

## 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 April 28 via MyWebServices, our on-line registration system at [www.missioncollege.org](http://www.missioncollege.org) or, register by telephone at 408.741.TREG (8734).

**Please note:** If you have to submit a Pre-requisite Challenge form, an Academic Council petition, 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) or by phone at 408.741.TREG (8734).
- 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

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**. 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 or after your registration date using our telephone registration system **T-REG (741.8734)** or on-line 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 have to 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: Most of our correspondence with students is done via email. Please be sure to update your personal information each term if necessary. Eg. email, phone number, etc.**

## Assembly Bill 540

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

- 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 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 do not have 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 counselor. Photo identification is required for all transactions. HS Concurrent Enrollment forms may be obtained on-line at [www.missioncollege.org](http://www.missioncollege.org) 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.

## 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 via our telephone registration system—**T-REG** and on-line via MyWebServices until the day before the first day of the term. For 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 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,

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[continued on next page](#)  
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# Admissions and Registration Information

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overlapping classes, etc. will remain on the wait list.

## 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 telephone registration system—T-REG or 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 Winter and Spring Calendars in this schedule of classes for deadlines to drop classes. Classes may be dropped by T-REG (741.8734), or 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—New— 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 TReg, MyWebServices, and in-person credit card payment.

## Parking Permit Fee

Spring and 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