be required for test admittance. Seating in the Testing Center is determined on a first-come, first-served basis. Tests begin promptly, and students may not enter after a test has begun. All tests are computerized except for the CASAS ESL test. Students will be admitted to the Testing Center as computers become available. Students with disabilities who need special testing accommodations should notify Testing Center staff of their needs at least 10 days before they plan to test.

Students who may be exempt from testing are welcome to take the assessment tests and to participate in the assessment process. See “Assessment Exemptions” below for more information.

Once a student receives a placement recommendation by the college’s assessment process AND the student enrolls in the recommended course, the student may not re-test for purposes of enrolling into a higher level course.

NOTE: Most math, English composition, ESL and science courses require assessment or prerequisite course completion.

MATHEMATICS ASSESSMENT

The mathematics assessment consists of three different exams:

- Arithmetic
- Elementary Algebra
- College Level Math

The number of questions a student will answer will vary based on the student’s individual skill level and ACCUPLACER’s internal adaptive feature.

ENGLISH AND READING ASSESSMENT

Two sections make up the English/Reading exam:

- Reading Comprehension
- Sentence Skills

Students who are taking the test for English advisory and placement purposes must take both sections. The Reading section alone will only be given to students who have previously taken the English assessment, or who have completed an English course, but still need a reading recommendation. Check with a counselor for other program needs.

ESL ASSESSMENT(ENGLISH AS A SECOND LANGUAGE)

Students who plan to enroll in credit ESL classes must take the Accuplacer ESL assessment test prior to registration. The assessment consists of:

- Online multiple choice test questions and background information questionnaires

Students who plan to enroll in English for Life and Work courses (ESL 901-906 and ESL 01-06) must take the CASAS placement test.

Both tests are administered in the MJC Testing Center.

ASSESSMENT EXEMPTIONS

Students may be exempt from testing if they:

Have an Associate or higher degree; or

- Have taken other California community college assessment tests and have submitted test results to MJC Enrollment Services Office at least 6 weeks prior to registration date and time; or
- Have taken other college math, chemistry, English composition or ESL classes and have submitted official transcripts to the Enrollment Services Office, at least 6 weeks prior to registration date with completed Prereq Clearance Form; or
- Are enrolling only in activity classes, apprenticeship classes, employer-required classes, personal growth/enrichment classes, classes to maintain a certificate or license, or other non-credit classes only, and have completed fewer than 15 units.

Being exempt from testing does not release the student from any prerequisite requirements a course may have.

RETEST PROCEDURE

Students may retest one time after 60 days from the original test date. Students may not retest if they have:

- Completed a college or MJC English, reading or math class or
- Earned a “W” in an MJC English, reading, or math class

ADVISING AND EDUCATIONAL PLANNING

COUNSELING SERVICES

Martha Robles, Dean of Counseling and Student Learning

East Campus, Student Services Building, Room 226

Phone: (209) 575-6080

West Campus, Yosemite 118

(209) 575-7799

Some students have already decided on their educational or career goals before entering MJC. Others are exploring different educational or career paths, and may enter MJC without an educational goal or major.

BEFORE SEEING A COUNSELOR

Students must complete the following steps before making an appointment to see a counselor:

- Apply for admission;
- Attend an orientation;
- Complete the assessment process.

We encourage students to use MJC’s counseling, assessment, and career services to help set and reach educational and career goals. We also encourage students to build relationships with faculty who teach in their areas of interest. Faculty advisors can provide students with the information, support and guidance to help them reach their goals.

WHO IS ELIGIBLE FOR COUNSELING?

All current or returning MJC students are welcome to meet with a counselor. Educational counseling is required for all new students who indicate on their admissions application that they:

- Have an associate’s degree and are pursuing another degree, a certificate, or transfer; or
- Plan to earn an associate’s degree; or
- Plan to earn a certificate; or
- Plan to earn a skills recognition award; or
- Plan to transfer to a four-year university; or
- Plan to learn job skills or prepare for career advancement; or
- Are undecided about their educational and career goals.

Educational counseling is available in the Counseling Center. New student advising sessions are pre-scheduled during peak periods. Students should sign up prior to the new student’s registration date and time. Returning students may drop-in or call the Counseling Center. Students who are exempt from educational counseling are also welcome to meet with a counselor.

GUIDANCE CLASSES

New students are encouraged to enroll in a Guidance class, taught by MJC counselors, during their first semester. Guidance courses are essential to student success. In a guidance course, students learn to:

- Each student will develop a comprehensive educational plan

- Acquire, organize, and demonstrate problem-solving and decision-making skills;
- Explore, evaluate, and pursue career and educational options;
- Develop social, intellectual, and emotional competencies;
- Develop needed skills and strategies to maximize the educational experience;
- Understand themselves, others and their environment to enable them to develop individual value systems and life styles.

There are seven Guidance (GUIDE) courses from which to choose, which also fulfill the Guidance requirement for the associate degree at MJC: Educational Planning; Career Awareness; Job Development Skills; Orientation for Re-entry Adults; Success Strategies for Transfer Students. AG 115, introduction to Agricultural Education Careers; and STSK 78, College Study Skills, also satisfy the Guidance graduation requirement.

EARLY ALERT

MJC utilizes a program called Early Alert. This program provides intervention for students at the earliest signs of academic problems. Through Early Alert, faculty identify students enrolled in their classes who are experiencing problems and refer them electronically to a service on campus. Staff members of that service contact students for further follow-up.

WELCOME TO MJC.EDU



Registering for Classes

ENROLLMENT SERVICES (ADMISSIONS)

Francisco Bañuelos, Dean of Enrollment Services, Special Programs, & Student Learning

East Campus: Student Services Building, Room 102

West Campus: Yosemite Hall, Room 147

Phone: (209) 575-6853

Website: www.mjc.edu/studentservices/enrollment

WHAT IS REGISTRATION?

Registration is the formal process of arranging desired courses into a program of classes and securing a seat in the classes. Students may register online at PiratesNet (<http://piratesnet.mjc.edu>) or in person in one of the two Enrollment Services Offices on MJC's East or West Campus at the time of their scheduled registration date/time or any time thereafter during scheduled registration.

REGISTRATION GROUPS (IN ORDER OF PRIORITY)

At MJC, the Priority Registration System is used to determine the order in which Matriculated students will register. A Matriculated student is one who has completed Orientation, Placement Assessment and an Ed Plan during an Advising session. To maintain priority, Matriculated students must not have more than 100 degree applicable MJC units and be in good academic status.

Registration priorities shall be based on the following criteria:

For registration priorities 1 through 4, the following academic standards apply: students who are fully matriculated by the college established deadline (see MJC website for deadline dates) and who have no more than 100 degree applicable units, and who are not on academic and/or progress probation, 2nd semester.

Level 1. *Students who meet eligibility and participation requirements for programs with mandated registration priority: Member or former member of Armed Forces or Military Reserves; Foster youth of former foster youth; CalWorks; DSPS; and EOP&S.*

Level 2. *New and Continuing students meeting eligibility and participation requirements for programs designated by the college.*

Level 3. *Continuing and New students who are fully Matriculated*

Level 4. *Continuing and New students who:*

- a. Are not fully matriculated*
- b. Have no more than 100 degree-applicable units*
- c. Are not on academic and/or progress probation, 2nd semester*

APPEAL PROCESS

An appeal process is available to all students who lose enrollment priority due to extenuating circumstances that can be verified (verified documented accident, illness, or other circumstances beyond the student's control). To appeal, students must compile and submit an Appeal for Loss of Priority Registration form by the College established deadline. The College established deadline is available on the MJC website.

HOW TO REGISTER

To register for classes, on the registration date/time provided to you, use **PiratesNet** at <http://piratesnet.mjc.edu> or go to the Enrollment Services Office, either in the East Campus Student Services Building or West Campus Yosemite Hall. Make sure your class schedule is planned with alternative courses, in case your first choice is closed.

TO FIND OUT YOUR REGISTRATION DATE

Student registration dates and times are posted each term on PiratesNet during the following months; however, prior to being posted on PiratesNet, students will receive their registration date and time in an email sent to them at their college issued PiratesLink email address. All students are encouraged to activate their PiratesLink email account and to check it often. This is the only way MJC communicates with students. **Activate your PiratesLink email** address at <http://piratesnet.mjc.edu>.

TERM	REGISTRATION DATES POSTED
Summer	March
Fall	April
Spring	October

New and returning students receive their registration dates and times as soon as their admissions application is processed. Students can also check PiratesNet.

REGISTRATION BLOCKS (OUTSTANDING OBLIGATIONS)

If you have, for example, forgotten to pay a fee, return a library book, musical instrument, or athletic uniform, you may be blocked from registering for classes. Such obligations to the district must be cleared before a student is permitted to register. Outstanding obligations will prevent registration and the ability to obtain verifications of enrollment, grades, academic transcripts, and degrees.

“PAY 2 STAY”

Students who do not have a zero balance at the end of a day, within 10 days of registering for any class(es), will be dropped for non-payment of fees. Students must have a zero balance at the end of the day in which they add any class(es) to ensure they are not dropped for non-payment. Students, who have a current active BOG fee waiver before registering, will not be dropped. Student accounts may become frozen and registration will be blocked if payment is not made.

The college will not drop students from full term classes after the semester begins. Students that register for full term classes within 10 days of the start of the semester will be responsible for either paying their fees or dropping their classes. Students that use add cards to enroll in classes are responsible for either paying their fees or dropping their classes.

OPEN REGISTRATION

Start dates for open registration vary prior to the start of semester. It will be permitted on a first-come, first-served basis. Students will be able to register for classes that are still open, provided prerequisites have been met. Students may add open classes during the first week of the semester online or by attending the class and discussing add possibilities with the instructor. If seats are available and the student has met the prerequisites (if required), the instructor may give the student an access code. Adds must be processed by the add deadlines.

WAITLISTS

When available class seats are filled, a class is closed to further enrollment. However, students may (at the time of registration) place their name on a waitlist. Students may add their name on only one waitlist in a particular subject and only if they are not already enrolled in the same class (i.e. one English 101 class, one Math 90 class, etc.) Being on a waitlist does not mean that the student is enrolled in the class.

During registration, students who are on a waitlist are notified via their college e-mail when a vacated spot in the class occurs. Once students receive their e-mail notification, they will have five days to register for the class. Students who do not register within 5 days will be dropped from the waitlist. Directions to register for the open spot are provided in the e-mail notification.

When classes begin, the students who are still on a waitlist must attend the first class session and talk with the instructor. If a seat is available in the class, the instructor will give the student an access code according to waitlist order. Instructors will add only students who meet eligibility requirements for the class. To officially enroll in the class, the student must add the class using PiratesNet or providing the access code to the Enrollment Services Office on either campus. Be sure to drop yourself from the waitlist prior to adding the class.

Instructors will advise students regarding their chances of being added to the class and whether or not waitlist students should return to subsequent class meetings.

Students who have placed themselves on an online class waitlist should submit an Electronic Add-Card Request on the first day of term. If the instructor allows the student to add the class, he/she will email the student, providing instructions as to how to add the class online.

LIMITATIONS ON ENROLLMENT

Some courses must restrict who may enroll in the course. Limitations on enrollment advise if or how students can qualify for a particular course or program. These limitations can apply to courses that include public performance or intercollegiate competition where a try-out or audition is necessary. Additionally, some courses require formal admission to a particular program in order to enroll (e.g., Associate Degree Nursing Program, Respiratory Therapy Program). Limitations on enrollment are enforced by the instructor. A student will be blocked from enrolling if the student does not meet the stated limitation (see below for the procedure to challenge prerequisites).

PREREQUISITES AND REGISTRATION

Modesto Junior College requires satisfactory completion of all prerequisite courses prior to the student enrolling in the subsequent course, except that a student may enroll in the next level pending the outcome of the prerequisite course if the student is currently enrolled in the course at MJC. "Satisfactory completion" means a grade of A, B, C, or CR/P (pass). Grades of D, F, or NC/NP indicate that the student did not satisfactorily complete the course, and therefore, cannot use the course to fulfill the prerequisite.

CHALLENGING PREREQUISITES/COREQUISITES

Any student may challenge a prerequisite/corequisites on the grounds that:

- It was not established in accordance with the District's policy
- It is in violation of Title 5
- It is discriminatory
- A student feels that they can succeed even though they have not completed the prerequisite/corequisites (It is the student's responsibility to provide additional documentation that demonstrates they have satisfied the prerequisite/corequisites).
- Student will be subject to undue delay because the prerequisite/corequisites has not been made reasonably available

To challenge a prerequisite/corequisites in any area, the student must begin in the division office that offers the prerequisite/corequisites by completing the Prerequisite/Corequisites Challenge Form at least five days before registration. The student must state the grounds for the challenge and present additional information that supports the challenge. A committee will review each challenge and inform the student within five days of the filing of the petition.

MJC EMAIL ACCOUNTS

MJC only uses the college issued student email to communicate with students by sending correspondence through a district-provided student email system. New students are advised to set up their email accounts as soon as they are admitted to the college and check it often. Information sent to students by the college will often be time-sensitive.

Students may access email using PiratesNet. Students are advised to set up their district email account the day after they are admitted to MJC. Student email accounts are 5 gigabytes in size with a 10 megabyte attachment limit. Students may use this account to easily send and receive messages, manage calendars, and track contacts. This email account is web-based and can be accessed from any computer with an Internet connection. Most offices on campus have eliminated U.S. mail service and use PiratesLink exclusively to communicate with students.

It is the student's responsibility to activate a PiratesLink connection now. For more information, point your browser to <http://mail.student.yosemite.edu/>.

REPEATING COURSES

The Board of Trustees of the Yosemite Community College District has adopted a policy which permits a student to repeat certain courses. In these cases, a course is designated as repeatable in the college catalog, and a student may take the course and then repeat it the allowed number of times and earn college credit for each completion. These courses have been approved by the Curriculum Committee as repeatable. Courses without that designation may not be repeated. Repeatable courses may not be repeated to improve a substandard grade.

COURSE REPETITION FOR GRADE IMPROVEMENT

Per *Title 5, Section 55042* and the *YCCD District Procedure on Repetitions*, a student who has earned a grade of D, F, NC, or NP in a non-repeatable course taken in the Yosemite Community College District may repeat the course once for the purpose of grade improvement. This allows a student a maximum of two attempts to successfully complete the course. A "W" counts as the one attempt to improve the grade. The most recent completion (grade, grade points, and units) will replace the earlier course, even if the more recent completion results in a lower grade.

A student who fails a non-repeatable course two times must discuss enrollment possibilities with a counselor. Should a student be approved to enroll a third time, the counselor may require/recommend that student limit total units, participate in tutoring, or enroll in Supplemental Instruction classes. The third completion will replace the second completion, even if the third completion results in a lower grade.

Students may be approved to repeat a class after three attempts only if a documentable extenuating circumstance exists relating to the third enrollment. Examples of extenuating circumstances are accidents, serious illness, death in the family, evidence of caretaking responsibilities, or a verified disability. Documentation is required to support circumstances that relate specifically to the dates of the last attempt. Students will be allowed to enroll in the class on a seats available basis only. The units, grade, grade points that may result from this enrollment will not be used to replace the previous substandard completion. The petition to repeat due to an extenuating circumstance must be submitted within 30 days of the end of the term when the course was completed.

MULTIPLE AND OVERLAPPING ENROLLMENTS

MJC does not allow a student to enroll in two or more sections of the same credit courses at the same time.

MJC does not allow a student to enroll in two courses that overlap (time-wise) unless the following requirements are met:

- The student must provide sound justification for the overlap, other than mere scheduling convenience.
- An appropriate college official must review the justification and approve the enrollment.
- The instructor of record allowing the overlap must collect documentation each week that shows how the student made up the time caused by the overlap.

COURSE REPETITION WHEN THE STUDENT HAS EARNED A PASSING GRADE

Courses which have been completed with a passing grade may be repeated for the purpose of improving the grade or proficiency only in the following cases:

- If student has enrolled the maximum number of times allowed in an activity class, he/she may enroll one additional time, after a lapse of time of five years or more. The grade and grade points will replace the fourth enrollment, even if the grade is lower.

- Students may enroll in legally mandated training classes any number of times if the training requirements are mandated as a condition of paid or volunteer employment. The grade received each time shall be included for purposes of calculating the student's grade point average. Legally mandated is interpreted to mean "required by statute or regulation." Written verification from the employer is required.
- Student needs class completion within a specific time period to meet a recency prerequisite at MJC or at another institution where he/she intends to transfer.
- Student petitions that the grade (although satisfactory) was the result of an extenuating circumstance. An extenuating circumstance reason will only be accepted two times as a reason for repeat, whether the grade was satisfactory or unsatisfactory. The petition must be submitted to the college within 30 days from the end of the semester.

ATTENDANCE

Attendance is important. Students are expected to attend the first class meeting of each class in which they register. Instructors may drop students who do not attend the first class meeting and give the seat to a student from the waitlist. All students enrolled at Modesto Junior College are expected to be punctual and attend classes regularly. Regular attendance in class and lab sessions is an obligation assumed by every student at the time of registration. Instructors are encouraged to announce to their students at the beginning of the semester their policies regarding excessive absences or tardiness.

Many instructors link their class syllabi to their directory information on PiratesNet. It is the student's responsibility to discuss with the instructor any anticipated and/or extensive absences. Tardiness may be considered an absence. No absence relieves the student of the responsibility to complete all work assigned. When an instructor determines that a student's absences are excessive, the instructor may drop the student from the class. However, it is the responsibility of the student to complete the course or to officially withdraw from the class.

WITHDRAWING FROM COURSES

Students are responsible for officially dropping classes. Withdrawals may be processed using PiratesNet (www.mjc.edu) or in the Enrollment Services Office by completing a Drop Form. Each student's printed schedule (available on PiratesNet) includes course drop deadlines.

- If a student drops a full-term course within the first two weeks or at the census point, whichever comes first, no notation will be recorded on the student's permanent record.
- If a student drops a full-term class between the end of the second week or the census point and 14th week whichever comes first (or by 75% of the class, whichever is less) a notation of "W" will be recorded.

Withdrawal after the end of the 14th week or 75% of the term, whichever is less AND prior to the end of the semester, may be authorized when the college has approved such withdrawal because of a verified extenuating circumstance.

For short-term class deadlines, students should refer to their class schedule. A student is responsible to pay all fees according to written regulations.

Students who do not have a zero balance at the end of a day, within 10 days of registering for any class(es), will be dropped for Non-Payment of Fees. Students must have a zero balance at the end of the day in which they add any class(es) to ensure they are not dropped for non-payment. Students who are a California resident and have a current active BOG fee waiver before registering, will not be affected.

A student who enrolls in a course and fails to pay fees is responsible for all outstanding debts to the college. Future services and registration will be denied until full payment has been made.

Once the deadline to withdraw from class(es) has passed (the 14th week of the term or 75% of the class' duration, whichever is less) neither a student nor an instructor may request a withdrawal. However, a student may petition to withdraw after the deadline AND before the end of the term, based upon documentable extenuating circumstances*, such as illness or hospitalization. Petition Forms are available in the Enrollment Services Office.

*A verified extenuating circumstance requires written documentation of illness, death in the family, evidence of caretaking responsibilities, or verifiable disability.

WITHDRAWAL LIMIT

Effective Summer 2012, students are limited to receiving no more than two substandard grades from any course taken within the Yosemite Community College District. Since this state regulation includes courses taken at Columbia and/or Modesto, substandard grades earned in courses that have been determined to be equivalent to each other (see 'Intradistrict Course Equivalencies Between Modesto Junior College and Columbia College' on page 119) count toward the second limitation. A "W" counts as an enrollment attempt and results in a substandard grade.

Students who have been blocked from enrollment in a course because they have reached the limit of two substandard grades should discuss options with a counselor.

MILITARY WITHDRAWAL

A student who withdraws from a course because he/she is an active or reserve member in the military service who has received military orders compelling withdrawal from course(s) shall receive no notation or an "MW" notation which shall not be counted for the permitted number of withdrawals or for progress probation or dismissal. The student must present military orders to the Enrollment Services Office for proper notation.

WITHDRAWAL DUE TO EXTRAORDINARY CIRCUMSTANCES

Section 58509: *Authority of Chancellor to Waive Provisions to Accommodate Students Impacted by Extraordinary Conditions*

MJC will provide a full refund of enrollment fees to any student who withdrew from one or more classes, where the withdrawal was necessary for one of the following reasons:

- The college attended by the student was closed or the college was unable to provide all or substantially all of the instruction in the course in which the student was enrolled due to fire, flood or other conditions qualifying for adjustment of apportionment pursuant to section 58146; or

Although the college attended by the student may not qualify for an apportionment adjustment pursuant to section 58146, one of the conditions enumerated in that section content

- Fire, flood, epidemic, or order of any military officer of the United States, or other extraordinary conditions made it difficult or impossible for the student to attend one or more courses because the student was actively engaged in responding to fire, flood or other condition or because such condition required the student to evacuate his or her home.

A "W" will not be recorded on the academic record of the student who withdraws from one or more courses due to the circumstances described above.

ENROLLMENT STATUS

Continuing Student	has enrolled in one or more classes within the past year. Registration: Continuing students are automatically assigned registration dates and times each semester. To maintain catalog rights, continuous enrollment is defined as earning college credit for enrollment in at least one term (Summer, Fall, Spring) of the school year.
Returning Student	has not enrolled in an MJC class within the past year and has reapplied to MJC. Catalog rights begin with the first enrollment and continue as long as the student enrolls and earns college credit in at least one term of the school year.

UNDERGRADUATE STATUS

Freshman	Fewer than 30 units completed.
Sophomore	30 or more units completed.

PART-TIME/FULL-TIME ENROLLMENT STATUS

Full-Time	Must be registered in 12 or more units. 18 units is considered the maximum. To enroll in more than 18 units during the spring and fall term, or more than 12 units during the summer term, approval must be obtained from the Counseling Center.
Part-Time	Registered in fewer than 12 units.

UNIT REQUIREMENTS FOR SPECIAL POPULATIONS

Veterans: Chapter 31	As required by Veterans Administration
Veterans: Chapters 30, 35, 1606, 1607	Minimum 6 units required for assistance.
Veterans: Chapter 33	Minimum 7 units required
International Students	Minimum 12 units required to participate
Student Body Officers	Minimum 9 units required, in addition to a 2.3 GPA.
Varsity Athletes	<p>Minimum of 12 units during the season of sport. Students dropping below 12 units are not eligible for competition until they are once again actively enrolled and attending class in at least 12 units. Of the 12 units, at least 9 shall be attempted in courses counting toward remediation, career technical education/certificate courses, associate degree requirements, transfer/general education, and/or lower division theoretical major preparation courses as defined by the college catalog and/or articulation agreements and be consistent with the student athlete's educational plan.</p> <p>To be eligible and remain eligible in intercollegiate athletics competition a student athlete has to successfully complete at least 6 units during the preceding academic term in which the student is enrolled as a full-time student with a cumulative 2.0 GPA beginning with and including the units taken during the first semester of competition.</p> <p>To be eligible for the second season of that sport, a minimum of 24 units must be successfully completed. The 24 unit count begins with and includes the units taken during the first semester of competition for that sport and must be successfully completed prior to the beginning of the semester of the second season of sport.</p> <p>In order to be eligible for competition, the student athlete must have a comprehensive individual educational plan on file, by the following dates: October 15 for those student athletes whose first competition, in any sport, occurs during the fall academic term; March 1 for those student athletes whose first competition, in any sport, occurs during the spring academic term.</p>

Student Fees and Expenses

MJC Business Services

East Campus, Student Center, Phone: (209) 575-6829

The Business Services Office is located in the Student Center on the East Campus off College Avenue. The office provides students with the following services: payment for registration fees, enrollment verification, parking permits, field trips, bus passes for MAX and START, and credit by exam tests. The office provides current semester benefits stickers for student ID cards, accepts waiver forms for the student representative and benefits fees and provides change. Scholarship checks and Short Term Loans may also be picked up at this office. Students may pay fees online at PiratesNet with a credit card or in person with cash, check, or credit card.

REFUND POLICY

Classes must be dropped at the Admissions Office or online at www.mjc.edu on or before published deadline dates prior to requesting a refund.

The parking fee is refundable only if class is dropped by the last business day before class begins, and if the parking permit is returned prior to the first day of the term. Parking permits paid for and not picked up will only be refunded during the refund-filing period.

1. *Drop Deadlines to be eligible for a refund - Class(es) must be dropped during the first two weeks of the term, except for short-term classes. Short-term classes must be dropped by the 10% point of the length of a class with the exception of those classes that have either five or fewer meeting days or meet 20 or fewer hours. In these cases, the last refund date is defined as the day before the first class meeting. If the last day in any of these periods falls on a weekend or holiday, the final drop date is the preceding college business day.*
2. *Refund Request Form -Refund Request Forms are available exclusively online at www.mjc.edu/forms.*
3. *In accordance with the California Code of Regulations, Section 58508, refunds with an enrollment credit of at least \$10 will be assessed a \$10 administrative processing fee.*
4. *Classes canceled by the College - Refunds are made for classes canceled by the college, but refunds ARE NOT AUTOMATIC. The student must submit a completed Refund Request Form to the Business Office.*

Eligible refunds are processed approximately four (4) to six (6) weeks from the filing date. If fees or tuition were paid by check, the refund is not made until the check has cleared the bank.

Outstanding Credit - Credit for which a refund has not been filed as specified in (2) above will not be refunded. Continuing students with an outstanding credit can carry this credit for two academic years, where such credit is then applied against fees and charges. ANY CREDITS REMAINING AT THE END OF TWO ACADEMIC YEARS, HOWEVER, ARE FORFEITED.

DENIAL OF SERVICES AND DEBTS OWED TO THE COLLEGE

Students who have debts to the college or "HOLDS" for administrative reasons on their student records may find that services are withheld until the debt is paid or the hold is removed.

Services that will be withheld because of debts to the college or holds include: counseling/ advising services, registration, release of diplomas and certificates, release of transcripts, enrollment verifications, and release of grades.

WELCOME TO MJC.EDU

Debts occur when a student fails to repay money borrowed from the college, violates a student financial aid contract, fails to pay tuition and/or registration fees, fails to reimburse the college for an “insufficient funds” check or for a disapproved credit card transaction, fails to return or account for athletic uniforms and equipment, or fails to pay scheduled fees for other services provided by the college.

Modesto Junior College reserves the right to withhold all further services until the debt is paid. Grades and transcripts will be withheld until all obligations are cleared.

COMMUNITY EDUCATION REFUNDS

A full (100%) refund will be given for classes, trips, tours and other activities which are full at the time registration is received or those that the college finds necessary to cancel. Refund requests for classes/seminars must be received by the Community Education Office at least seven (7) working days prior to the first meeting. For trips/tours, refund advance notice must be given within the following guidelines:

<i>TYPE OF TRIP/TOUR</i>	<i>ADVANCED NOTICE REQUIRED FOR REFUND</i>
One-day excursion	7 days
Pre-purchased tickets included	30 days
Overnight accommodations included	45 days

No refunds are issued after a class, seminar, trip, or tour has started. All student-requested refunds are subject to a \$20 processing fee.

Student Fees^{*} 2016-2017

FEE	AMOUNT	DESCRIPTION
Enrollment Fee:	\$46 (per unit)	California residents must pay an enrollment fee of \$46 per unit per semester (subject to change by the California State Legislature). Enrollment fees may be waived for students who qualify for the Board of Governors Fee Waiver Program and for those who enroll in apprenticeship courses only. Dependents of service-connected disabled or service-connected deceased veterans may be eligible for a waiver of fees. Please contact the campus Veteran's Office in the Student Services Building, Room 201 for assistance. For fee waiver information students should contact the Student Financial Services Office in Yosemite Hall. Special part-time students are students who are concurrently enrolled in K-12th grade and who enroll in fewer than 12 units at a community college. They are exempt from paying the enrollment fee. To be eligible to enroll in courses, special part-time students must be prepared to undertake college-level work and must be approved by the student's high school principal and parent or legal guardian. At MJC, special part-time students must be at least 14 years of age. Special part-time students may enroll in a maximum of 11 units per semester.
Non-Resident Tuition:	\$229 (per unit)	A U.S. citizen who is not a legal resident of California and all others who are classified as non-residents are required to pay a non-resident tuition fee of \$229 per unit per semester. The international student tuition fee is \$229 per unit per semester. The tuition fee is in addition to the Enrollment Fee and all other required fees.
Health Fee:	\$18	A \$18 Health Fee must be paid each semester (\$15 Summer) by students who enroll in a credit course that is longer than 16 hours, held on-campus or off-campus within the district, or those enrolled in non-credit courses held on campus, or those enrolled in on campus contract education courses. The Health Fee may be waived for students who are indentured apprentices enrolled in apprenticeship classes only, or for those who depend exclusively on prayer for healing, with approval of the Vice President of Student Services. Per Education Code Section 76355, fee subject to change by \$1 based on the <i>Implicit Price Index</i> for State and Local Government Agencies.
Student Center Fee:	\$1	Students voted in Spring 2000 to assess a Student Center fee of \$1 per unit to a maximum of \$10 per fiscal year, to establish an annual building/operating fund for the Mary Stuart Rogers Student Learning Center on the West Campus.
Student Representation Fee:	\$1	A \$1 fee established by two-thirds vote of the student body. Money collected will be used by ASMJC to represent student concerns at local, state, and federal government levels. Students may refuse to pay the fee for religious, political, financial, or moral reasons. A refusal to pay the fee must be submitted in writing to the Business Services Office.
Student Benefits Fee:	\$5	Payment gives you automatic membership in ASMJC (Associated Students of Modesto Junior College) and discounts (See "Student Benefit Sticker on page 80 for more information). This optional \$5 fee is automatically assessed. You may refuse to pay this fee by completing the Student Benefit Fee Waiver form available in the Business Services Office, or PiratesNet under Online Forms.
Parking Fee:	(Varies)	Student parking permits are available for \$30 a semester (summer term is \$15) or \$2 per day. Motorcycle fee is \$7.50 per semester. The parking fee is not required for disabled students with a disabled DMV placard. Parking permits must be picked up in person. Picture ID is required. Students who purchase an auto permit for the semester and have proof of a motorcycle license are eligible for a free motorcycle permit for the same semester. Parking fees are subject to change.
Debts To The College:	(Varies)	Any individual who has incurred, but not paid, a debt to the college may be denied grades, transcripts, degrees, some services, and registration privileges.
Materials Fees:	(Varies)	This serves as payment for required instructional and other materials which are of continuing value to the student outside of the classroom setting and which the student must procure or possess as a condition of registration, enrollment, or entry into a class; or any material which is necessary to achieve the required objectives of a course.
Other Expenses:	\$200 - \$600	Textbooks, stationery and supplies will amount to approximately \$200 to \$600 per semester.
Transcript Verification:	(Varies)	The first two transcripts are provided free. A transcript fee is charged after the first two, payable at the time of the request. Fees vary depending on time of requested delivery.
Enrollment Verification:	(See note)	The first two verifications are provided free. A fee of \$7 per verification is charged after the first two, payable at the time of the request. A \$15 fee is charged for next day service and a \$20 fee is charged for same-day service. No charge is made for loan deferment or financial aid GPA verifications. See "Enrollment and Grade Verification" on page 71 for more information.
Course Audit Fee:	\$15 (per unit)	A fee of \$15 per unit is required of students who have met the repetitions limit for credit courses, payable at the MJC Business Services Offices. Students enrolled in 10 or more units at the time audit enrollment occurs will not be assessed the fee for up to 3 units.
Other Fees:	(Varies)	Fines for overdue library books or other equipment and parking fines are among special charges authorized by the Board of Trustees.
Degree Verifications	(Varies)	MJC has authorized the National Student Clearing house to provide degree verifications. Please visit www.degreeverify.org for pricing and more information.
Field Trip Fees:	(Varies)	Appropriate fees will be charged for those field trips scheduled to destinations outside California and for some long distance field trips outside the Yosemite Community College District.

* Fees are subject to change through State Legislation and Governing Board implementation as judged to be in the best interest of the California Community Colleges and the students at Modesto Junior College.

Student Financial Services

Peggy Fikse, Director

Phone: (209) 575-7700

West Campus: Yosemite Hall, Room 147

Phone: (209) 575-7700, Fax: (209) 575-7719

Website: www.mjc.edu/financialaid

Modesto Junior College administers a comprehensive student financial aid program designed to assist students in meeting college costs. The amount of financial aid awarded varies from student to student, depending on the individual's need and resources. Funds are awarded on a first-come, first-served basis.

Financial aid awards are based on calculated financial need as determined by the *Free Application for Federal Student Aid* (FAFSA). Students may apply online at www.fafsa.gov. Application assistance is available in the Student Financial Services Office in Yosemite Hall 147.

All applications for financial assistance programs; i.e., work compensation, student loans, grants, scholarships, special funds, subsidies, prizes, etc., will be considered by Modesto Junior College without regard to race, color, national origin, gender or disability.

DETERMINING ELIGIBILITY FOR FEDERAL AID

To be eligible for federal aid, students must:

- be a U.S. citizen or eligible non-citizen
- be registered with the Selective Service, if applicable
- be enrolled in an eligible program leading to a certificate, degree, or transfer program at MJC
- have a high school diploma or equivalent
- have "financial need" as determined through the application process
- not owe a refund on a Federal grant or be in default on a Federal education loan
- meet satisfactory academic progress standards

FUNDING LIMITATIONS

Funding from financial aid resources at Modesto Junior College is limited to 90 attempted units and/or completion of a college degree. Students exceeding these limits may file an appeal if extenuating circumstances have prevented them from completing their program within these limitations.

MAXIMUM TIME FRAME: All financial aid students are expected to complete their program of study within 150% of the published length of the program.

- Students pursuing a 60-unit AA/AS degree, 4-year transfer, or vocational programs are expected to complete their programs by the time they attempt 90 units.
- Students whose educational goal is to earn a Certificate of Achievement are expected to complete their program by the time they attempt 45 units.

Students exceeding these limits may file an appeal if extenuating circumstances have prevented them from completing their program within these limitations.

STANDARDS FOR SATISFACTORY ACADEMIC PROGRESS

Financial aid recipients must adhere to satisfactory academic progress standards — maintain a minimum 2.0 cumulative GPA and complete at least 67% of all attempted units. The student's satisfactory academic progress will be reviewed upon the student's initial application for financial aid and at the end of each semester.

WITHDRAWALS, INCOMPLETES, AND/OR UNITS NOT COUNTED

Grades of F, NP, IP, I and RD are not counted as satisfactory academic progress and will not be counted toward total units completed. Bridged classes or open-entry/open-exit classes (IP) will be counted as eligible units for financial aid only during the first semester the class is attempted.

WARNING/ DISQUALIFICATION STATUS

Students who have not met all satisfactory academic progress standards will be placed on *Financial Aid Warning* and should meet with a counselor for guidance. Failure to do so could result in loss of financial aid.

Students who have not met all satisfactory academic progress standards at the end of the warning period will be placed on *Financial Aid Disqualification*. This status will remain in effect until all requirements for satisfactory academic progress are achieved. Under no circumstances will students be paid retroactively for any ineligible semesters.

APPEALS

The Appeal Form is available on the website, at www.mjc.edu/financialaid and must be filed if such a review is desired.

Under certain conditions, students placed on Disqualification may file an appeal for consideration of reinstatement of financial aid eligibility. Circumstances must have occurred during the deficient semester(s). The appeal and acceptance dates are available on the website, at www.mjc.edu/financialaid

The following are examples of reasons a student may file an appeal:

- Change in academic major
- Documented serious injury, illness or medical condition requiring a doctor's care
- Death of an immediate family member (documentation required)
- Documented extenuating circumstance beyond student's control

The following are NOT considered extenuating circumstances beyond a student's control:

- Personal problems not requiring professional intervention
- Poor time management
- Unaware of academic progress policies or other college requirements
- Not following placement test and/or Academic Counselor's recommendations
- Transportation problems
- Child care problems

To file an appeal, students are required to submit a complete appeal packet which includes:

1. *An appeal form and Satisfactory Academic Progress Quiz*
2. *Current Student Educational Plan OR Degree Audit (available on Pirates Net)*
3. *Supporting documentation for allowable special circumstance*
4. *Contract*

The appeal documents are forwarded to the Director of Student Financial Services for review. Students are notified of the decision by email.

Denied Appeals:

Student whose appeal is denied have the option to have their appeal reviewed by the appeals committee. Decisions made by the committee are final.

For additional information visit our website at:

<http://www.mjc.edu/student-services/financial-aid/appeal.php>

ELIGIBLE PROGRAMS/COURSES

Students must be enrolled in an approved course of study leading to degree, eligible certificate, or transfer to a four-year institution.

RETURN OF TITLE IV FUNDS

Per federal regulations, any student who receives financial aid and then withdraws from all classes prior to completing 60% of the semester/program and/or course will be required to repay a portion of any unearned federal financial aid. If the student has received more than earned, notification will be sent as to the amount of aid to be returned, the due date, and the process. If the student has not yet received the full amount earned, notification will be sent regarding a post-withdrawal disbursement the student may receive, the response date, and the process.

Federal regulations only allow students to receive financial aid for classes they actually attend. Students who receive financial aid for classes they drop before the first day of class or that they otherwise never attended must return those funds.

There is no appeal process. Federal regulations do not allow a college to make any exceptions to the Return of Title IV requirements. Students who do not repay the funds owed are disqualified from eligibility for federal student aid at any college or university.

Students considering dropping classes should first consult with the Student Financial Services Office to understand the implications of a complete withdrawal.

FEDERAL PELL GRANT

The *Federal Pell Grant* provides federal grants to eligible students to help meet college expenses. Students must file a FAFSA and have financial need as determined by a formula that is applied uniformly to all applicants throughout the nation. The Student Financial Services Office calculates the actual award amount depending upon the financial information the student reports on the application, whether the student is enrolled full-time or part-time and the cost of education.

LIFETIME ELIGIBILITY USED -PELL LEU

Students are limited to 6 years (12 FT semesters) full-time Pell awards, or 600% Lifetime Eligibility Used (Pell LEU). Students may view their Pell LEU at http://www.nsls.ed.gov/nsls_SA

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG)

These federal grants are designed to assist students with exceptional financial need by supplementing other financial aid sources.

FEDERAL WORK-STUDY PROGRAM (FWS) LIMITED FUNDING

Federal Work Study provides part-time employment for students who demonstrate financial need. The Student Financial Services Office will assist in placing students in jobs on campus. Students must not work until an official agreement is on file with the Student Financial Services Office and may not work more than 20 hours per week. Current pay is \$10 per hour. Work-study hourly wages are paid directly to the student to help with educational expenses.

NURSING STUDENT LOANS

Nursing Student Loans may be available to students in the Associate's degree Nursing Program who demonstrate financial need. Loans range from \$1,000 to \$2,000 per academic year.

NOTE: MJC does not participate in any Direct Loan or Federal Family Loan Program.

BUREAU OF INDIAN AFFAIRS GRANTS (BIA)

Bureau of Indian Affairs Grants are provided to help eligible Native American students. Contact your Tribal Agency or the Student Financial Services Office for more information.

STATE FINANCIAL AID PROGRAMS

BOARD OF GOVERNOR'S FEE WAIVER PROGRAM (BOGW)

The *BOGW* waives the enrollment fee for eligible students. The *BOGW* is effective for an entire academic year (Summer/Fall/Spring). There is no minimum unit requirement. Students may apply by filling out the fee waiver application and/or FAFSA application as they may qualify for other additional aid.

BOG FEE WAIVER - FALL 2016 NEW POLICY REGULATIONS

Under new regulations, students will lose eligibility for the Board of Governors Fee Waiver, beginning Fall 2016, if they do not maintain a 2.0 GPA for two consecutive primary terms or do not successfully complete half (50%) of the units attempted in that period. The first calculation of a term will begin in Fall 2015.

CAL GRANTS

Cal Grants are state-funded grants, which are awarded to eligible students to help meet college expenses. Students must file a FAFSA or California Dream application and have their GPA submitted to the California Student Aid Commission (CSAC). The application-filing deadline is March 2nd preceding the award year. A second deadline of September 2nd is available for students on a competitive basis who are planning to attend a community college during the award year.

Cal Grant A assists with tuition and fees for California residents at qualifying institutions offering baccalaureate degree programs. Awards may be held in reserve while attending a community college. There are two types of *Cal Grant A* awards – Entitlement and Competitive. Every current or previous year high school senior who has at least a 3.0 GPA, meets the financial and academic requirements and applies on time (March 2nd deadline) will receive a *Cal Grant A Entitlement Award*. Other eligible students who have at least a 3.0 GPA may apply for a *Cal Grant A Competitive Award*. Selections are based on a composite score that considers family income, parents' educational level, GPA, time out of high school, single-family household, and former foster youth.

Cal Grant B provides a living allowance and tuition and fee assistance for low-income students. Beginning with the sophomore year, this award also helps pay tuition and fees at a qualifying institution offering baccalaureate degree programs. There are two types of *Cal Grant B* awards – Entitlement and Competitive. Current or previous year high school seniors with at least a 2.0 GPA who meet the financial and eligibility requirements and apply on time (March 2nd deadline) will receive a *Cal Grant B Entitlement award*. Other eligible students with at least a 2.0 GPA may apply for a *Cal Grant B Competitive award*. Selection is based on a composite score based on family income, parents' educational level, GPA, time out of high school, single-parent household and former foster youth.

Cal Grant C provides assistance with costs for occupational and vocational programs. Selections are based on financial need, vocational aptitude and enrollment in an eligible program at a California community or independent college or vocational school that is at least four months long. Additional information may be obtained in the MJC Student Financial Services Office.

CALIFORNIA CHAFEE GRANT

The *Chafee Grant* Program awards grants of up to \$5,000 annually to foster youth and former foster youth to use for college or career and technical training. To be eligible the applicant must have been in foster care between their 16th-18th birthdays and be no more than 22 years old. The applicant must also file a FAFSA, available at www.fafsa.gov or a California Dream application available at <https://dream.csac.ca.gov> as well as the *California Chafee Grant Program Application*, available at www.csac.ca.gov. Recipients must be enrolled at least half-time.

CALIFORNIA DREAM ACT

Students who meet AB540 criteria may now apply for state-funded financial aid such as community college fee waivers (BOGW), *Cal Grants*, *Chafee Grants*, and institutional financial assistance by completing the *California Dream Act Application* at <https://dream.csac.ca.gov>.

SCHOLARSHIPS

The Modesto Junior College Scholarship Program offers over 200 scholarships annually to eligible students who enroll full time during the Fall semester. Awards range from \$200 to \$2,000 per academic year. Students who will be new incoming or continuing can receive up to a maximum of \$3500 and transfer students up to \$4500. Scholarships are funded by the MJC Foundation, private donors, community agencies and businesses whose focus is to encourage and support the educational goals of the students we serve.

To receive consideration for scholarships, students must have completed 12 units with a cumulative grade point average of 2.5 or higher and be actively enrolled as a full-time student the following Fall semester. (Students accepted and enrolled in the MJC Nursing Program will be considered full time for scholarship purposes only.) High school seniors are exempt from the 12-unit completion, but must submit their high school transcript.



Scholarship selections are made based upon proven academic performance and strength of major, motivation, potential for success and may include the following: major, residency, organizational affiliation and active community service.

The *MJC Scholarship Application and Recommendation Form* will be available on the MJC Financial Aid link (on line) at www.mjc.edu the first Monday in October and will be due the last Friday of finals week during the Fall Semester.

For questions or more information regarding the MJC Scholarship Program, contact Melissa Clark in the Scholarship Office at (209) 575-7715 or email clarkme@mjc.edu. ♦

Grading and Credit Policies

Enrollment Services (Records)

Francisco Bañuelos

Dean of Enrollment Services, Special Programs & Student Learning

Student Services Building, Room 102

Phone: (209) 575-6853

Website: mjc.edu/student-services/enrollment/records

MJC'S GRADING SYSTEM

Grades are assigned by instructors based on classwork and tests. Grades are assigned as follows:

<i>SYMBOL</i>	<i>GRADE POINTS EARNED</i>	<i>DESCRIPTION</i>
A	4	Excellent
B	3	Good
C	2	Satisfactory
D	1	Less than satisfactory
F	0	Failing
P	*	Pass, at least satisfactory (A, B, C)
NP	*	No Pass, less than satisfactory or failing (D, F)
IA	*	Incomplete A
IB	*	Incomplete B
IC	*	Incomplete C
ID	*	Incomplete D
IF	*	Incomplete F
IP	*	Incomplete Pass (A, B, C)
INP	*	Incomplete No Pass (D, F)
W	*	Withdrawn
MW	*	Military Withdrawal

* Grade points not included in student's overall grade point average (GPA).

GRADE POINT AVERAGE (GPA)

To graduate and to transfer to other collegiate institutions, the student must have at least a C average (2.0), based on the total grade points earned in college degree applicable courses completed at MJC and other colleges divided by the total number of units attempted. Students planning to transfer to a four-year university should discuss options with a counselor.

A course or unit attempted is any course or unit which, in any semester, appears on the official transcript. Courses with an Incomplete (I grade), a Withdrawal (W grade), Pass (P grade) or No Pass (NP grade) do not count in the grade point average. All other credit courses attempted are included in the average.

ACADEMIC DISTINCTIONS

GOOD STANDING

A student is in good standing academically when the cumulative MJC grade point average is 2.0, or better, and the student has completed fewer than 50% of the overall units attempted with grades of “W,” “I,” “NP,” and “NC.”

GRADUATION WITH HONORS

Graduating students achieving a cumulative grade point average of 3.5 or higher in all degree-applicable coursework, including transfer work, will graduate with honors. This honor will be indicated on the transcript and the diploma.

PRESIDENT’S LIST

To be eligible for the President’s List (formerly Dean’s List) the student must complete a minimum of 12 degree-applicable units in a semester at MJC and have a grade point average (GPA) of 3.5 or better with no grade lower than a C. The student receives a personal letter of commendation.

CALCULATING THE GPA

A 2.0 minimum grade point average (GPA) is required to be in good academic standing and for graduation. To calculate a student’s GPA, follow these steps:

1. *Assign a numerical value to each grade received (A=4; B=3; C=2; D=1; F=0)*
2. *Multiply the grade by the number of units in the class. This totals the grade points.*
3. *Divide the total number of grade points by the total number of units attempted*

Note: Exclude W’s, NP’s, P’s from the calculation as well as courses that were repeated and where academic renewal was granted. These courses will be signified by “R” and “AR” respectively.

CHALLENGING GRADES

To conform to the provision of Section 55025 of the California Administrative Code, Title 5, the determination of the student’s grade by the instructor shall be final in the absence of mistake, fraud, bad faith, or incompetency.

Modesto Junior College policies on challenging a final grade are as follows:

1. *There shall be a one year time limit for challenging any evaluative or non-evaluative symbol. This limit will begin at the end of the term in which the symbol was assigned.*
2. *The correction of grades given in error shall include expunging the incorrect grade from the record;*
3. *To challenge a grade, students should complete a Grade Correction Petition, which is available in the Enrollment Services Office.*

INCOMPLETE GRADES

An Incomplete (I) grade will be given only in cases in which course work could not be completed because of illness or for a cause judged as unavoidable by the instructor. Failure to complete regular course work by the end of the semester will not be reason for giving a grade of Incomplete (I). When a faculty member approves a grade of Incomplete (I), he or she :

- Will enter on PiratesNet an incomplete and the in-lieu grade that will be recorded if the student does not make up the work in the allotted time.
- Will enter on PiratesNet the date on which the incomplete grade will end and the in lieu grade will be awarded.
- Will submit to the Enrollment Services Office a written record (on the Incomplete Form provided) of the conditions for removal of the (I) grade and the grade to be assigned if the work is not completed.
- Will send notification via email to the student using the college-issued student email outlining the work to be completed and timeline.
- Will write the student's grade when all work has been completed on the Incomplete Form in the Enrollment Services Office at least five business days prior to the expiration date of the incomplete grade.

The amount of time that a student may have to make up the work cannot exceed one year. If the student has not completed the conditions for removal, the Incomplete grade (I) will electronically revert to the "grade in lieu of removal" assigned by the faculty member for the "I" grade.

SATISFACTORY COMPLETION

"Satisfactory completion of" a course means that the student has earned a letter grade of A, B, C, P. All prerequisite courses at MJC must be satisfactorily completed with a C or better grade.

P/NP (PASS/NO PASS) GRADES

A student may enroll in most courses with the option of one of two grading systems: (1) letter grade (A-F) or (2) Pass/No Pass (P/NP). The deadline to file P/NP for a full-term or short-term class is 30% of the class. If 30% falls on a weekend or holiday, the deadline to file P/NP forms in the Enrollment Services Office is the preceding business day. (Forms are available in the Enrollment Services Office or online at mjc.edu/forms, unless the course otherwise states "GR" only or "P/NP" only, all courses are offered with a choice of letter grade or P/NP option. Once the P/NP option is selected by the student and the 30% deadline has passed the choice cannot be rescinded.

Because transfer institutions often do not accept P/NP grades in a student's major, the college recommends that courses in the major be taken for a letter grade.

Instructors are required to give all students who complete the course a letter grade (A-F), regardless of student choice, unless the course is offered only for P/NP grading.

None of the units attempted under the P/NP grading option are used in computing the student's grade point average. However, units attempted for which (NP) is recorded are counted in determining progress probation and progress dismissal.

Fourteen units of P/NP may be used toward graduation. An evaluation on a "P/NP" basis may not later be changed to a letter grade, nor may the reverse occur. (Section 55022 Title 5). CAUTION: Some schools may consider "NP" the same as "F".

IMPROVEMENT OF GRADES

Beginning in the Summer 2004 term, courses in which substandard grades of “D”, “F”, or “No Pass” were earned by the student, are allowed to be repeated only once. Students will be blocked from registering a third time for the same course if two substandard grades (D, F, or NP) have been recorded in previous grading periods. A student who wishes to enroll in a course for a third time will need to complete a Request for Third Enrollment Form with a counselor. Third enrollment petitions are available in the Counseling Office and must be filed no later than the end of the first week of that term in which the class is to be repeated.

When a course in which a D grade was received is repeated, the student will receive the new grade and grade points earned but will receive no additional units for the course.

When a course in which A, F or NP grade was received is repeated, the student will be given both the units and grade points earned.

Courses in which the student has earned a C or better (including P) may not be repeated for improvement of grade.

ACADEMIC PROBATION AND DISMISSAL

A student shall be placed on academic probation if he or she has attempted a minimum of 12 semester units of work at the college and has earned a cumulative grade point average of less than 2.0 (“C”).

A student who is on academic probation shall be subject to dismissal for one calendar year if the student has earned a cumulative grade point average at the college of less than 2.0 in all units attempted in each of three (3) consecutive semesters.

A student on academic probation shall be removed from probation when the student’s accumulated grade point average of courses taken at the college is 2.0 or higher.

PROGRESS PROBATION AND DISMISSAL

A student shall be placed on progress probation if he or she has enrolled in a total of at least 12 semester units at the college and the percentage of all units in which the student has enrolled, for which entries of “W”, “I” and “NP” were recorded reaches or exceeds fifty percent (50%).

A student who is on progress probation shall be subject to dismissal for one calendar year if the cumulative percentage of units in which the student has been enrolled at the college for which entries of “W”, “I”, and “NP” are recorded in at least three (3) consecutive semesters reaches fifty percent (50%) or more.

A student on progress probation shall be removed from probation when the percentage of units taken at the college in the categories of “W”, “I”, and “NP” drops below fifty percent (50%).

HONORS PROGRAM

Eva Mo, Honors Program Coordinator/History Professor

Phone: (209) 575-6105

Hours: By appointment

Email: moe@mjc.edu

ABOUT THE HONORS PROGRAM

If you are a highly motivated or an accomplished student and would like your education at MJC to prepare you to compete well at the highest university levels, then the MJC Honors Program may be for you. This program is meant to further promote excellence by honing the skills and talents of our intellectually gifted, uniquely creative, and academically

committed students. Honors students are challenged and guided by honors faculty to delve deeper, think more critically, and argue more persuasively. These students also have the opportunity to meet other gifted students and experience the spirit and encouragement of such a like-mindedly determined cohort.

BENEFITS OF PARTICIPATING

Besides the experience of an enhanced education and being better prepared to compete at the university level, students who graduate from the program will gain any number of perks through enhanced transfer agreements.

HONORS PROGRAM BENEFITS

- Priority admission and registration at transfer institutions
- Scholarships granted by some CSU and UC institutions
- Continuation of the honors experience at the transfer institution
- Invitations to college and university receptions and special events
- Guaranteed housing
- Priority admission into English 101 at MJC for students who meet appropriate Honors Program deadlines

HONORS UNITS

Honors units are units of coursework that you complete in order to demonstrate that you are academically competent in strategically challenging courses. Honors units are not additional units to be completed, but rather overlap your existing educational plan. You will work with a counselor and the Honors Program Coordinator to select appropriate courses.

HONORS CONTRACTS

Many instructors at MJC are willing to give you individual attention by enhancing a course to be at honors level. Once an agreement is established this is referred to as an honors contract. Once you are accepted into the honors program, you will be expected to initiate contracts with instructors. A list of participating instructors is available from the Honors Program Coordinator. Honors contracts may only be established in 3 unit or more courses numbered 100-299 (transferable).

PROOF OF PARTICIPATION HONORS

Honors work completed will be noted on your official MJC transcript

TO APPLY TO THE PROGRAM:

1. *Make an appointment with the Honors Program Coordinator in Founders Hall 120M.*
2. *To receive an Honors Program Application packet contact Eva Mo at moe@mjc.edu. In this application you will need to demonstrate the following:*
 - a. *Eligibility for English 101 or higher at time of application*
 - b. *3.25 community college GPA (12 units) or 3.5 credentialed High School GPA*
 - c. *One letter of recommendation (see application)*
 - d. *One 'statement of purpose' 500 word-essay (see application)*
3. *Attend honors orientation before starting your first honors semester.*
4. *Save the Date: Honors orientation always occurs the Wednesday before fall and spring classes from 10:00 to 12:00 noon.*

If you have not recently attended community college or high school, or if you do not meet the entrance requirements, see the Honors Coordinator for alternate requirements.

TO MAINTAIN ENROLLMENT:

1. *Complete English 101 by the end of your first honors semester.*
2. *Maintain a 3.25 or higher cumulative GPA.*
3. *Attempt at least one honors contract or course per year.*

TO COMPLETE THE PROGRAM:

1. *Complete 15 units of honors coursework.*
2. *Maintain a 3.25 cumulative GPA.*
3. *File an application to graduate from the Honors Program.*
4. *Complete an Honors Program Experience Survey.*

ACADEMIC RENEWAL REGULATION

Modesto Junior College regulations permit the removal of work completed at MJC which is substandard and not reflective of a student's present scholastic ability and level of performance. The grades so removed will be disregarded in the computation of grade point averages.

Substandard work completed at MJC (grades of "D", "F", "NP") may be removed from a maximum of two terms under the following conditions:

- A period of at least two years has elapsed since the work to be removed was completed.
- The work to be removed does not include courses previously used to establish eligibility for transfer, graduation, or certificates of achievement.
- The student has completed at MJC or another accredited college, since the work to be removed was completed, at least 15 semester units with at least a 3.0 GPA, 30 semester units with at least a 2.5 GPA, or 45 semester units with at least a 2.0 GPA.
- The terms need not be consecutive.
- A course repeated for grade improvement is not eligible for academic renewal as the substandard grade has been disregarded in the completion of the grade point average.
- Only the substandard work will be considered for academic renewal.
- Up to 24 units of coursework may be eliminated from consideration in the cumulative GPA.
- Academic renewals are irreversible.

Students wishing to use the academic renewal procedure should submit an Application for Academic Renewal. Applications may be emailed or are available at the Enrollment Services Office. When work is removed under the conditions above, the permanent academic record shall be annotated in such a manner that all work remains legible, insuring a complete academic history.

UNITS OF CREDIT

Units awarded for a course depend on the number of lecture, lab, and lecture/lab hours in the course. Typically, 17.5 hours of lecture with 35 additional hours of outside work, or 52.5 hours of lab produce one unit of credit. A student's weekly workload for a full-semester course will be roughly three times the number of units of credit to be earned. So a typical 3-unit lecture course requires nine hours per week: 3 hours of lecture and 6 hours of outside work.

RECOMMENDED STUDY LOADS/EXCESSIVE UNITS

A typical student load is 12 to 16 units of work per semester. A heavier or lighter study load may be recommended by a student's advisor or counselor. In no case will a student be enrolled in more than 18 (12 units for summer) units of work without approval of an MJC counselor. Students on probation or dismissed status may be limited to the work load judged most suitable for them. Petition forms for excess units can be obtained in Counseling Center.

LIMIT ON REMEDIAL COURSEWORK

Except as specifically exempted, students may not receive credit for more than 30 units of remedial coursework in math (MATH), English (ENGL), and reading (READ) courses numbered 1-49.

EXEMPTIONS

The following students will be exempt from the limit:

- Students enrolled in one or more courses of English as a Second Language (ESL.)
- Students identified by a college in the district as having a learning disability.

Students may be granted a waiver to the limitation upon petition to a college in the district. Waivers will be granted only when the student shows significant and measurable progress toward the development of skills necessary for college-level courses. Such waivers will be given only for a specified period of time or for a specified number of units. Students who are blocked from enrollment because of excessive remedial units should contact the Counseling Center, Student Services Building, Room 226.

CREDIT FROM OTHER INSTITUTIONS

Evaluation Office
East Campus, Student Services Building, Room 110
(209) 575-6605

Lower division credit will be accepted from institutions listed as being accredited by one of the six regionally accrediting associations that are recognized by the United States Secretary of Education. These six associations have been recognized as reliable authorities ensuring that the institutions that they accredit meet minimum levels of educational quality. MJC recognizes those institutions that are either fully accredited or are listed as a candidate for accreditation in the publication "Accredited Institutions of Higher Education" (provided the institution offering the courses accepts them towards its own degree.)

Veterans and reservists who have completed basic training will receive three units of Health Education credit and two units of Physical Education credit upon presentation of their separation papers. Credit for military schools will be granted if it is recommended in the "Guide to the Evaluation of Educational Experiences in the Armed Services." Up to 18 units of credit may be awarded for USAFI (United States Armed Forces Institute) courses.

"GENEX 000"

GENEX 000 courses appear on the transcript to indicate transfer courses for which you have been granted transfer credit, without Modesto Junior College equivalent course credits. If you believe a course placed in GENEX 000 is equivalent to a specific MJC course you may contact the appropriate division office and submit a Course Equivalency Petition. At the time of submission you must also include a course description, syllabus and/or any other supporting documentation to substantiate your request.

DIVISION CONTACT INFORMATION

<i>DIVISIONS</i>	<i>LOCATION</i>	<i>PHONE</i>
Agriculture & Environmental Sciences	Ag 100	(209) 575-6200
Allied Health	Glacier Hall, 165	(209) 575-6362
Arts, Humanities & Communications	PAC 205	(209) 575-6081
Business, Behavioral & Social Sciences	Founders Hall, 100	(209) 575-6129
Family & Consumer Sciences	John Muir 154A	(209) 575-6354
Literature & Language Arts	Founders Hall, 200	(209) 575-6149

DIVISIONS	LOCATION	PHONE
Physical, Recreation & Health	PE 105	(209) 575-6269
Science, Math & Engineering	Science 134	(209) 575-6172
Technical Education	Sierra Hall 255B	(209) 575-6332

CREDIT FROM INSTITUTIONS OUTSIDE THE UNITED STATES

Modesto Junior College does not evaluate international transcripts. A student must first have their foreign coursework evaluated by a National Associate in Credential Evaluation Services (NACES) affiliated foreign transcript service. The Evaluations Office has a list of transcript services. The cost of the evaluation is the responsibility of the student.

A maximum of 30 units can be accepted through this process. A student should meet with a counselor to identify possible courses, if any, may be eligible for review by the division offering the course.

Because transcripts evaluated by NACES affiliated foreign transcript services contain brief titles, students should submit as much information about the classes they have completed as possible. When requesting equivalency from a division, students should include: course catalog descriptions, topics covered, course syllabi, lecture hours, lab hours, prerequisites the course may have had, or any other information available.

The Evaluations Office will only consider lower division courses recommended by the affiliated foreign transcript service after approval by the MJC division offering the course is obtained. All grades of C or better will be converted to a Pass grade. These units will not be counted toward the student's GPA.

Coursework taken outside the United States will not be used to satisfy the associate degree Reading and Written Expression or Oral Communication requirement. Possessing a foreign degree comparable to a bachelor's degree or higher does not satisfy the general education, competency requirements, and guidance and activities requirement for an associate degree at MJC without approved course equivalencies.

Transcripts received become the property of MJC and cannot be returned to the student, copied, nor forwarded to other colleges.

CREDIT BY EXAMINATION

Enrollment Services
East Campus, Student Services Building, Room 102
(209) 575-6853

A student may petition for credit by examination in appropriate courses as determined by the academic division or area, provided the student has evidence of training and/or experience in that subject area. Students may take the exam one time only.

TO BE ELIGIBLE FOR CREDIT BY EXAMINATION

A student must be registered in other Modesto Junior College credit course(s) at the time the course is challenged.

TO BE AWARDED CREDIT BY EXAMINATION

The student must have a grade notation in at least one other MJC credit course in the semester in which credit is awarded. [Notation includes grade, incomplete (I) or withdrawal (W)]

CAUTION: Please note that four-year college/university policies on awarding credit for courses taken on a credit by examination basis vary from campus to campus.

COURSE CREDIT BY EXAMINATION WILL NOT BE GRANTED:

- If the units granted for a course would cause the student to have completed more than 30 units of credit by examination
- For a course in which a student is currently enrolled
- For a course that is below the academic level of a course already completed
- For a course in which a student has received a grade, i.e. a “W” will be regarded as a grade.
- For a course in which the student has received Advanced Placement (AP) credit.

TO BEGIN THE CREDIT BY EXAMINATION PROCESS:

Confer with the Academic Dean of the course subject area. Credit by Examination is not available for all courses. Check with the Dean to determine if the course you wish to challenge is available for Credit by Examination. Student must be able to provide evidence of training and/or experience in the subject area. The Dean will give the student a Petition for Credit by Examination to complete. The student will return the form to the Division Office. A student who wishes to file for the credit-no credit option must submit this request at the time the Credit for Examination Petition is filed after the Division has approved the Credit by Examination Petition.

Pay the current per-unit* enrollment fee for each course at the MJC Business Office and bring the receipt to the Division Office.

Arrange a time and location for the examination with the Academic Dean, or instructor designated by the Dean

Units earned by examination do not count towards the residence requirement for graduation nor do they count toward full-time status. Petitions to do a Credit by Examination must be filed no later than seven weeks before the end of the semester. A current per-unit enrollment fee will be charged for each course challenged. (A waiver of fee may be granted based on Student Financial Services Office criteria.) See “A “W” will not be recorded on the academic record of the student who withdraws from one or more courses due to the circumstances described above” on page 45 for more information. *Fee subject to change pending action by the CA State Legislature.

2+2 PROGRAM CREDIT

While in high school, students can complete specific courses to earn MJC credit. Such courses are part of the 2+2 program. Students who successfully complete articulated 2+2 high school courses with a grade of B or higher and enroll at MJC in a fall or spring semester following high school graduation will receive college credit(s). **Please note:** The 2+2 articulation agreement between the high school institution and MJC may require the student to meet special conditions beyond those required of passing with a B grade to receive the college credit. Special conditions exist for agriculture, foreign language, and mathematics courses.

HOW TO ENROLL& PARTICIPATE:

- At the beginning of a 2+2 course the student must get and complete a *Request to Participate in 2+2 program* form for the course from the high school instructor.
- The instructor of the course must send the completed forms to the MJC Early College/ Tech Prep 2+2 program. 2+2 student data is tracked.
- After the high school course is completed and the grade is earned, students earning B grades or higher will receive credit.

CONDITIONS FOR 2+2 CREDIT ON THE MJC TRANSCRIPT

- If a student meets all conditions specified in the course’s 2+2 Articulation Agreement, the grade earned in the high school course will be posted on the student’s MJC transcript the beginning of the second semester of enrollment at MJC.
- Student must submit official High School Transcripts.
- MJC Application must be on file.
- For further information contact: Florida Arias, Morris Bldg. Rm. 209, (209) 575-6634

AP Credit (Advanced Placement)

Modesto Junior College recognizes the Advanced Placement (AP) Program of the College Entrance Examination Board. Advanced Placement credit will be granted to those students earning a score of 3, 4, or 5 according to the following policy.

REPORTING AP EXAM RESULTS TO MJC

Students who complete AP Examinations through the College Board will need to ensure that test results are shared with Modesto Junior College. To have test results evaluated and posted to the MJC transcript, the following steps are required.

1. *Enroll at MJC. The student must be enrolled to be able to use AP examination results to satisfy MJC requirements.*
2. *Contact the College Board AP Program to request that an AP Score Report be sent to Modesto Junior College, Attention: Enrollment Services. Official score reports can be requested at (212) 713-8000 or by visiting the College Board website at www.collegeboard.com/student/testing/ap/exgrdrep.html MJC's four-digit college board code is 4486. Fees may be required for this service.*

USE OF AP EXAM RESULTS TO SATISFY MJC REQUIREMENTS

Scores of three (3), four (4), or five (5), count toward the associate degree as elective units and satisfy the following requirements at MJC.

GENERAL EDUCATION (GE) REQUIREMENTS

If an official AP Score Report has been received by MJC, units earned through AP exams will automatically be posted to the student's transcript as illustrated below. For example, a student who has successfully completed the AP Biology examination will see this on the transcript:

Course ID	Course Name	Units		Grade
		Attempted	Earned	
APT-BIOL	AP Biology	0	4	P

COURSE REQUIREMENTS FOR DEGREES, CERTIFICATES, OR SKILLS RECOGNITIONS

Students must follow the *Course Substitution Process* of the division which offers the course in order to have AP units satisfy a specific award requirement. Visit the division office to get a Course Substitution form.

PREREQUISITES FOR COURSES

Students will need to request and complete a *Prerequisite Challenge Petition* at the division office offering the course. See "Advising and Educational Planning" on page 36 for more information.

TRANSFERRING AP RESULTS TO OTHER INSTITUTIONS

The use of AP examination results to satisfy admission, major requirements, prerequisites, baccalaureate degree, and/or GE Breadth requirements at California State University, the University of California, and private institutions continues to be determined by the individual campuses. Students who have earned credit from an AP exam should not take a comparable course because transfer credit will not be granted for both.

Please note: Because universities make their own determination on how to grant AP credit, students who have used AP to satisfy prerequisites at MJC may have difficulty satisfying program requirements at the transfer institution. Students are advised to check AP policies from their future universities before using that credit to satisfy prerequisites at MJC.

To learn more about AP policies of transfer institutions, students should meet with an MJC counselor and check with the transfer campus for institutional policies on AP examinations. For information on the use of AP credit at UC and CSU visit:

- University of California (UC) policy for AP credit: <http://admission.universityofcalifornia.edu/counselors/files/ap-satisfy-admissions-and-igetc-req.pdf>
- California State University (CSU) Policy for AP Credit: www.calstate.edu/app/general-ed-transfer.shtml

IGETC RULES AND EXCEPTIONS

AP Exam credit *does not expire* and therefore can be applied toward IGETC regardless of when the exams were taken. Each AP exam may be used to satisfy one (1) IGETC area course requirement, with the exception of the following:

- AP credit from a foreign language exam may be used to satisfy IGETC: 6A Language other than English and IGETC 3B: Humanities
- AP credit cannot be used to satisfy IGETC:1B Critical Thinking
- AP credit cannot be used to satisfy IGETC:1C Speech Communications

CSU RULES AND EXCEPTIONS

CSU *Executive Order 1036, Section 1.2.4* establishes that CSU campuses will honor Modesto Junior College full or area GE breadth certifications wherein AP examination scores were used to satisfy requirements. For more information on GE Certification and AP examinations, visit the Evaluations Office, Student Services Building, Room 110.

AP GRID				
AP EXAM	COMPETENCIES MET OR ACTIVITIES RT. SATISFIED	MJC-GE AREAS & UNIT CREDIT EARNED	CSU-GE AREAS & UNIT CREDIT EARNED	IGETC AREAS & UNIT CREDIT EARNED
Art History		C 6	C1 or C2 6 ³	3A 6 or 3B 6 ³
Biology		A 4	B2&B3 4	5Bw/5C 4
Calculus AB		D2 6	B4 6 ⁶	2 6
Calculus BC		D2 6	B4 6 ⁶	2 6
Calculus BC (AB Subscore)		D2 6	B4 6 ⁶	2 6
Chemistry		A 6	B1&B3 4 ⁵	5A w/5C 4
Chinese Language & Culture		C 6	C2 6	3B 6 & 6A 6
Comparative Govt. & Politics		B 6	D8 6	4 6
Computer Science A or A/B		D2 6	N/A	N/A
English Language & Composition		D1 6	A2 6	1A 6
English Literature & Composition		D1 6	A2 6 & C2 6	1A or 3B 6 ³
Environmental Science		A 4	See 4 ⁴	5A w/5C 6
European History		C 6	C2 or D6 6 ³	3B 6 or 4 6 ³
French Language		C 10	C2 6 ⁵	
French Language and Culture		C 10	C2 6	3B 6 & 6A 6
French Literature		C 10 ¹	C2 6 ¹	3B 6 & 6A 6
German Language		C 6	C2 6 ⁵	
German Language and Culture		C 6	C2 6	3B 6 & 6A 6
Human Geography		B 6	D5 6	4 6
Italian Language & Culture		C 6	C2 6	3B 6 & 6A 6
Japanese Language & Culture		C 6	C2 6	3B 6 & 6A 6
Latin		C 6 ¹	C2 6	3B 6 & 6A 6
Latin Literature		C 6	C2 6 ¹	3B 6 & 6A 6
Latin: Vergil		C 6	C2 6 ⁷	3B 6 & 6A 6
Macroeconomics		B 6	D2 6	4 6
Microeconomics		B 6	D2 6	4 6
Music Theory		C 6	C1 6 ¹	
Physics 1		A 6	B1&B3 4 ²	5A w/5C 6
Physics 2		A 6	B1&B3 4 ²	5A w/5C 6
Physics B		A 6	B1&B3 4 ^{2,5}	5A w/5C 4
Physics C: Electricity/Magnetism		A 4	B1&B3 4 ²	5A w/5C 6
Physics C: Mechanics		A 4	B1&B3 4 ²	5A w/5C 6
Psychology		B 6	D9 6	4 6
Spanish Language		C 10	C2 6 ⁸	
Spanish Language & Culture		C 10	C2 6	3B 6 & 6A 6
Spanish Literature		C 10	C2 6 ⁹	
Spanish Literature & Culture		C 10	C2 6	3B 6 & 6A 6
Statistics		D2 6	B4 6	2A 6
Studio Art-2D, 3D Design, Drawing		N/A		
U.S. Government & Politics*		B 6	D8 6 & US-2*	4 6 & US-2
U. S. History*		B 6	C2 or D6 6 ³ & US-1*	3B or 4 6 ³ & US-1
World History		B or C 6	C2 or D6 6 ³	3B 6 or 4 6 ³

LEGEND

MJC "Math" Competency Met or Exceeded

MJC "Written Expression" Competency Met or Exceeded

MJC "Activities Requirement" fulfilled (and units earned as indicated)

6 Units earned

* Areas of American Institutions (US-1 through US-3) are set forth in sections 1A and 1B of EO 405, and at assist.org. This exam, by itself, does not satisfy all three areas required for American Institution certification. Meet with a counselor for assistance.

LEGEND CONTINUED	
1	Students seeking certification in GE breadths prior to transfer must have passed the exam before Fall 09.
2	If a student passes more than one AP exam in physics, only six units of credit may be applied to the baccalaureate, and four units of credit may be applied to a certification in GE Breadth.
3	AP exams may be used in either area regardless of where the certifying CCC's discipline is located.
4	Students who pass AP Environmental Science earn 4 units of credit. Exams taken prior to Fall 09 may apply to either (B1+B3) or (B2+B3) of GE Breadth. Exams taken Fall 09 or later may only apply to (B1+B3.)
5	Exams taken before Fall 2009 earn 6 units of credit of CSU Breadth. Exams taken Fall 09 or later earn units reflected on the AP grid.
6	If a student passes more than one AP exam in calculus or computer science, only one examination may be applied to the baccalaureate.
7	Students seeking certification in GE breadths prior to transfer must have passed the exam before Fall 12.
8	Exam taken before Spring 14 earn 6 units of credit of CSU Breadth.
9	Exam taken before Spring 13 earn 6 units of credit of CSU Breadth.

(Rev 3/4/2016 RAC/SP) Updated

AP ALLOWANCES AND RESTRICTIONS

- Units earned from AP exams, while recorded as "Pass/No Pass or P/NP" units on the transcript, are not counted toward the institutional limit of fourteen (14) P/NP units.
- Units earned from AP exams will not be identified as units earned through "Credit by Examination", and therefore will not apply toward the institutional limit of thirty (30) units earned through Credit by Examination.
- Units earned from AP exams **cannot** be used to satisfy the college's Twelve-Units In-Residence requirement for associate degree.
- Units earned from AP exams **cannot** be used as evidence of enrollment at MJC in order to satisfy eligibility criteria for financial aid, veterans programs, or EOPS.

AP SCORE OVERVIEW

AP Exam	Score	Allows students to:
English Language or English Literature	3, 4 or 5	<ul style="list-style-type: none"> Bypass the MJC English Assessment Enroll in any course with prerequisite of "ENGL 101 and/or qualification by the MJC Assessment Process." Satisfy the course requirement in a skills recognition, certificate or associate degree. No course substitution is required.
Calculus AB†	4 or 5	<ul style="list-style-type: none"> Bypass the MJC Mathematics assessment Enroll in any course with prerequisite of MATH 171 Enroll in MATH 101, MATH 105, MATH 130, or MATH 134
Calculus BC†	4 or 5	<ul style="list-style-type: none"> Bypass the MJC Mathematics assessment Enroll in any course with prerequisite of MATH 171 Enroll in MATH 101, MATH 105, MATH 130, or MATH 134
Calculus BC	5	<ul style="list-style-type: none"> Enroll in MATH 173* Enroll in any course with a prerequisite of MATH 172

* Students earning a 5 on the BC Calculus AP exam may enroll in MATH 173, but are strongly encouraged to enroll in MATH 172 instead. Students wishing to start in MATH 172 will need to enroll in-person at the Admissions Office.

† Students who earn a 4 or 5 on the Calculus AB or Calculus BC exams will need to complete a Prerequisite Challenge Form at the Science Math and Engineering Division Office to petition enrollment in MATH 111, MATH 121, MATH 122, or MATH 138. Students should provide a strong case as to why they wish to "repeat" a course.

Source documents: IGETC version 1.6 (June 5, 2015)
E.O. 1036, Section 1.2.4 (November 10, 2015)

IB Credit (International Baccalaureate)

Modesto Junior College (MJC) will honor and apply many International Baccalaureate (IB) exam scores towards the fulfillment of MJC-GE, CSU-GE and IGETC breadth patterns. Students who earn a score 4, 5, 6, or 7 will earn IB credit that may be applied toward specific requirements within the CSU-GE pattern, in accordance with CSU Executive Order 1036 Section 1.2.4. A score of 5, 6, or 7 will earn IB credit within the IGETC pattern, in accordance with IGETC version 1.6. These documents determine how UC and CSU campuses honor IB credit. MJC requires scores of 5, 6, and 7 to satisfy requirements of the associate degree, MJC-GE, and elective units.

TO REPORT IB EXAM RESULTS TO MJC

Students who complete IB Examinations through the International Baccalaureate program will need to ensure that test results are shared with Modesto Junior College. To have test results evaluated and posted to the MJC transcript, the following steps are required.

1. *Enroll at MJC. The student must be enrolled to be able to use IB examination results to satisfy MJC requirements.*
2. *The International Baccalaureate* (IB) provides an official transcript of grades for the Diploma Program (DP). It is an official copy of an IB candidate's results. Transcripts can be sent directly to Modesto Junior College, Attention: Enrollment Services. These documents are not sent to students or other organizations. All requests must be submitted by the program coordinator of the school where the student is taking the DP. For more information regarding IB transcripts and certificates, go to: <http://www.ibo.org/en/programmes/diploma-programme/assessment-and-exams/requesting-transcripts/>*

USING RESULTS TO SATISFY MJC REQUIREMENTS

IB Scores of five (5), six (6), or seven (7), will earn MJC units of credit as indicated on the *IB Grid* on the following page. Those units can be used to satisfy the following requirements.

General Education (GE) requirements

If an official *IB Transcript* has been received by MJC, units earned through IB exams will automatically be posted to the student's transcript as illustrated below. For example, a student who has successfully completed the *IB Biology* examination will see this on the transcript:

Course ID	Course Name	Units		Grade
		Attempted	Earned	
IBT-BIOL	IB Biology	0	3	P

COURSE REQUIREMENTS FOR DEGREES, CERTIFICATES, OR SKILLS RECOGNITIONS

Students must follow the *Course Substitution Process* of the division which offers the course in order to have those units satisfy a specific award requirement. Visit the division office to get a Course Substitution form.

PREREQUISITES FOR MJC COURSES

Students will need to request and complete a *Prerequisite Challenge Petition* at the division office offering the course for all courses except those in English, reading and math. For English and math courses, students will still be required to complete the MJC Assessment process. See "Advising and Educational Planning" on page 36 for more information.

IB ALLOWANCES

- Units earned from IB exams, while recorded as "Pass/No Pass or P/NP" units on the transcript, are not counted toward the institutional limit of fourteen (14) P/NP units.
- Units earned from IB exams will not be identified as units earned through "Credit by Examination", and therefore will not apply toward the institutional limit of thirty (30) units earned through Credit by Examination.

IB RESTRICTIONS

- Only Higher Level (HL) exams can be used toward the fulfillment of listed requirements.
- Unit credit for IB exams will not be used in lieu of MJC Assessment Tests for placement into courses with English, reading or math prerequisites. Students will need to go through the MJC Assessment process to enter courses appropriate for their skill levels.
- Units earned from IB exams **cannot** be used to satisfy the college's Twelve-Units In-Residence requirement for associate degree.
- Units earned from IB exams **cannot** be used as evidence of enrollment at MJC in order to satisfy eligibility criteria for financial aid, veterans programs, or EOPS.

TRANSFERRING IB RESULTS TO OTHER INSTITUTIONS

The use of IB examination results to satisfy admission, major requirements, prerequisites, baccalaureate degree, and/or GE Breadth requirements at California State University, the University of California, and private institutions continues to be determined by the individual campuses. Students who have earned credit from an IB exam should not take a comparable course because transfer credit will not be granted for both.

Please note: Because universities make their own determination on how to grant IB credit, students who have used IB to satisfy prerequisites at MJC may have difficulty satisfying program requirements at the transfer institution. Students are advised to check IB policies from their future universities before using that credit to satisfy prerequisites at MJC.

To learn more about IB policies of transfer institutions, students should meet with an MJC counselor and check with the transfer campus for institutional policies on IB examinations. For information on the use of IB credit at UC and CSU visit:

University of California (UC) policy for IB credit:

<http://admission.universityofcalifornia.edu/counselors/exam-credit/ib-credits/index.html>

California State University (CSU) Policy for IB Credit:


www.calstate.edu/app/general-ed-transfer.shtml

CSU RULES AND EXCEPTIONS

CSU Executive Order 1036, Section 1.2.4 establishes that CSU campuses will honor Modesto Junior College full or area GE breadth certifications wherein IB examination scores were used to satisfy requirements. For more information on GE Certification and IB examinations, visit the Evaluations Office.


IGETC version 1.6 (June 5, 2015)

IB EXAM SCORES & MJC REQUIREMENTS

EXAM NAME	COMPETENCIES MET	MJC-GE			CSU-GE			IGTEC		
		MINIMUM IB SCORE	GE AREA	UNITS EARNED	MINIMUM IB SCORE	GE AREA	UNITS EARNED	MINIMUM IB SCORE	GE AREA	UNITS EARNED
Biology HL (without lab)		5	A	3	5	B2	3	5	5B	3
Chemistry HL (without lab)		5	A	3	5	B1	3	5	5A	3
Economics HL		5	B	3	5	D2	3	5	4	3
Geography HL		5	B	3	5	D5	3	5	4	3
History HL (any region)		5	B or C ¹	3	5	C2 or D6 ¹	3	5	3B or 4 ¹	3
Language A HL* Literature (any language except English)		5	C	3				5	3B & 6A	3
Language A HL* Language & Literature (any language except English)		z	C	3				5	3B & 6A	3
Language A HL* Literature (any language)		5	C	3	4	C2	3	5	3B	3
Language A HL * Language & Literature (any language)		5	C	3	4	C2	3	5	3B	3
Language B HL * (any language)		5	C	5		N/A		5	6A	3
Language A1 (any language) HL		5	C	3	4	C2 ²	3			
Language A2 (any language) HL		5	C	3	4	C2 ²	3			
Mathematics HL		5	D2	5	4	B4	3	5	2A	3
Physics HL (without lab)		5	A	3	5	B1	3	5	5A	3
Psychology HL		5	B	3	5	D9	3	5	4	3
Theatre HL		5	C	3	4	C1	3	5	3A	3

* The IB curriculum offers language at various levels for native and non-native speakers. Language B courses are offered at the intermediate level for non-natives. Language A1 and A2 are advanced courses in literature for native and non-native speakers respectively.

HL "Higher Level" Exams only

 MJC "Math" Competency Met or Exceeded

¹ IB Examinations may be used in either area regardless of where the certifying CCC's discipline is located.

² Exam taken before fall 2013 earns 3 units of credit of CSU Breadth

Applying for and Receiving Academic Awards

Martha Robles

Dean of Counseling and Student Learning

East Campus: Student Services Building, Room 110

Website: mjc.edu/studentservices/enrollment/

Phone: (209) 575-6605

ABOUT MJC AWARDS

The Board of Trustees of the District shall award the associate in arts degree, the Associate in science degree, and the certificate of achievement to applicants upon the satisfactory completion of the requirements as listed in this catalog.

PHILOSOPHY OF THE ASSOCIATE'S DEGREE AND GENERAL EDUCATION

(a) The governing board of a community college district shall adopt a policy which states its specific philosophy on General Education. In developing this policy governing boards shall consider the following policy of the Board of Governors:

The awarding of an associate degree is intended to represent more than an accumulation of units. It is to symbolize a successful attempt on the part of the college to lead students through patterns of learning experiences designed to develop certain capabilities and insights.

Among these are the ability to think and to communicate clearly and effectively both orally and in writing; to use mathematics; to understand the modes of inquiry of the major disciplines; be aware of other cultures and times; to achieve insights gained through experience in thinking about ethical problems; and to develop the capacity for self-understanding. In addition to these accomplishments, the student shall possess sufficient depth in some field of knowledge to contribute to lifetime interest.

Central to an associate degree, General Education is designed to introduce students to the variety of means through which people comprehend the modern world. It reflects the conviction of colleges that those who receive their degrees must possess in common certain basic principles, concepts and methodologies both unique to and shared by the various disciplines. College educated persons must be able to use this knowledge when evaluating and appreciating the physical environment, the culture and the society in which they live. Most importantly, General Education should lead to better self-understanding.

In establishing or modifying a general education program, ways shall be sought to create coherence and integration among the separate requirements. It is also desirable that general education programs involve students actively in examining values inherent in proposed solutions to major social problems.

(b) The governing board of a community college district shall also establish criteria to determine which courses may be used to implementing its philosophy on the associate degree and general education.

(c) The governing board of a community college district shall, on a regular basis, review the policy and criteria established pursuant to subsections (a) and (b) of this section.

EARNING MULTIPLE ASSOCIATE'S DEGREES

A student may earn more than one associate in arts and/or associate in science degree from Modesto Junior College. A course used for a prescribed graduation requirement or to meet general education requirements may count toward more than one degree. In addition, a student may not earn an AA and an AS in the same program.

APPLYING FOR AN ASSOCIATE'S DEGREE OR CERTIFICATE ACHIEVEMENT

A candidate for an associate in arts degree, associate in science degree or a certificate of achievement must file an application for the degree or certificate in the Evaluations Office, Student Services Building, Room 110, when the student is in his or her last semester of program completion. No student, however, is a candidate for graduation until the degree or certificate application is completed. Graduation ceremonies for degree candidates are held at the end of the spring semester each year. Diplomas will be dated at the end of the semester or summer session in which the qualified student applies. Diplomas and certificates are available to successful candidates approximately two months after term is completed.

GRADUATION CEREMONY FOR ASSOCIATE DEGREE EARNERS

Instructions for graduating will be outlined in an early spring edition of the *Graduation Newsletter*. The *Graduation Newsletter* includes information about commencement exercise, student speakers, graduation luncheon, graduating with honors, graduation fees, caps, gowns and announcements.

COURSE CODE	COURSE TITLE	CREDIT HOURS	GRADE	CUMULATIVE GPA
GOVPO	5 AP US Gov & Politics	5.00		0.00
USHIS	AP US History	5.00		0.00
ENGLI	AP English Literature	5.00		0.00
STAT	AP Statistics	5.00		0.00
EURHI	T AP European History	5.00		0.00
ENGLA	G AP English Language	5.00		0.00
	TERM: GPA			0.00
	CUM: GPA			0.00
*** SUMMER 2007 ***				
175A	Beginning Tennis	1.00		1.00
	TERM: GPA			4.00
	CUM: GPA			4.00
*** FALL 2009 ***				
	Environmental Conservation	3.00		3.00
	Healthful Living	3.00		3.00
	Fundamentals Public Speaking	3.00		3.00
	Philosophy	3.00		12.00
	TERM: GPA			3.75
	CUM: GPA			3.77
	Clean's List			
*** SPRING 2010 ***				

Transcripts and Academic Records

Enrollment Services

Francisco Bañuelos

Dean of Enrollment Services

East Campus: Enrollment Services Office, Student Services Building, Room 102

Phone: (209) 575-6853

Website: mjc.edu/student-services/enrollment/

Fax: (209) 575-6859

OFFICIAL TRANSCRIPTS

Modesto Junior College offers an online transcript request 24/7 process via The National Student Clearinghouse. All current and former students can order an official transcript at their convenience through the MJC website. There are several types of processing options available. Check online for details on how to have transcripts sent from MJC.

- Each transcript request must be submitted via the college website, or completing a Free Transcript Request Form by the student to the Enrollment Services Office.
- Each transcript will include the student's entire record of courses completed at MJC.

Official transcripts or records earned at other institutions which have been presented for admissions or evaluations become part of the student's permanent record and are not issued or copied for distribution.

Official transcripts will not be issued for students who have a financial obligation to the college or any other type of hold on their records. Any financial obligation to the college should be resolved in Business Services.

To comply with the student privacy laws, transcripts cannot be sent in response to telephone requests. Transcripts cannot be issued without written consent or release signed by the student with the exception of transcripts being sent directly to another educational institution.

Students are advised to submit official previous high school (once graduations date is posted) and/or college transcripts as soon as they apply for admission to MJC. These transcripts become the property of MJC and cannot be returned to the student, copied, nor forwarded to other colleges.

The MJC Enrollment Services Office will accept only official transcripts from regionally accredited institutions. Official transcripts are those that are electronically transmitted from regionally accredited institutions utilizing approved electronic transmittal systems or those that are delivered in an unopened, sealed envelope from the issuing institution. Contact the Enrollment Services Office for additional information on electronic submission.

The MJC Evaluations Office recommends that these transcripts be sent at least six weeks prior to registration. Upon receipt of outside transcripts, students will be notified via the college issued student email that their transcripts have been received. In order to have a full evaluation of a transcript, students must submit a Transfer Work Evaluation Request Form. The evaluation request form is attached to the email notification. This important evaluation provides information to the student and counselor about course work completed at other colleges. For more information, call the Evaluations Office at 575-6605 or talk to your counselor.

REPORT CARDS

Report cards are not issued at MJC. Grades are posted online at PiratesNet. As soon as instructors enter their grades and the Enrollment Services Office verifies them, they are available at this site.

ENROLLMENT AND GRADE VERIFICATION

Enrollment verifications and grade verifications will be issued upon written request to the Enrollment Services Office. Students should allow at least ten (10) working days for the processing of verifications.

To comply with student privacy laws, students must request verifications by completing and signing a Verification Request Form, available in the Enrollment Services Office.

Verifications will not be issued for students who have a financial obligation to the college or any other type of hold on their records. Any financial obligation to the college should be resolved in the Business Services Office. Photo identification is also required to release the verification. For additional information on requesting MJC verifications, contact the Enrollment Services Office (209) 575-6853.

DEGREE VERIFICATION

Modesto Junior College has authorized the National Student Clearinghouse to provide enrollment and degree verifications. Please visit www.degreeverify.org for pricing and more information.

ACADEMIC RECORDS REGULATIONS

Responsibility for student records rests with the Enrollment Services Office. However, each college department which houses student records is charged with maintaining their privacy and access according to college policy. Division deans are responsible for certain student files when those students are enrolled in majors within the dean's division. Students may find files that pertain to them in the division office of their academic major. In addition, student information is maintained under the supervision of the Vice President of College and Administrative Services (student financial responsibility), Vice President of Student Services (financial aid, counseling materials), Vice President of Instruction, (apprenticeship, community services, work experience), and the Dean of Enrollment Services (all permanent academic files).

Student records will be reviewed annually, and those which are no longer required to be maintained will be destroyed in accordance with Title 5 regulations.

Student information designated as public directory information may be released at the discretion of the college to anyone at any time unless the college has received a prior written objection from the student specifying information which should not be released. Modesto Junior College will not release directory information for individual use or to private business or commercial firms for use in advertising or publicity. Directory information includes: student participation in officially recognized activities and sports, including weight and height and high school of graduation of athletic team members, degrees and awards received, including honors, scholarship awards, athletic awards, and President's List recognition, start/end date of enrollment, part-time/full-time enrollment (current & past semesters), awards received, including type of degree or certificate awarded/date awarded.

A student's records are open to the student, employees of the college acting in the course of their duties, and state and federal officials as defined in Sections 54610 and 54622 of the California Administrative Code.

WELCOME TO MJC.EDU

MJC may grant access to individual student records for educational or emergency purposes and for court orders as permitted in Sections 54620 and 54622 of the California Administrative Code.

Students may ordinarily review their records at any time during working hours. The college will make records available within five to ten working days of a student's written request.

Students can file a complaint against MJC if they feel a privacy or records access/correction violation has been made. The complaint must be made in writing to the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

STUDENT RECORDS & PRIVACY ACT

For the purposes of this policy, Modesto Junior College (MJC) uses the following definitions of terms.

Student - any person who attends or has attended Modesto Junior College (MJC), regardless of age.

Education records - any record (in handwriting, computerized print, tapes, film, or other medium) maintained by MJC or an agent of the college that is directly related to a student, except:

- A personal record kept by a staff member, if it is kept in the personal possession of the individual who made the record, and information contained in the record has never been revealed or made available to any other person except the maker's temporary substitute.
- An employment record of an individual whose employment is not contingent on the fact that he or she is a student, provided the record is used only in relation to the individual's employment.
- Records maintained by MJC Security if the record is maintained solely for law enforcement purposes, is revealed only to law enforcement agencies of the same jurisdiction and does not have access to education records maintained by the College.
- Records maintained by Health Services if the records are used only for treatment of a student and made available only to those people providing the treatment.
- Alumni records containing information about a student after he or she is no longer in attendance at the college and the records do not relate to the person as a student.

PROCEDURE TO INSPECT RECORDS

Students may inspect and review their education records upon request to the appropriate record custodian. Students should submit to the record custodian or an appropriate college staff member a written request identifying as precisely as possible the record or records he or she wishes to inspect.

The record custodian or an appropriate college staff member will make the needed arrangements for access as promptly as possible and notify the student of the time and place where the records may be inspected. Access must be given in 15 days or less from the receipt of the request.

When a record contains information about more than one student, the student may inspect and review only the records that relate to him or her.

REFUSAL TO PROVIDE COPIES OF RECORDS

MJC reserves the right to deny transcripts or copies of records not required to be made available by FERPA if the student:

- lives within commuting distance of the college
- has an unpaid financial obligation to the college
- has an unresolved disciplinary action against him or her

DISCLOSURE OF RECORDS

MJC will disclose information from a student's education records only with the written consent of the student, except:

1. *To college officials who have a legitimate educational interest in the records. A college official is:*
 - a. *A person employed by the college in an administrative, supervisory, academic, research or support staff position.*
 - b. *A person elected to the Board of Trustees.*
2. *A person employed by or under contract to the college to perform a special task, such as the attorney or auditor.*
3. *A college official has a legitimate educational interest if:*
 - a. *Performing a task that is specified in his or her position description or by a contract agreement.*
 - b. *Performing a task related to a student's education.*
 - c. *Performing a task related to the discipline of a student, or*
 - d. *Providing a service or benefit relating to the Student or student's family, such as health care, counseling, job placement or financial aid.*
4. *Information defined as directory information.*
5. *To officials of another school or college, upon request, in which a student seeks or intends to enroll.*
6. *To certain officials of the U.S. Department of Education, the Comptroller General and state and local educational authorities, in connection with certain state or federally supported education programs.*
7. *In connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the aid.*
8. *To organizations conducting certain studies for or on behalf of the college.*
9. *To accrediting organizations to carry out their functions.*
10. *To comply with a judicial order or a lawfully issued subpoena.*
11. *To appropriate parties in a health or safety emergency.*

RECORD OF REQUESTS FOR DISCLOSURE OF RECORDS

MJC will maintain a record of all requests for and/or disclosure of information from a student's education records. The record will indicate the name of the party making the request, any additional party to whom it may be disclosed and the legitimate interest the party had in requesting or obtaining the information.

CORRECTION OF RECORDS

Any student may file a written request with the President to correct or remove information recorded in his student records which he or she alleges to be:

- *inaccurate;*
- *an unsubstantiated personal conclusion or interference;*
- *a conclusion or interference outside of the observer's area of competence; or;*
- *not based on the personal observation of a named person with the time and place of the observation noted. This procedure does not include the correction of a grade.*

THE SOLOMON AMENDMENT

Federal statute (public law 104-208 and public law 104-206, commonly known as the Solomon Amendment) requires that community colleges provide student directory information to the Department of Defense, including military recruiters, upon request.

ANNUAL NOTIFICATIONS:

EDUCATIONAL RESEARCH AND THE PRIVACY OF STUDENT EDUCATION RECORDS

Educational research, including assessment and evaluation of the teaching and learning process, is periodically conducted at Modesto Junior College in established or commonly accepted educational settings, involving normal educational practices.

The Family Educational Rights and Privacy Act (FERPA) is a “Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.” (<http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>) “No district representative shall release the contents of a student record to any third party without prior written consent of the student, other than directory information as defined in this policy and information sought pursuant to a court order or lawfully issued subpoena, or as otherwise authorized by applicable federal and state laws.” (YCCD Board Policy 5040: FERPA “prohibits the release of student records (verbally, in writing, or by any other means) ... unless there is a specific statutory authorization or a legitimate education interest to be used internally, a need to know (as part of fulfilling job duties) or an emergency.” (YCCD Research Work Group Research Request Protocol)

You are protected under both FERPA and the U.S. Department of Health and Human Services, Office for Human Research Protections. (<http://www.hhs.gov/ohrp/>)