

## 3 Easy Steps to Becoming a Student at Mission College Application and Registration Information

### Step 1

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

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

- Apply on-line at [www.missioncollege.org](http://www.missioncollege.org) or, in person in the Admissions Office.

**Please note:** If you are applying for Financial Aid, submit your Financial Aid application and/or Fee Waiver application, page 13 or page 19, to the Financial Aid Office at the same time that you apply for admission to the college (if you have not already done so, apply for Federal aid using the FAFSA form).

### Step 2

#### Schedule Assessment, Orientation & Counseling.

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

Mission College offers year-round computerized placement tests (English & Reading Placement, Reading Proficiency, ESL Placement, and Math Placement). Appointments are not needed, students are taken on a "First Come-First Served" basis. To find the schedule of office hours for the current semester, please check out the Assessment Center website at [www.missioncollege.org/student\\_services/assess](http://www.missioncollege.org/student_services/assess) or call 408.855.5098. The Assessment Center is in Room E-101.

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

### Step 3

#### Registration

- You may register for classes during the Open Registration period which begins on May 5 via MyWebServices, our on-line registration system at [www.missioncollege.org](http://www.missioncollege.org)

**Please note:** If you have to submit a Prerequisite Challenge form, a Student Petition form, or any other documentation before registration, go directly to the Admissions Office to register in person.

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

#### Open Enrollment

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

# Admissions and Registration Information

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

- 1) a high school graduate.
- 2) eighteen (18) years of age or older.
- 3) a non-high school graduate, 16 or 17 years of age, who has in his/her possession at the time of registration one of the following:

- Certificate of the State Proficiency Test.
- G.E.D., California HS Equivalency Certificate.
- A formal, written document from the student's high school district indicating he or she is **exempted** from any high school attendance.
- a high school student in grades 11 or 12 whose admission as a part-time student is recommended by his or her high school principal.

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

## Apply and Register

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

**Register on-line** or after your registration date via MyWebServices at [www.missioncollege.org](http://www.missioncollege.org)

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

If you must submit a Prerequisite Challenge Form, a Student Petition form, or any other documentation before registration, go directly to the Admissions and Records Office for **in-person registration**.

**Please be prepared to pay the 'out-standing balance' if you register in-person.**

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

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

**Please be sure to update your personal information using MyWebServices, each term if necessary. Ex. update email, phone number, etc.**

## Assembly Bill 540

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

Requirements:

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

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

## High School Students Registration

Concurrently enrolled **special part-time high school students** in grades 11 and 12 must register In-Person starting two weeks before the first day of the term. Each term, **new** high school students are required to submit an Application for Admission, as well as the High School Concurrent Enrollment form and the Parent/Guardian Medical Consent form. Continuing high school students are not required to re-apply; they are only required to submit a new Concurrent Enrollment form each term. Registration in any college course must be approved by the high school principal, or designee.

Photo identification is required for all transactions. HS Concurrent Enrollment and medical consent forms may be obtained on-line at [www.missioncollege.org](http://www.missioncollege.org) (A&R page) or from the Admissions and Records Office.

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

## Auditing of Courses

After the last date to add classes for college credit, a student may audit selected community college courses with the following provisions:

- 1) Priority in class enrollment shall be given to students desiring to take the course for credit.
- 2) No student auditing a course shall be permitted to change his or her enrollment in that course to receive credit for the course.
- 3) A student wishing to audit a class must obtain prior written permission from the instructor.
- 4) Attendance, participation and related academic expectations shall be determined by the instructor.

Students may be withdrawn from audit status by the instructor if the student does not satisfy class standards.

The fee for auditing a class shall be \$15.00 per unit per semester. Students enrolled in classes to receive credit for ten or more semester units shall not be charged an additional fee to audit three or fewer units per semester. Fees must be paid prior to auditing a course. Fees are not refundable. You may obtain the 'Request to Audit' form on-line at [www.missioncollege.org](http://www.missioncollege.org) or in the Admissions Office.

## Adding Classes

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

## Wait List

If a class is closed, students can add their names to the section's wait list before the class begins. If 'registered students' drop classes, and space

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# Admissions and Registration Information

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becomes available, **eligible** students on the wait list will be registered in the class. If officially registered, students will be notified by email of their status. It is recommended that students monitor their wait list regularly to check on the current class status. Students with Holds, overlapping classes, etc. will remain on the wait list. (After class enrollment, students must drop, if deciding to change the waitlist enrollment.)

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

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

## Dropping Classes

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

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

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

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

third W, the registration system will block registration in the course. To register again for the same course, the student will have to submit a Student Petition form to the Admissions & Records Office.

## Refunds

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

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

## Short-Term Classes

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

## Fees

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

**Enrollment Fee** = \$ 26.00 per unit

**Non Resident Tuition** = \$199.00. per unit

**Health Fee** = \$17.00 per semester  
(\$14.00 for summer)

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

1) Students who depend exclusively upon prayer for healing in accordance with the teachings of a bona fide religious sect, denomination, or organization.

2) Students who are attending a community college under an approved apprenticeship training program (Ed Code 76355)

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

## Student Center Fee

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

## Associated Student Body (ASB) Membership/ID Card Fee

This \$4 membership fee charged at the time of registration supports a variety of student services, activities, programs, scholarships, and discounts and covers the initial cost of the ID card. Should a student choose not to be a member, the fee is refundable when requested by the "refund" deadline. ID cards and stickers are available in the Campus Center Lobby. To obtain your ID card, you will need a copy of your registration statement and picture ID.

## Convenience Fee

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

## Parking Permit Fee

Spring or Fall parking permits = \$40.00

Summer Sessions parking permits = \$20.00

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

Detailed parking information on page 25.

## Fees for Services

Copy of Class Schedule=\$2.00 per request.

Standard Official Transcripts=\$4.00 each  
(first 2 transcripts are free)

One Hour Rush Transcripts=\$20.00 each

24 Hour Rush Transcripts=\$15.00 each

Unofficial Transcripts=\$2.00 per request

Duplicate Diploma=\$10.00 each

## Matriculation is a college-wide effort that benefits the students of Mission College!

### How To Get Started...

#### Academic Skills

#### Assessment and Orientation

The Academic Skills Assessment/Placement Test and Orientation are available for all Mission College students. Both are required for all first time college students and for any student who has indicated on the application their intent to earn a degree and/or certificate and/to transfer. In addition, all matriculants and any student taking a course with a prerequisite in English, English as a Second Language, Math and/or Reading will be required to complete the Assessment and Orientation. Students in need of special assistance for this assessment due to a disability (physical, hearing, or learning), should contact the Disability Instructional Support Center at 408.855.5085. For more information on testing and Orientation classes see page 4 and page 9.

#### Exemptions

You are exempt from Orientation/Assessment if you have an AA/AS degree or higher or if you are a returning student who has satisfactorily completed coursework in the following: English, ESL, Reading and Math. If you have completed assessment at another college, bring your placement recommendations to a counselor for assistance in choosing the appropriate coursework. If you are concurrently enrolled in another college/university and are taking only one class at Mission College, you may not need to attend Orientation if you provide proof of current enrollment at the other institution. You will be required to meet any prerequisite requirements.

#### Prerequisites and Corequisites

A prerequisite is a course or skill, which is required before you can enroll in a particular course. For example, Chemistry 1A, with a grade of C or better, is required before taking Chemistry 1B. A corequisite is a course, which you must take at the same time as another course as a condition of enrollment. For example, if you want to take Business 21L, you must be concurrently enrolled in Business 21. Prerequisites and corequisites are necessary to ensure that you have sufficient knowledge and skill to participate and complete the assigned work in a class. You may not be permitted to enroll in a class if you have not met the prerequisite. See a counselor if you need help in this matter.

#### Challenging Prerequisites or Corequisites

You have the right to challenge prerequisites or corequisites or other limitations on enrollment for the following reasons: ***(Evidence must be provided.)***

1. You have successfully completed the pre- or corequisite at another college.
2. You believe you have acquired the knowledge or ability to succeed despite not fulfilling the pre- or corequisite.
3. You believe the pre- or corequisite has not been made reasonably available at Mission.
4. You believe the pre- or corequisite or other limitation on enrollment is unlawfully discriminatory or is being applied in an unlawfully discriminatory manner.

5. Enrollment in this class has been limited to a special group of students and there are no other classes that would allow you to meet this requirement.
6. You understand that the pre- or corequisite was established to protect the health and safety of students. Despite the fact that you do not meet the pre- or corequisite, you believe that you are able to demonstrate that you do not pose a threat to yourself or others.

#### To Challenge a Prerequisite or Corequisite or other Limitation on Enrollment

1. Complete the challenge form. Forms and specific instructions are in the Counseling Office (E1-301).
2. Submit the completed form and required supporting documentation to Admissions. Please note that upon filing the challenge form you may enroll in the class in question if space is available by submitting this form to Admissions and paying all necessary fees. If your challenge is denied, the college does have the right to drop you from class and your fees will be automatically refunded.
3. Your request will be evaluated and a written response will be available to you within five (5) instructional days.

## Computerized Placement Testing

Mission College is offering Year-Round Computerized Placement Tests.

Appointments are not needed, students are taken on a “First Come—First Serve” basis.

Plan ahead - don't wait until it's too late. You may come anytime, during our office hours, to take your tests.

If you decide to wait until the week before classes begin, you run the chance of waiting long hours for others to finish their tests.

### Students with Disabilities

Students with Disabilities, if you need assistance, contact the Disability Instructional Support Center (DISC) in Room S2-201, or by calling 408.855.5085 or TTY at 408.727.9243.

### Four Important Rules

- 1 Students are allowed to take Placement Tests two (2) times in a 365 day period.
- 2 You must have a Mission College Student ID Number in order to take any test.
- 3 You must have a picture ID. (e.g., Driver's License, Student Picture ID Card, or Passport/VISA)
- 4 Placement Tests are for initial placement only, not to skip courses (jump classes). If this is your intention, please see a Counselor, and they will help you file a Prerequisite Challenge Form.

### Assessment Center Office Hours

Assessment Center Office hours are posted on-line at [www.missioncollege.org/student\\_services/assess/index.html](http://www.missioncollege.org/student_services/assess/index.html) or on the front window of the Assessment Center, Room: E1-101.

There will be times when the Assessment Center is closed. This is due to meetings or off-site testing. Times will be posted on the Assessment Center door of when to expect staff to return.

### Test Results

Test results for English, Math and Reading are instant. For ESL (English as a Second Language) results, it may take up to 5 business days.

### How long does each test take?

This is a very good question. All Tests are Timed. Some students might finish well before time expires, some might take the full amount of time. The important thing is to do the best you can.

Below is the maximum allotted time for each test:

English: **1 hour and 5 minutes**

ESL (English as a Second Language): **1 hour and 15 minutes**

Reading: **30 minutes**

Math (choice of 4 tests)

1. Algebra Readiness Test: **45 minutes**
2. Elementary Algebra Test: **45 minutes**
3. Intermediate Algebra Test: **45 minutes**
4. Pre-Calculus Readiness Test: **1 hour and 30 minutes**

### Who needs to test?

All first time college students and any non-exempt students who plan to earn a degree and/or a university transfer admission. (See page 7, Academic Skills Assessment and Orientation.)

Continuing students who have not taken the tests and want to enroll in courses with a prerequisite in English, ESL, Math and/or Reading are required to take the placement test before registration.

### Exemptions: you may not need to take the placement tests if you:

- Have completed an AA/AS degree or higher at a U.S. College or University.
- Plan to enroll in courses without English, ESL, Math or Reading prerequisites.
- Have completed an agreement with the Counseling Office (Room: E1-301) for an acceptable Prerequisite Challenge Form. (e.g., transcripts or assessment test results from another college, etc.)

## What are the Benefits?

Orientation provides students with information about Mission College and higher education. Information about college programs and services; degree, certificate, and transfer requirements; academic expectations and procedures; campus facilities and registration materials are also covered.

## Who Should Attend?

All new, new transfer and returning non-exempt students are required to attend one of the orientation options before or during their first semester.

## Orientation Courses

Check your class schedule for times and dates:

### Counseling 001 College Survival Skills

A 2-unit course that teaches essential study and test taking skills for success in all college courses.

### Counseling 003 Strategies for Personal and Professional Growth

A 2-unit course will present students with practical and proven strategies for improving the skills necessary for being successful in college and their personal lives.

### Counseling 005 Strategies for Success

A 3-unit semester length course that integrates critical and creative thinking proficiency, personal growth and values, and academic study strategies.

### Counseling 023

Becoming a master student-athlete. A 2-unit course that teaches student-athletes the tools for success to be applied in the classroom and in their sport.

### Counseling A

A 0.5 unit class which includes the Orientation, Educational Plan, and Priority Registration. Please bring your test result with you to the class.

## Get Wise...

Sign up for an Orientation Course and learn what it takes to succeed at Mission College!

## College Orientation Counseling A

Take your English/Reading/Math assessment test and sign up for Counseling A. Please bring your test result with you to the class. You will get Priority Registration, educational plan, learn about Study Skills Techniques, College Resources, Degree and Transfer Requirements, and learning Styles.

Section 90284	November 20	Saturday	8:15am–5:30pm	Guardino
Section 90285	December 4	Saturday	8:15am–5:30pm	Guardino
Section 90286	Nov. 30 & Dec. 1	Tues. & Wed.	5:15pm–9:30pm	Sanchez

### Counseling A for Vietnamese Speaking

Section 90287	December 4	Saturday	8:15am–5:30pm	Trang
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For locations: MB = Main Building MT = Portables



## Maintaining Perspective

The purpose of financial aid is to assist students in their pursuit of education and career goals by removing some of the day-to-day financial pressures that interfere with that pursuit. Federal and state financial aid is intended to supplement, not replace, a student's resources. In other words, students are expected to contribute, to the extent they are able, toward their educational costs. Mission College offers a variety of federal, state and institutional aid programs to assist students in meeting the costs of their education. To obtain information on eligibility requirements and necessary application forms, students are encouraged to stop by the Financial Aid Office or visit our website at:

[financialaid.missioncollege.org](http://financialaid.missioncollege.org)

Some awards are subject to availability of funds; therefore, it is highly recommended that you apply as early as possible.

## Board of Governor's Fee Waivers (BOGFW)

Board of Governors Waiver (BOGW) covers the enrollment fees, a portion of the parking fee, and, for lower income students, BOGW A, may also cover the campus center fee.

Recipient must be a California resident for at least one year and one day prior to the first day of each semester. Applications are available in the Schedule of Classes, on our website or at the Financial Aid Office.

**BOGW A:** To be eligible, you (or one of your parents, if you are dependent) must be a current recipient of public assistance such as AFDC/TANF/CalWORKS, SSI, GA, or others.

**BOGW B:** To be eligible, you (or one of your parents, if you are a dependent) must meet the following income standards:

Family Size	2009 Income
1	\$16,245
2	\$21,855
3	\$27,465
4	\$33,075
5	\$38,685
6	\$44,295
7	\$49,905
8	\$55,515
Each Additional Family Member	\$5,610

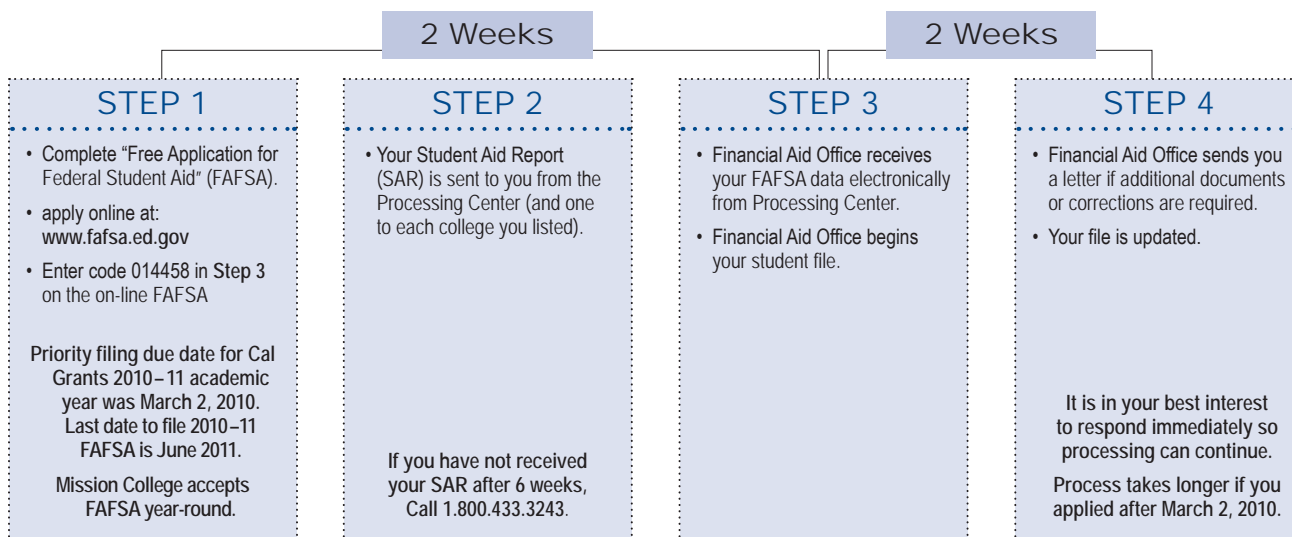
**BOGW C:** To be eligible, you must qualify for a Pell Grant and/or have \$1 of "unmet need" as determined after completing a Free Application for Federal Student Aid (FAFSA) online.

**Note:** The Board of Governors Fee Waiver Application is included with this schedule. You will find the English version on pages 13-16, and the Spanish version on pages 29-32 or on our website.

## Other Financial Aid Programs

- Federal Pell Grant
- Federal Academic Competitiveness Grant (ACG)
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Work Study-part-time employment on or off campus
- Federal Student Loans-subsidized and unsubsidized Stafford. Federal Direct Loans—subsidized & unsubsidized.
- California Grant Program (Cal Grant B or C or Chafee)
- Extended Opportunity Program and Services (EOP&S)
- Scholarships

The Financial Aid process time is approximate. The entire process can take three months or longer.



## Key Applicant Eligibility Requirements:

### Student:

- Is a U.S. citizen or eligible non-citizen
- Declares a program of study leading to a degree, certificate for gainful employment in a recognized occupation, or a transfer program leading to a bachelor's degree at a four-year, degree-granting institution
- Demonstrates financial need by completing the "Free Application for Federal Student Aid" (FAFSA) available online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov)
- Is not in default on any educational loan
- Does not owe a refund on any Title IV funds
- Has a high school diploma, G.E.D. or equivalent, or demonstrates "ability to benefit"
- Meets other requirements as appropriate

## Required Documents:

- Electronic Student Aid Report (Output document from FAFSA)
- Other documents as requested

## How to Apply for Federal Aid

When you apply for financial aid, you will be asked for information about your financial situation. This information is used to determine whether your "financial need" meets the government's requirements for eligibility. Complete the "Free Application for Federal Student Aid" (FAFSA) available online at: [www.fafsa.ed.gov](http://www.fafsa.ed.gov)

If you qualify for a Pell Grant, you may also be eligible for other additional types of financial aid.

Even if you don't qualify for a Pell Grant, don't give up! You may still be eligible for a variety of other types of financial assistance, including fee waivers and scholarships. To find out about these other options, ask the staff at the Financial Aid Office.

The Financial Aid process time is approximate. The entire process can take three months or longer.

*(Refer to the chart of the financial aid process, below.)*

If you need additional information, go to the Financial Aid Office or call the Financial Aid Office at 408.855.5065. You may also email your questions to : [mcafa@wvm.edu](mailto:mcafa@wvm.edu)

## Mission College Scholarships

Mission College offers a variety of scholarships ranging from \$50 to \$5,000 per year. Eligibility may vary based on fields of study, community and/or college involvement, and /or financial need. Applications are available at the Mission College/Financial Aid website in January for the following academic year.

### The Board of Governors Fee Waiver Application (BOG Waiver)

The English version is on pages 13-16.

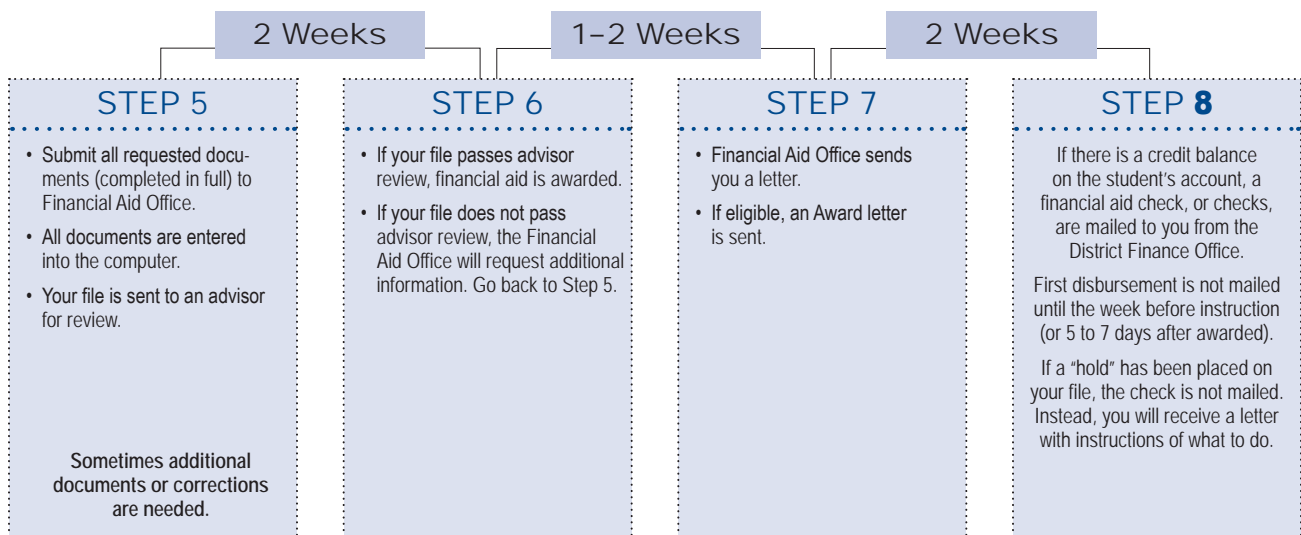
The Spanish version is on pages 29-32.

Each is a two page, two-sided form.



Mission College Financial Aid Office reserves the right to revise its policies or procedures within the academic year to remain in compliance with changing federal and state regulations and guidelines.

**If you need additional information, go to the Financial Aid Office or call the Financial Aid Office at 408.855.5065.**



# Parking Information

## Summer Session

There is no student parking grace-period offered during any of the Summer Sessions. All vehicles parked on campus during the Summer sessions must have a valid parking permit properly displayed at all times.

## Fall Semester

A student parking "Grace-Period" will be observed during the week immediately prior to the start of the Fall semester and during the first week of the Fall semester. (Monday August 23, 2010 through Monday September 6, 2010). Please note that the grace-period no longer includes the second week of the semester. During the grace period, no parking citation will be issued to any vehicle that is parked in a marked student parking stall without a permit; all other parking violations will be enforced. Parking citations will be issued to vehicles failing to display a valid student parking permit beginning Tuesday September 7, 2010.

## General Information

- There is no grace period for timed zones, red zones, handicap zones, staff parking and other restricted areas. Parking areas specifically marked for disabled parking, red zones, loading zones, time zones and other restricted areas are enforced every day, 24-hours a day. Student and Staff parking permit requirements are enforced seven (7) days a week between 7:00am and 10:00pm.
- A semester-length student parking permit may be purchased online at [www.missioncollege.org](http://www.missioncollege.org) or in person at the Admissions and Records Office.

For online purchases, a printable temporary permit will also be provided if the permit purchased is currently in use. To purchase a permit, either online or in person, you will need to know your vehicles make, model, color and license plate number. To be valid, the permit must be properly placed on the vehicle and be clearly visible from the outside. To be properly placed, it must be affixed to the inside of the front windshield, bottom corner, driver's side. Improper or non-display of a permit will result in a parking citation.

- Stolen permits should be immediately reported to the District Police Department by calling 408-855-5435 or by visiting the Police business office located at the campus center. Lost permits will not be replaced free of charge, however, a replacement permit may be purchased at the original purchase price. BOG (Board of Governor) students who wish to purchase a replacement permit at the discounted rate of \$20 must report the loss of their first permit to the District Police Department to be eligible for a replacement permit at the discounted price.
- Daily permits may be purchased at any of the daily permit dispensers located in parking lots B, C and D. All daily permit dispensers will accept \$1.00 bills, quarters, dimes and nickels. Daily permits must be displayed on the front dashboard and the expiration date must be visible from the outside of the vehicle.
- Purchase and/or possession of a permit does not authorize parking on campus. It is the responsibility of the driver to

properly park the vehicle and display a valid and authorized permit. Vehicles with car covers are no exception. Failure to properly display a permit will result in a citation.

- Motorcycles/motorscooters are prohibited from parking in spaces designated for four-wheel vehicles. Designated motorcycle parking is available in each parking lot. No parking permit is required for motorcycles parking in designated motorcycle parking areas.
- Disabled parking-All drivers who are disabled (as defined in the California Vehicle Code Section 295.5) and use a designated disabled parking stall must display a valid placard or specialized license plates issued by the California Department of Motor Vehicles. Failure to display a valid placard or plate will result in a citation and fine of \$280.
- Special parking and loading-Students or Staff members who have special parking or loading needs must contact the District Police in advance. Business cards or notes left on the vehicle are not acceptable and a citation will result. No warnings are issued.
- This parking information was accurate at the time of publication. However, due to changes in legislation, procedure, or policy, these regulations or procedures are subject to change without written notice. This is a summary of District Parking Policies. Detailed information is available at the Police Business Office or Campus Information Desk located at the Student Center.

# WV-M ALERT!

**Be alert. Be calm. Be informed. Stay safe.**  
**What to do in case of an on-campus emergency—  
a fire, an earthquake or an act of violence.**

**1** Know What To Do: Be prepared. Take some time and reacquaint yourself with the emergency procedures already in place on Campus and in your classrooms. There are colored emergency guides in all classrooms and public areas. The same information is available on the District's emergency website at [www.wvm.edu/emergency](http://www.wvm.edu/emergency). On the right side of that homepage there is a column of links advising what to do in case of shootings or armed intruder as well as other emergencies including earthquakes, evacuations, fires, severe storms and utility failures.

**2** Be part of the solution: Take a first aid and CPR class offered on both campuses. Sign up for the next Campus Community Emergency Response Team (C-CERT) training. It is free.

**3** Be aware: Do not be fearful. Look around you when you enter a building and ask yourself what you would do if the earth started violently shaking or you heard the popping sounds that could be gunshots. Becoming involved enough to urge that a fellow student or school employee who appears to be 'out of sorts,' unusually stressed or behaving oddly, seek the professional (and free) services available on campus. Don't hesitate to call the authorities (911 or 408.299.3233) when the situation just doesn't look right.

**4** Sign Up: Sign up for the free **WVM-ALERT** emergency notification system. This will keep you informed about an emergency or major incident on campus. This is available only to registered students or employees. Sign up online to receive email, phone, cell phone or text messages. ([www.wvm.edu/wvm-alert](http://www.wvm.edu/wvm-alert)).

**5** Stay away: Unless you have clear reason to be involved or can contribute to the positive outcome of the incident, stay away from the "scene." Take immediate actions to ensure the safety of yourself and those around you and let the trained professionals deal with the incident.

For more information go to [www.wvm.edu/emergency](http://www.wvm.edu/emergency)

Office of Emergency Preparedness and Response  
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