



# Mission College Fall 2008

## Student Services Guide

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## Access

<b>Location:</b>	Main Building, C1-117 (across from Counseling Office)
<b>Telephone:</b>	(408) 855-5192
<b>Website:</b>	<a href="http://missioncollege.org/student_services/access/index.html">http://missioncollege.org/student_services/access/index.html</a>
<b>Hours of Operation:</b>	Monday – Thursday 10:00am – 6:00pm Friday 10:00am – 12:30pm

### Students Served

ACCESS works with 160 Mission College students who are:

- Enrolled in at least 9 units during the Fall and Spring semesters.
- Planning on attaining an A.A./A.S. degree and/or transferring to a 4-year University.

### Eligibility Requirements

To qualify for participation in the ACCESS program, applicants **must**:

- Be enrolled at Mission College.
- Be a citizen or permanent resident of the United States.
- Meet one or more of the requirements established by the U.S. Department of Education:
  - First-generation to college (neither parent nor legal guardian has received a Bachelor's degree in the United States).
  - Low-income (based on family size).
  - Learning or physical disability (as confirmed through DISC)

### What is the process for applying to the ACCESS Program?

1. Print the ACCESS Program Student Application (from the website) or pick up an application from the ACCESS Program office
2. Return the **completed & signed application, most recent tax information, and unofficial transcripts** to the ACCESS Program office.
3. Make an appointment for a half-hour intake interview by calling (408) 855-5192.

### Access Services

- Priority Registration
- Book loan program
- College Tours
- Counseling & Advising
- Orientation
- Educational Plan
- Laptop Loan Program
- Calculator Loan Program
- Newsletter
- Scholarship Search Assistance
- Student Study Center
- Workshops & Campus Events

## Admissions and Records

<b>Location:</b>	Main Building, E1-501/502
<b>Telephone:</b>	(408) 855-5000
<b>Main Switchboard &amp; Directory:</b>	(408) 988-2200
<b>Website:</b>	<a href="http://missioncollege.org/admissions/admis.html">http://missioncollege.org/admissions/admis.html</a>
<b>Special Hours of Operation: (9/2-9/14/09)</b>	Monday – Thursday 9:00am-7:00pm Friday 10:00pm-1:00pm Saturday 9:30pm-12:30pm
<b>Hours of Operation (Spring/Fall):</b>	Monday – Thursday 9:30am-6:30pm Friday 12:00pm-3:00pm

### Admissions Requirements:

Admissions requirements to a California Community College are that you be a high school graduate, have a GED, or be 18 years of age or older.

In accordance with Assembly Bill 540, any student, other than a nonimmigrant alien, who meets all of the following requirements, shall be exempt from paying nonresident tuition at the California Community Colleges.

#### Requirement:

- The student must have attended a high school (private or public) in California for three or more years.
- The student must have graduated from a California high school or attained the equivalent prior to the start of the term (eg. Passing the GED or California High School proficiency exam).
- 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/her immigration status, or will file an application as soon as he or she is eligible to do so. You may obtain the required form, 'Student Affidavit for Exemption from Nonresident Tuition', in the Admissions Office.
- Students who are non-immigrants (for example, F, B visas, etc.) are not eligible for this exemption.
- Nonresident students meeting the criteria will be exempted from the payment of nonresident tuition, but they will not be classified as California residents. They continue to be **nonresidents**.

### High School Students' Registration (Concurrent Enrollment)

- High school students in grades 11 and 12 may register for college classes by coming in person to Admissions & Records.
- Enrollment is allowed starting two weeks before the beginning of the semester.
- Forms required: Application for Admission, Concurrent Enrollment Form, a health release form, and an Add Form. Each semester a new Concurrent Enrollment Form, health release form, and an Add Form are required.
- Photo identification is required for all transactions. Concurrent Enrollment forms may be obtained on-line at [missioncollege.org](http://missioncollege.org) or from the Admissions and Records Office.

### Audit Information

- Do not register for a class that you wish to audit. Mission College allows students to audit a course for personal interest, but auditing does not gain a student credit.
- Written permission from the instructor is required using the Audit Form prior to auditing the class. The instructor will determine if the student qualifies as an auditing student and if the class is one which may be audited.

- The **non-refundable** fee for auditing is \$15 per unit payable at the Admissions and Records Office. A class that was officially audited may not be used for credit. Please refer to the college catalog for Mission College's auditing policy.

### Refund Policy

- Students must drop those classes for which they wish to receive a refund by the published deadline for semester length classes.
- For short-term classes it is determined by calculating 10% of the scheduled class meetings. Dropping a class after this deadline will result in loss of enrollment fees so that adding a new class after the refund deadline will require that new fees be paid. Refunds for ASB and Parking Permits are processed when the request is made at the Admissions and Records Office before the **last day to drop with a refund deadline**.
- A parking permit refund requires the return of the parking permit.

### Registration 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 = \$20.00 per unit for CA residents**
- Non-resident Tuition = \$181.00 per unit**
- Capital Outlay Fee = \$10.00 per unit** (Only International students and nonresident citizens of another country are required to pay this fee.)
- Health Fee = \$16.00 per semester** \$13.00 for Summer Session
- Campus Center Fee** = This fee supports the Campus Center and is assessed at **\$1 per unit up to a maximum of \$5**.
  
- 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, discounts, and it 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 with proof of enrollment and photo I.D.
  
- T-REG and MyWebServices Fee:** A one-time per term non-refundable fee of \$3 is assessed for the use of **T-REG** (Telephone Registration) or **MyWebServices** to enroll in classes.

### Transcripts

- Transcripts can be ordered in person and by written request through U.S. mail, but **NOT** by email or telephone. We need a **SIGNED** written request for a transcript to be processed. Transcripts are **NOT** faxed.
- Transcripts include only courses taken at Mission College and West Valley College.
- 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

### Transcript Evaluation

A \$5 fee is assessed for coursework completed outside of Mission College, each time a transcript evaluation is requested.

## **Admissions & Records Continued: Parking Permits**

### **Purchasing the Semester Permit**

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.

- Spring and Fall parking permits \$40.00
- Summer Sessions parking permits \$20.00

### **Purchasing the Daily Permit**

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.

### **Displaying the Permit**

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.

### **Regarding Grace-Periods**

#### **Summer Sessions**

There is no Grace-Period during the Summer Sessions. All vehicles parked on campus during the Summer Sessions must have a valid parking permit properly displayed at all times.

#### **Fall & Spring Semesters**

A Grace-Period will be offered during the first two calendar weeks of the Fall & Spring semesters. During this time, 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 after the Grace-Period has ended.

## Assessment Center

<b>Location:</b>	Main Building E1-101
<b>Telephone:</b>	<b>408.855.5099</b>
<b>Website:</b>	<a href="http://missioncollege.org/student_services/assess/index.html">http://missioncollege.org/student_services/assess/index.html</a>
<b>Office Hours:</b>	Monday* & Wednesday: 9:30am - 1:30pm & 2:30pm - 6:00pm <b>***Note: The Assessment Center will be closed from 2:00pm - 3:30pm of the 3rd Monday of each month for meetings.***</b> Tuesday & Thursday: 11:30am - 3:30pm & 4:30pm - 8:00pm Friday: 9:30am - 3:00pm (no testing)
<b>Testing Hours:</b>	Monday* & Wednesday: 9:30am - 1:30pm & 2:30pm - 4:00pm <b>***Note: The Assessment Center will be closed from 2:00pm - 3:30pm of the 3rd Monday of each month for meetings.***</b> Tuesday & Thursday: 11:30am - 1:30pm & 4:30pm - 6:00pm <b>Fridays: No testing</b>
<b>LVN/ PT/ CNA Testing:</b>	Testing starts on Monday, September 15th and runs through Tuesday, October 14th. Applications for the Health Care Programs is due on Wednesday, October 15th (check application for due time). No testing on Fridays.
<b>Periodic Office Closing:</b>	<b>There will be times when the Assessment Center is closed due to offsite testing (e.g., High Schools, Adult Education), or testing for Special Programs (e.g., LVN/PT). Closing and reopening times will be posted on the Assessment Center door.</b>

### Assessment Center Staff

John Spencer, Program Specialist – Matriculation, [john\\_spencer@wvm.edu](mailto:john_spencer@wvm.edu)  
 Betina Dadishoo, Testing Specialist, [mc\\_assessment@wvm.edu](mailto:mc_assessment@wvm.edu)

### Assessment Services

**Placement Testing** All first time college students and non-exempt students who plan to earn a degree, certificate, and/or transfer are required to take the 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 the placement tests.

**Proficiency Testing** Students wishing to graduate with an Associate Degree must meet all of the basic competency requirements. The Assessment Center provides the reading proficiency exam which may be used to complete part of the graduation requirement.

**Make-up Test Proctoring** Each semester we schedule drop-in periods for make-up testing. This service is designed to enhance student success and is used as a make-up test service only. The service is limited to tests or exams that may be administered within a one to two week period after the original test date.

**Ability To Benefit Testing (ATB)** Students who have applied for financial aid and do not have a high school diploma or equivalency are required to pass the ATB test. The test contains language usage, reading comprehension and mathematical skills and is administered by appointment only. ATB tests are by appointment only.

**Outcomes Assessment Resource Center** The Outcomes Assessment Resource Center provides student learning outcomes assessment materials, templates and on-line resources to assist faculty and staff in developing and implementing the outcomes assessments in their projects, courses and programs.

### **Test Schedule**

Appointments are not needed, students are taken on a "First Come - First Served" basis. **Mission College is offering Year-Round Computerized Placement Tests (English & Reading Placement, Reading Proficiency, ESL Placement, and Math Placement Tests).**

### **What do I do if I have a disability?**

If you need assistance, contact the Disability Instructional Support Center well in advance. Call 408-855-5085 or TTY 408-727-9243 for assistance.

### **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.

You may need to take an Academic Skills Assessment test if you:

- Are a first time college student or a non-exempt student who planning to earn a degree and/or certificate, and/or transfer.
- Are a first time college student or a non-exempt student who planning to earn a degree and/or certificate, and/or transfer.
- Are a continuing student who has not taken the test and are taking courses with a prerequisite in English, English-as-a-Second Language, Reading and/or Math are also required to take the placement test before registration in those courses.
- If you are applying for the Vocational Nursing and Psychiatric Technician Programs.
- If you are applying for A.T.B. (Financial Aid "Ability to Benefit" Program).

You may not need to take the assessment test if you:

- Have completed an AA/AS degree or higher at a U.S. college or university.
- Plan to enroll in courses without ESL, Reading, English, or Math skills prerequisites.
- Have completed an agreement with the Counseling Office (Room E1-301) for an acceptable Alternative Form of Assessment. (e.g., SAT scores, transcripts from another college, etc.)

### **What happens when I arrive to take the test?**

- Allow approximately 3 hours for tests that include a math component; and 2 hours 30 minutes for the ESL or the Reading and English combined tests; 1 hour 30 minutes for Reading only tests;
- Bring one form of photo identification (i.e., student ID, driver's license, passport, or employment photo badge), along with your Mission College student identification card.
- Concurrently enrolled high school students must provide a signed Concurrent H.S. Enrollment Form.
- No children are allowed in the testing area, and children may not be left unattended on campus.

### **May I use a dictionary, calculators or any other resources?**

No, dictionaries, calculators nor any other resources are permitted during the tests.

## Associated Student Body (ASB)

<b>Location:</b>	Campus Center, 2 <sup>nd</sup> Floor
<b>Director of Student Activities:</b>	Carolyn Kuri, 855-5407, Carolyn_kuri@wvm.edu
<b>Program Specialist, Student Activities</b>	Liz Pelayo, 855-5406
<b>Information Desk:</b>	855-5408
<b>Website:</b>	<a href="http://missioncollege.org/student_services/asb/index.html">http://missioncollege.org/student_services/asb/index.html</a>
<b>Campus Center Hours of Operation:</b>	7:00am – 9:00pm

Each year the ASB holds campus elections, where the students can vote for the student government for the next academic term:

**President email:** mc\_asb\_president@wvm.edu  
**Vice-president email:** mc\_asb\_vice-president@wvm.edu  
**Student Trustee email:** mc\_student\_trustee@wvm.edu  
**Finance Director**  
**Activities Director**  
**CalSACC Representative\Recruitment Director**

These student leaders represent student issues and voice opinions, participate in decision-making process, and discuss school activities and projects.

**The following clubs are presumed currently active at Mission College. Please contact individual clubs for information pertaining to that club.**

**Alpha Gamma Sigma:** *Develop programs offering cultural, social, or enriching experiences as part of the total College experience. Promote services to the college and the community; and emphasize the development of leadership, character.*

Meeting Times: Every other Thursday, 3:00pm - 4:00pm  
 Location: Campus Center, Room 217  
 Advisor: Clement Lam 408-855-5332

**Associated Student Body:** *The official voice of the Students of Mission College. The ASB Student Senate in an elected body of Mission Students. Their purpose is to represent the students views to the administration, plan and support campus activities.*

Meeting Times: Wednesdays, 2:05pm - 3:30pm  
 Location: Campus Center, Room 215                      Advisor: Carolyn Kuri 408-855-5407

**Black Student Union:** *Unify and support the educational, financial, political, and cultural needs of the African American student.*

Meeting Times: currently inactive, Advisor: Priscilla Jones 408-855-5146

**Fire Science & EMT:** *A resource for students to share information and knowledge related to the fire and emergency medical services.*

Meeting Times: Wednesdays, 5:00pm - 6:00pm  
 Location: Campus Center, Room 217                      Advisor: TBA

**French Club:** *Exposure the French language and culture.*

Meeting Times: Once a month - Friday, 7:00pm

Location: Main Building Room S2-501

Advisor: Ana Brichko 408-855-5888

**International Students American Friends:** *To Increase tolerance of cultures and values, to encourage cross-cultural communication skills, to support International Students on campus, and to build confidence in their skills and capabilities.*

Meeting Times: Every other Thursday, 3:00pm - 4:00pm

Location: Cafeteria

Advisor: Steve Lipman 408-855-5044

**International Youth Fellowship:** *Focusing on the growing problems of today's youth. Through club activities and programs, students can receive a comprehensive training (spiritual, emotional, physical, and intellectual).*

Meeting Times: Thursdays, 11:30am - 12:30pm

Location: Campus Center Lobby

Advisor: Jim Delongchamp 408-855-5291

**Latino Student Union:** *Encourage the pursuit of high education among the Latino Students of Mission College. Share the Latino cultures with the community and the campus. Bring people from all backgrounds together and have fun.*

Meeting Times & Location: unavailable

Advisor: Alicia Martinez 408-855-5039

**MC Health Occupations Club:** *Informs, guides and supports nursing students.*

Meeting Times: Mondays, 3:00pm - 5:00pm

Location: Campus Center, Room 219-220

Advisor: Carol Brockmeier 408-855-5549

**Muslim Student Association:** *Dedicated to enriching Mission College students and faculty by informing and educating both Muslims and non-Muslims of Islam.*

Meeting Times: currently inactive

Advisor: Helena Thickpenny 408-855-5045

**Students with Vision and Purpose:** *Provide students that may be experiencing a sense of isolation and/or discouragement, in their Christian faith or otherwise, while attending a secular school. To be a living example of Christ's love to all students, teachers, and faculty, etc. on and off campus.*

Meeting Times: 1st Wednesday of the Month, 5:15pm - 6:30pm

Location: Campus Center, Room 225

Advisor: Jeff Nelson 408-855-5367

**Vietnamese Student Association:** *Celebrate the Vietnamese culture through various cultural and traditional activities.*

Meeting Times & Location: unavailable

Advisor: Bob Miller, 408-855-5094

### Frequently Asked Questions

- Who can be a member of ASB? Every student at Mission College is a member of ASB. You are entitled to all privileges that come with the ASB membership. You are however not allowed to be a voting member unless you file a petition for becoming a Senator.
- Why should I become an officer or a Senator? There are numerous advantages to becoming an active ASB member.
- You can gain valuable experience in areas of finance, Activities Coordination, and in all hone your leadership skills.
- You get to play an active role in deciding how ASB allocates over \$100,000 of it's annual income.
- ASB takes its members for out of town conferences that are paid for by ASB. During Fall 2003, Spring 2004, Fall 2004, Spring 2005, and Fall 2005 we went to San Diego, Costa Mesa, Sacramento, and DC.

## Athletic Programs

At Mission College, we are serious about both our academic and athletics programs. Making our mark in intercollegiate athletics by winning 11 Coast Conferences and 2 State Championships, we consistently send our student-athletes on to four-year universities.

The athletic programs are an extension of the Physical Education program. There are 3 men's and 5 women's intercollegiate teams, including: baseball, softball, badminton, basketball, tennis, and soccer.

### Mission College Athletic Department

Department Chair	Scott Buss	scott_buss@wvm.edu	408-855-5393
Athletic Director	Jeff Nelson	jeff_nelson@wvm.edu	408-855-5367

### Men's Sports Programs

Soccer	Jose Almeida	jose_almeida@wvm.edu	408-855-5368
Tennis	Jeff Nelson	jeff_nelson@wvm.edu	408-855-5367
Baseball	Todd Eagen	todd_eagen@wvm.edu	408-855-5366

### Women's Sports Programs

Soccer	Scott Buss	scott_buss@wvm.edu	408-855-5393
Tennis	Scott Buss	scott_buss@wvm.edu	408-855-5393
Softball	Janice Morgan	janice_morgan@wvm.edu	408-855-5397
Basketball	Peter Mac Donald	peter_macdonald@wvm.edu	408-855-5383
Badminton	Stephanie Mendoza	stephanie_mendoza@wvm.edu	408-855-5369

## Bookstore

<b>Location:</b>	Campus Center 1 <sup>st</sup> Floor
<b>Telephone:</b>	855-5080
<b>Website:</b>	<a href="http://mc.bncollege.com">http://mc.bncollege.com</a>
<b>Hours of Operation: 9/2-9/14</b>	Monday - Thursday 9:00am – 9:00pm Friday 9:00am – 6:00pm Saturday 8:00am – 2:00pm Sunday CLOSED
<b>Hours of Operation 9/15-12/20:</b>	Monday - Thursday 9:00am – 7:00pm Friday 9:00am – 1:00pm Saturday & Sunday CLOSED

### **The Right Book, from the Right Place**

When you get your books from the campus bookstore, you can be sure you're getting exactly what you need to be prepared for class. Textbook editions change all the time, so we work closely with your faculty members to ensure we have the right books on our shelves for all of your courses.

### **Add/Drop Protection**

They say "...you better shop around," but here's one time you may want to reconsider. Many online book sellers won't refund your purchase if you drop a class - leaving you out of luck. If you drop a course during the school's add/drop period, you can return your books to the bookstore for a refund (check our refund and exchange policy for details). So don't waste your time or risk wasting your money. Buy your books with confidence from the campus

### **Refunds:**

- A full refund will be given in your original form of payment if textbooks are returned with a receipt during the first week of class.
- With proof of a schedule change and a receipt, a full refund will be given in your original form of payment during the first 30 days of classes.
- All medical and specialty reference book refunds will be given in your original form of payment with a receipt within three days of purchase
- No refunds on textbooks without a receipt.
- Textbooks must be in original condition.
- Shipping and handling charges are not refundable.

## Career Transfer Center

<b>Location:</b>	Main Building <b>E1-201</b>
<b>Telephone:</b>	408.855.5114
<b>Website:</b>	<a href="http://missioncollege.org/student_services/career/transfer.html">http://missioncollege.org/student_services/career/transfer.html</a>
<b>Hours of Operation:</b>	Monday - Thursday      11:00am - 7:00pm Friday                      9:30am - 3:00pm

### Career Transfer Center Staff

**Rebecca Tran**, Counselor/Transfer Center Director

email: [rebecca\\_tran@wvm.edu](mailto:rebecca_tran@wvm.edu)      Telephone: 408-855-5040

**Susan Monahan**, Career/Transfer Advisor

email: [susan\\_monahan@wvm.edu](mailto:susan_monahan@wvm.edu)      Telephone: 408-855-5114

### Career

Whether choosing a first career or preparing for a mid-life career change, use our resources to assist in making important decisions.

- Computerized database of occupational information (Eureka) available in the Career Transfer Center.
- Web Based Resources
- Vocational Biographies
- Reference books on careers and career choices
- Professional career advisor available for consultation

### Transfer

Information about all of the 10 University of California campuses, the 23 California State Universities, and the 70 plus independent colleges and universities throughout California is available in our transfer library.

- College catalogs
- College/Major handbooks
- College, career, and major resources & information
- College search throughout U.S.
- Graduate school: Law, medicine, business schools
- List of majors and degrees
- Computerized database of scholarships (Eureka)
- Transfer Admission Agreements (TAA)
- Scholarship Information for Transfer Students

### Articulation and Transfer Information

See Articulation/Transfer Online Information to learn what classes you need to take to meet both general education and major requirements at your intended transfer school.

**Our Transfer Articulation Agreement (TAA) Program provides students and faculty with up-to-date information about student transfer from one college to another and guarantees seamless student transfers to various universities.**

## CalWORKS

<b>Location:</b>	Main Building, C1-114
<b>Telephone:</b>	(408) 855-5228
<b>Website:</b>	<a href="http://missioncollege.org/workforce/calworks/index.html">http://missioncollege.org/workforce/calworks/index.html</a>
<b>Hours of Operation:</b>	Monday-Thursday 9:00am - 5:00pm Friday 10:00am-2:00pm

**Donna Hale** - Program Manager

Telephone: 408-855-5226

**Bob Miller** – Counselor

Telephone: 408-855-5225

**Pertilla Domingue** - Job Developer

Telephone: 408-855-5224

**Helen Tien Phung** – Program Assistant

Telephone: 408-855-5228

### TANF-Temporary Assistance for Needy Families

The CalWORKs program provides educational support and resources that will help students obtain the skills needed to be placed in and retain family supporting employment.

#### Services

- Academic and Career Counseling
- Priority registration
- Book vouchers
- Child care payments
- Coordinated on-campus referrals to Financial Aid, EOPS, DISC, etc.
- Coordination to resources for housing, transportation, legal and mental health services
- CalWORKs Work Study positions: on-campus employment
- Counseling 102 Skills for Success class
- Career Counseling: job readiness, skills, and employer contacts

#### Program Eligibility and How to Access Services

Contact your county worker to determine eligibility. If you are approved to attend school, you will receive a county referral notice. Call the CalWORKS office or come by to schedule an appointment with our counselor. When you come to your appointment be sure to bring your county referral form.

Our counselor will assist you with your Educational Plan, Board of Governor's Enrollment Fee Waiver (BOG), FAFSA application and registration. Additional supportive services will be provided as needed.

### WIA (Workforce Investment Act) Program

The WIA program at Mission College provides services to adults seeking job training and to dislocated workers who qualify for WIA state-funded certificate programs offered at Mission College.

#### Programs Offered

- Nurse Assistant
- Acute Care Nurse Assistant
- Food Service and Restaurant Management
- Pharmacy Technician
- Home Health Aide
- Fundamental Food Service Skills
- Vocational Nursing

#### Program Eligibility

Adults (18 years and older) who meet the following criteria:

- Laid off from a job
- Receiving unemployment
- Unable to return to their previous occupation because of inadequate skills or limited availability
- Job seekers meeting the requirements established by a local Workforce Investment Board

#### How Do Students Access Services?

Contact your local Workforce Investment Board (WIB) to determine whether you qualify for WIA funds. If eligible, you will be referred to a training program.

## Child Development Center

<b>Location:</b>	Child Development Center located adjacent to student Parking Lots
<b>Telephone:</b>	(408) 855-5173
<b>Website:</b>	<a href="http://missioncollege.org/depts/child/index.html">http://missioncollege.org/depts/child/index.html</a>
<b>Office Hours:</b>	Monday – Friday 9:00am-5:00pm (closed 12-1pm)

**Shenny Barnachea**, Enrollment Coordinator, (408) 855-5572  
email: mccdc\_enrollment@wvm.edu

**Mary Ashley**, Director, Child Development Center, (408) 855-5177  
email: mary\_ashley@wvm.edu

### Application Information

- We provide services Monday through Friday.
- There are full-time and part-time programs for eligible children ages 6 weeks to 5 years.
- Hours may be scheduled between 7:30 a.m. and 6:00 p.m.
- The Center provides fee-based services as well as subsidized care to qualified families through our State Preschool and CalWorks programs. The financial information on your application will determine if your family qualifies for subsidized or free care.
- Parents and visitors are welcome to schedule a visit to the classroom. Please call ahead or stop by the office to schedule a tour of the center.
- Parking:** Fifteen-minute parking is available near our facilities. We suggest that parents wishing to park longer use the visitor and student parking in lot B.
- If you would like to enroll your child, please print and complete the application form and return it to the Child Development Center office. We will contact you as soon as we have an opening to complete additional paperwork.
- If you have additional questions, please call the Child Development Center at (408) 855-5173.

## Community Education

<b>Location:</b>	Main Building, S1-202
<b>Telephone:</b>	408.855.5105
<b>Website &amp; Email:</b>	<a href="http://missioncollege.org/community/comm_ed/index.html">http://missioncollege.org/community/comm_ed/index.html</a> mc_comm_ed@wvmccd.cc.ca.us
<b>Office Hours:</b>	Monday – Thursday 8:30am – 4:30pm Friday 8:30am – 3:00pm

### Career Training Programs

#### Health Care Training

Pharmacy Technician Training Program  
Pharmacy Technician Certification Board (PTCB) Exam Prep  
Medical Billing Program

#### Online Career Training Programs

Accounting Career Certificate Program  
Bookkeeper Career Certificate Program  
Home Inspector Career Certificate Program  
Medical Coding and Billing Career Certificate Program  
Medical Office Assistant Career Certificate Program  
Medical Transcriptions Career Certificate Program  
PC Repair Career Certificate Program  
Veterinary Assistant Career Certificate Program

#### Pharmacy Technician Program at Mission College

**Become a Pharmacy Technician!** Mission College is proud to offer an accelerated evening or day pharmacy technician program designed for those who wish to qualify for the California State Board of Pharmacy Technician Licensing. A Pharmacy Technician is someone who assists licensed pharmacists in a wide variety of activities necessary for the dispensing of drugs and drug information.

#### Program Overview

- This 30-week intensive program takes a very practical approach to pharmacy training, and is designed to prepare graduates for work in one of many pharmacy settings in short period of time.
- The program is excellent for recent high school graduates, college students, ex-healthcare workers, those looking for a career change, and any one who wants entry into the pharmacy or health fields.
- Students will receive 400 contact hours that include class and lab instruction, tutoring and workshop sessions, externship experiential training in a pharmacy.
- **Graduates of the training program will receive a Certificate of Completion and eligibility for licensure (registration) by the CA State Board of Pharmacy.**

#### Older Adults Program

- **Art for Seniors** - Art classes ranging from fine arts such as painting and history of art to classes in arts, crafts and art appreciation.
- **Individualized PE** - Adaptive exercise are conducted for general body conditioning with a focus on aging capabilities.
- **Music** - Classes are available in music, music appreciation, and music therapy.

- **Senior Preparedness** - Classes are offered in areas such as current events and consumer resources.

### **Motorcycle Training**

Community Education office at Mission and Two Wheel Safety Training (TWST) are offering basic riders course at Mission College now! TWST is a motorcycle riding school, contracted by the California Motorcyclist Safety Program (CMSP) and the Motorcycle Safety Foundation (MSF) to provide basic rider and experienced rider motorcycle instruction.

### **Childbirth Education**

**Preparing for Childbirth** This class is designed for expectant parents to learn about pregnancy, breathing and relaxation techniques, admitting policies, and delivery procedures. A Virtual Tour of the Maternity Department at Kaiser Permanente in Santa Clara can be seen at [www.kaisersantaclara.org](http://www.kaisersantaclara.org) or by logging on to your OB Providers homepage.

**Infant Care** is a 6 hr. class designed to introduce new parents and child care providers (baby-sitters, grand-parents, etc.) to current child care issues and practices. This class includes information on bathing, feeding and safety issues for infants daily care.

### **Court Mandated Courses**

Community Education at Mission College serves more than 5000 students annually, including those who seek classes in drug, alcohol, and wellness education. For the past 15 years, Community Education has worked with the Santa Clara County Courts and Probation Departments to provide quality classes. All classes are held on the Mission College campus and are conducted by Licensed Psychotherapists and Marriage & Family Therapists with private practices in couples and drug counseling, working with minors and adults.

Drug Diversion, Anger Management, and Health Education Programs that satisfy court requirements. Register by doing ONE of the following:

- Mail in the court provided registration form along with your payment (money order or credit card information only).
- Walk-in registration Mon - Thur 8:30a - 4:30p.
- Register by telephone: (408) 855-5112

### **Anger Management**

Anger Management is a 4 hour ( 1 Saturday) introduction and (expanded classes to 20 hours by arrangement only) for clients arrested for domestic disturbance, and situations needing conflict resolution.

### **Minors in Possession**

A 9-hours class (3 Saturdays) for clients under 21 years of age who have been arrested for possession and use of alcohol which may allow defendants to continue attending work or school.

### **Marijuana and Other Substance Use and Abuse**

A 6-hour program (1 Saturday) for clients arrested for possession and use of marijuana.

## Computer Center/Technology Center

<b>Location:</b>	Campus Center, 2 <sup>nd</sup> Floor, Room 240
<b>Telephone:</b>	408.855.5359
<b>Hours of Operation:</b>	Monday - Thursday 10:00am-7:00pm Friday 11:00am-3:00pm Saturday 11:00am-4:00pm Sunday Closed

The Mission College Technology Center is a state of the art computer center with over 80 PC and Macintosh computers. The Center is the main "Drop in" lab on campus. It is here to support your learning practices. We hope that the time you spend working in the Tech Center will be educational and enjoyable

### Services for students

- Computers loaded with software for your class
- Printing and scanning
- Internet Access
- Group Study Room
- Assistance with basic computer needs
- Computer skill workshops
- Disabled student stations

## Counseling

<b>Location:</b>	Main Building: E1-301
<b>Telephone:</b>	408.855.5030
<b>Website:</b>	<a href="http://missioncollege.org/depts/coun/default.html">http://missioncollege.org/depts/coun/default.html</a>
<b>Special Hours of Operation:</b>	Saturday Aug. 30th 9:30-1:00 Saturday September 6th 9:30-1:00 Saturday September 13th 9:30-1:00
<b>Hours of Operation:</b>	Monday – Thursday 9:30am-7:00pm Friday 10:00am – 3:00pm

Counseling is available for all students on a drop-in basis or by private appointments. All students are encouraged to meet with a counselor by the time they have completed 12 units to formalize an Education Plan. Counselors are available to assist you with academic, personal and career issues. Counseling courses can assist students in making career and educational decisions, enhancing study skills, and staying motivated.

### Counseling Services

- Academic Counseling
- Transfer Counseling
- Career Counseling
- Personal Counseling

## Disability Instructional Support Center

<b>Location:</b>	Main Building S2-201
<b>Telephone:</b>	408-855-5085      TTY: 408 727-9243
<b>Website:</b>	<a href="http://missioncollege.org/depts/disc/index.html">http://missioncollege.org/depts/disc/index.html</a>
<b>Hours of Operation:</b>	Monday - Thursday    11:00am – 5:00pm Friday                    10:00pm – 1:00pm

Department Chair: Helen Ostrander, 408-855-5274

Program Specialist: Nan Biltz, 408-855-5086

**Goals:** Support the student with a disability to enter campus life, programs and activities. Emphasize growth and individual achievement.

### DISC Student Information Orientation

Attend an informational presentation to learn more about:

- The many services and classes offered within the Disability Instructional Support Center
- Eligibility requirements
- How to determine the presence of a learning or communication disability

**Call the DISC Office Coordinator to find out when the next orientation is scheduled.**

### Eligibility Assessment

Students do not need to have a disability to enroll in classes offered by the Disability Instructional Support Center. However, in order to receive ongoing services, such as note-taking, test-taking accommodations, etc., students must have verification of a disability.

Assessment is available within DISC to students who have not been previously or recently tested to determine the presence of a learning disability. Learning Disability assessments are available by appointment. Referrals for other assessments are provided upon request.

### Other DISC Services:

- Registration Services
- Academic Support
- Note-takers
- Readers/Scribes
- Tutors
- Test-taking arrangements
- Sign language interpreters
- Real-time captioners
- Liaison with faculty/community
- Orientation
- Priority registration

### Referral/Liaison

- Faculty
- Campus programs
- Community resources
- Agencies

### Specialized Equipment

- Variable speed tape/digital recorders
- Closed circuit TV magnifier
- Assistive listening devices
- Electronic spellers
- Computer Access List:
- Screen Readers
- Large Print Displays
- Scan and Read Programs
- Speech Recognition
- Braille Translator/Embosser
- Word Prediction with Speech
- Adaptive Keyboard Access
- Mouse Alternatives
- Adaptive Devices

## EOPS (Extended Opportunity Program & Services)

<b>Location:</b>	Main Building E1-403
<b>Telephone:</b>	(408) 855-5055
<b>Website:</b>	<a href="http://missioncollege.org/depts/EOPS/index.html">http://missioncollege.org/depts/EOPS/index.html</a>
<b>Hours of Operation:</b>	Monday – Thursday 9:30am – 12:00pm, 1:00pm – 5:30pm Friday 9:30am - 1:00pm
<b>Closed</b>	Holidays 2 <sup>nd</sup> & 4 <sup>th</sup> Thursday 1:00pm – 2:00pm

The EOPS program provides support services to students who would not normally pursue, or have the opportunity to pursue, a college education.

EOPS supplements the regular educational programs of the community college district to encourage the enrollment of students handicapped by language, social, and economic disadvantages, and facilitates the successful completion of their educational goals and objectives

### EOPS Services

- Academic, career, and personal counseling
- Tutorial Assistance
- EOPS Grants for qualifying students whose financial needs exceed the amount awarded through other types of financial aid
- Enrollment Assistance and Priority Registration to ensure that you get the classes you need
- Program Orientation, Motivational Workshops, and Support Groups designed to ensure student success
- Transfer Assistance and sponsorship of transfer activities and scholarship opportunities
- Peer Advising
- Book Service to assist with the purchase of required text books
- School Supply Service to equip students with basic school supplies
- Emergency Loans and other emergency services are offered (depending on availability of funds) to enable students to attend classes without interruption
- CARE (Cooperative Agencies Resources for Education) program for single parents who receive TANF or CalWORKS
- Child Care Service to cover part of the expense of daycare for students who pay out-of-pocket
- Transportation Service to help offset the costs of getting to and from school. This service is offered based on budget availability

### Qualifications

To qualify for EOPS you must meet all five of the following requirements:

- Be a California Resident
- Be enrolled full-time (12 units or more)
- Not have completed more than 70 units of degree applicable college level course work.
- Qualify for the Board of Governor's Fee Waiver (BOGFW)
- Be educationally disadvantaged according to program standards

In addition, to be eligible for an EOPS grant you need to complete the Free Application for Federal Student Aid (FAFSA) for income verification.

### How to Apply

To apply for EOPS, obtain an application from the EOPS Office, Room E1-403. EOPS will accept applications throughout the year. You may also print out and mail in an application available on this Web site. **We encourage you to return your EOPS application in person at our office, so you can have a copy of the receipt for your records.**

## **Mission College – EVENING/WEEKEND SUPERVISION**

**If you need assistance you call the Duty Administrator:**

**408-590-2657 or**

**By Calling Pager # 408-995-7987, after the tone, enter the telephone number including area code that you want to be called then press the # symbol. The duty administrator will call you after the administrator receives the message.**

## **IN CASE OF EMERGENCY CALL: 9-1-1**

**Also, for non-emergency, college-police services are accessible through calling: CAMPUS POLICE (408) 299-2311  
ASK FOR WEST VALLEY COLLEGE DISTRICT POLICE**

# Evacuation Instructions

**When you hear a fire alarm sounding and/or are instructed by telephone, a Mission College Emergency Response Team member or a District Police Officer:**

1. Stop whatever you're doing in class.
2. Gather all your belongings, especially your class rosters & roll sheets.
3. Instruct your students to pickup all their belongings, stay together as a group, proceed immediately out the nearest stairway (do not use the elevators) toward a designated assembly area (do not block access roads) and then wait for your next instructions.
4. Make a quick scan of your classroom to ensure everyone has exited the room.
5. Leave the building immediately. As you proceed towards the assembly area and you notice students nearby direct them away from the building and to the designated assembly area.
6. At the assembly area gather your students together, **take roll**, accounting for your students and any other students who followed you to the assembly area and **wait for instructions** from an Emergency Response Team member or district police officer.
7. Keep your students together. Reassure your students; remember they are looking to you for guidance.
8. Tell your students **not** to leave the area unless instructed to do so.
9. Do not allow your students to return to the evacuated building until you receive an all clear from a Mission College Emergency Response Team member or District Police Officer.
10. Report any issues, concerns, problems to a Mission College Emergency Response Team member.
11. Disabled students who cannot evacuate themselves must be led to a visually safe location near an exit (stairs, etc...) they are to be left there. You must report the student's location to a Mission College Emergency Response Team member or District Police Officer.

When an alarm sounds, **the need to evacuate students in a safe, orderly, and timely manner** from your classrooms is essential. Following these simple but important instructions will ensure everyone's safety.

## Financial Aid

<b>Location:</b>	Main Building E1-401
<b>Telephone:</b>	408.855.5065
<b>Website &amp; Email</b>	<a href="http://missioncollege.org/student_services/financial_aid/default.html">http://missioncollege.org/student_services/financial_aid/default.html</a> mcafa@wvm.edu
<b>Special Hours of Operation 9/2-9/14:</b>	Monday-Thursday 9:00am – 6:00pm Friday 10:00am – 1:00pm Saturday 9:30am – 12:30pm
<b>Fall Hours of Operation: 9/15-12/20</b>	Monday-Tuesday 9:00am – 6:00pm Wednesday 9:00am – 5:00pm Thursday 9:00am – 1:00pm & 3:00pm – 6:00pm Friday 10:00am – 1:00pm Saturday Closed

**Mission College offers a variety of federal, state and institutional aid programs to assist students in meeting the costs of their education. Students are encouraged to stop by the Financial Aid Office to obtain information on eligibility requirements and necessary application forms.**

### Key Applicant Eligibility Requirements

The successful financial aid candidate

- is a US 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 bachelor's degree in a four-year institution,
- demonstrates "financial need" by completing the Free Application for Federal Student Aid available from Financial Aid Office,
- is not in default on any educational loan,
- does not owe a refund on any Title IV funds,
- has high school diploma, G.E.D. or demonstrated "ability to benefit",
- meets California residency requirements (for BOG Fee Waiver, Cal Grants B & C, EOP&S)
- maintains Satisfactory Academic Progress
- meets other requirements as appropriate to individual programs.

### Programs

- Board of Governors Waiver (BOGW)
- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Academic Competitiveness Grant (ACG)
- Federal Student Loans
- Federal Work Study
- Federal Chafee Grant
- Cal Grants B & C
- Extended Opportunity Program and Services (EOP&S)
- Mission College Scholarships

## Food Services on Campus

### Cafeteria:

<b>Location:</b>	Campus Center 1 <sup>st</sup> Floor
<b>Hours of Operation:</b> 9/22 – 12/5	Monday - Thursday 7:30am – 8:30pm Friday 8:00am – 1:30pm Saturday 8:00am – 1:00pm

### Café KJ's Serve coffee, espresso drinks, pastries

<b>Location:</b>	<b>Main Building next to Admissions &amp; Records</b>
<b>Hours of Operation:</b>	Monday - Thursday 7:30am - 9:00pm Friday 7:30am - 2:30pm Saturday 7:30am – 12:30pm

### Owl Cove Café

<b>Location:</b>	Hospitality Management Building, Rooms B&C
<b>Telephone:</b>	(408) 855-5246 (Sandy Rice, Program Specialist)
<b>Hours of Operation:</b>	Tuesday & Thursday 11:30am - 1:00pm during Fall/Spring Semesters

The **Hospitality Management Lunch Program** features a lunch, served, planned, and prepared by students.

- Free parking in lot "C" during open restaurant hours.
- For reservations or "To Go" orders, please call (408) 855-5246.
- Cafeteria style during the Fall, Full service restaurant during the Spring

### MC Bookstore

<b>Location:</b>	Campus Center, 1 <sup>st</sup> Floor
<b>Telephone:</b>	408.855.5080
<b>Hours of Operation:</b> 9/2-9/13:	Monday – Thursday 9:00am – 9:00pm Friday 9:00am – 6:00pm Saturday 8:00am – 2:00pm
<b>Hours of Operation:</b> 9/14-12/20:	Monday - Thursday 9:00am - 7:00pm Friday & Saturday 9:00am - 1:00pm Sunday CLOSED
<b>Food</b>	Sells snacks, candy, beverages

### Vending Machines:

Snacks & Beverage vending machines are located in a few areas around campus:

1. MT Courtyard: in front of MT 13-16 Building
2. Outside Courtyard in Northeast corner of Main Building: next to Career/Transfer Center and Assessment Center
3. Beverage machines are located on the first floor of the Campus Center next to the restrooms

## Health Services (Student)

<b>Location:</b>	Main Building, W1-303	
<b>Telephone:</b>	408.855.5140	
<b>Website &amp; Email:</b>	<a href="http://missioncollege.org/student_services/shc/index.html">http://missioncollege.org/student_services/shc/index.html</a> mc_health_services@wvm.edu	
<b>Hours of Operation:</b>	Monday & Tuesday	9:30am - 6:45pm
	Wednesday & Thursday	9:30am - 5:45pm
	Friday	9:30am - 1:15pm
	Saturday & Sunday	Closed

**Mission College Student Health Services** is built around a skilled, integrated professional team consisting of a physician, registered nurses, and other healthcare professionals to provide health guidance, first aid, and limited clinical services.

- Specific services include confidential health counseling and advisement, medical evaluation and treatment, and screening procedures for conditions such as blood pressure, cholesterol levels, vision, and tuberculosis. All basic services including health educational materials and referrals to community resources are available to any registered day, evening, and Saturday student.
- All students are covered by an on-campus accident insurance. Students are advised to notify our office within 24 hours of a campus-incurred accident. Optional hospitalization and dental/vision insurance plans are also available.

### Available Health Services

#### No Fee Services

- Registered Nurse
- Licensed Personal Counselor
- Health Counseling
- First Aid/Urgent Care
- Blood Pressure Checks
- Percent % Body Fat Analysis
- Hearing Screening
- Vision Screening
- Smoking Cessation Counseling
- Quit Smoking Kits
- Medical, Dental & Vision optional insurance brochures
- Wellness/Health Presentations
- Referral to Community Resources
- Over-the-counter medications to help get you through the day.

#### Low and Reasonable Fee Services

- Hepatitis A+B vaccine
- MMR (Measles/Mumps/Rubella) vaccine
- Tetanus/Diphtheria/Pertussis vaccine
- Licensed Physician (MD) Consultation
- Physical Exams (special programs)
- Cholesterol & Diabetes Testing
- Blood & Urine Testing
- Emergency Contraception
- Pregnancy testing
- Spirometry testing
- Tuberculosis skin testing
- Flu Vaccine (Fall season)

## International Student Center

(includes IIS, the Institute for International Studies)

<b>Location:</b>	Mailstop 13, Main Building S1-202
<b>Telephone:</b>	408-855-5110
<b>Fax:</b>	408.727.6043
<b>Website &amp; Email:</b>	<a href="http://missioncollege.org/community/iis/default.html">http://missioncollege.org/community/iis/default.html</a> iis@wvm.edu
<b>Office Hours:</b>	Monday – Friday      9:00am – 4:00pm Saturday & Sunday    Closed

Contact the ISC for accurate information about applying as an International Student. The first question we ask is, "What is your visa status?"

**If you have an H1-B or H-4 visa, you are *not* an international student. You should contact Mission College's Admissions and Records Office directly.**

**If you hold a B1/B2 (tourist/business), F-2 (dependent of a student), J-1 ("au pair" or exchange student), L1, L2, or other non-immigrant visa and want to become a student at Mission College, contact our office.** Generally, you must apply for a change of status if you want to be a student. To change your status, you must first apply to Mission College and be accepted. Then, we will explain the process for applying for a change of visa status with the US Department of Immigration and Customs Enforcement.

For more information about visas, check the homepage for the United States Citizenship and Immigration Services (US CIS) at <http://uscis.gov/graphics/index.htm>.

## Job Placement Center

<b>Location:</b>	Main Building, C1-110
<b>Telephone:</b>	408-855-5101 - Front Desk      408-855-5102 - Coordinator
<b>Fax:</b>	408.982.9451
<b>Website &amp; Email:</b>	<a href="http://missioncollege.org/student_services/career/jobcenter.html">http://missioncollege.org/student_services/career/jobcenter.html</a> mc_jobplace@wvmccd.cc.ca.us
<b>Hours of Operation:</b>	Monday & Thursday: 9:00am-6:00pm Tuesday & Wednesday: 9:00am-5:00pm Friday-Sunday: Closed

The Job Placement Center is a bridge between the world of work and the academic environment. Come and use our services and resources! We help students to make the transition from college to work. We partner with employers to address their hiring needs. We work with faculty and staff to enhance students' learning experience.

- Job Search Workshops:**  
     Dress for Success      Behavioral Interviews  
     Resume Writing      Salary Negotiations
- Annual Job Fairs at Mission College during Fall & Spring semesters**

## Learning Assistance and Tutorial Center (LATC)

<b>Location:</b>	Main Building, S2-201
<b>Telephone:</b>	408.855.5085
<b>Website:</b>	<a href="http://missioncollege.org/depts/latc/latc.html">http://missioncollege.org/depts/latc/latc.html</a>
<b>Hours of Operation:</b>	Monday –Thursday    10:00am - 7:00pm Friday & Saturday    10:00am - 2:00pm Sunday                    Closed

The Tutorial Center offers tutoring for a variety of subjects, including all sciences, engineering, computer science, English, ESL, humanities, foreign languages, history, child development, nursing, and many more. We can also help with study strategies. Students register for a non-credit tutorial course (IS 947). Tutoring is for Mission College courses only.

### How to Get a Tutor

Stop by the LATC in S2-201 and tell a lab instructor instructor you would like help. After a brief referral process, students may sign up for a free, no credit course (IS 947) in order to receive assistance. Once you take the add slip to the Admissions and Records office, you will be ready to access tutoring.

### Courses We Tutor

The LATC offers tutoring for all courses except those offered by the Math Department. (Math tutoring is in the Math Lab, S2-301). Courses tutored may change each semester based on tutor availability and funding. Click here to view the current list of tutors and subjects.

### Become a Tutor!

We are always interested in finding new tutors for our center. For more information, stop by the Tutorial Center (S2-201) and ask for an application, or send an e-mail with your name, telephone number, and subject(s) you would like to tutor to: **Chia Chen, LATC Lab Instructor**  
chia\_chen@wvmccd.cc.ca.us.

## Mission College Library

<b>Telephone: Info Desk</b>	408.855.5151
<b>Telephone: Check-out Desk</b>	408.855.5150
<b>Website:</b>	<a href="http://missioncollege.org/lib/lib.html">http://missioncollege.org/lib/lib.html</a>
<b>Hours of Operation:</b>	Monday - Thursday 9:00am - 8:30pm Friday 10:30am - 3:30pm Saturday 10:00am - 3:00pm Sunday CLOSED

The Mission College Library offers numerous resources and services to students, faculty, and staff which include personalized reference assistance, orientations, and library skills courses. The library collection includes books, periodicals, ebooks, video cassettes/DVDs, textbooks on reserve, and premier electronic databases. The library also provides computers with Internet access, Microsoft Office, and adaptive software. Printing is \$0.10 per page and photocopies cost \$0.15 per page.

### Student Services

Mission College Library is here to help students in their research and study. This page gives you information on the various services available to you including links to research resources, information about computer access, as well as general help in finding information about your classes either at the college or taken via distance learning.

- **Research Resources:** Getting started on research begins here with all the resources at your fingertips!
- **My Library Account/Renew Books:** Renew material and place holds online.
- **Library Courses:** Library 10 covers the basic elements of information competency by introducing you to the nature of research and the role of the library in research.
- **Textbook and Course Reserves:** Through a generous grant from the ASB, the library has a collection of many of the textbooks used in courses at Mission College. Instructors also place supplementary material on reserve. Reserve material is available at the Check Out Desk and can only be used in the library. Students will need their Mission College photo ID to check out material.
- **Telecourses:** The library maintains a set of telecourse videotapes and DVDs for students to borrow at the Check-out Desk and view in the library. The library also serves as the pickup point for students who wish to rent telecourses. Telecourse tapes and DVDs are available for rent, but not purchase, by students enrolled in the course.
- **Collection:** The Mission College Library maintains an on-site collection of over 55,000 print and non-print materials to support the educational needs of the college's students, faculty, and staff. In addition, it provides access to electronic resources, including full-text periodical databases, indexes, encyclopedias and dictionaries.
- **Computers and Internet Access:** The library has over 65 computers which provide access to the Internet. Each computer includes Microsoft Office Suite, media players and many workstations have DVD viewing capabilities. **The library also is a free wireless hot spot.**

**Access to WiFi: Username: guest Password: wireless**

## MAPS (Math Achievement Pathway to Success)

<b>Location:</b>	Main Building, SE2-102 (South-East side second floor across from Sorenson Hall)
<b>Telephone:</b>	408.855.5579
	408.855.5456
<b>Contacts:</b>	Alma Garcia, Counselor, alma_garcia@wvm.edu
<b>Website &amp; Email:</b>	<a href="http://missioncollege.org/depts/math/MAPS/index.html">http://missioncollege.org/depts/math/MAPS/index.html</a> maps@wvm.edu
<b>Office Hours:</b>	** By appointment only**

**What is MAPS?** The Math Achievement Pathway to Success (MAPS) offers students an approach to success, particularly for those who have had difficulty in previous math courses.

Instructors, counselors and tutors/mentors collaborate to help students complete their mathematics requirements. Students take Elementary Algebra in the Fall semester and Intermediate Algebra in Spring. One section each semester of MAPS class is offered.

## Math Learning Center

<b>Location:</b>	Main Building, SE-401
<b>Telephone:</b>	408-855-5334
<b>Contact:</b>	Melissa Aguilar, Jeff Bunch
<b>Website:</b>	<a href="http://missioncollege.org/depts/math/mathhelp.asp">http://missioncollege.org/depts/math/mathhelp.asp</a>
<b>Hours of Operation:</b>	Monday - Thursday 9:00am – 8:00pm Friday 9:00am – 2:00pm Saturday 10:00am – 4:00pm Sundays Closed

Drop-in tutoring is available for any student who comes into the center to study. No commitment is necessary, just come in during open hours and call for a tutor's attention. Students must fill out a form to receive a Math Learning Center Card, which is presented each time the student uses the center's services. However, services are free!

## Middle College

<b>Location:</b>	Main Building, S3-601
<b>Telephone:</b>	408.855.5532
<b>Teachers:</b>	Jennifer Jolliff & Sara Smith

Students in the program enroll in both high school and college courses, the advantage being that a serious student not only completes the requirements for high school graduation, but also gets a head start on his/her college career. Some students will be close to earning a certificate by the time they finish the program, enabling them to join the workforce at higher wages than their peers; others will continue on to get associate degrees or transfer to a 4-year university. Juniors from the Santa Clara Unified School District (SCUSD) must write an essay and be interviewed as part of the rigorous selection process - each year, only 30 students are admitted to the program.

## MESA (Math, Engineering, Science Achievement)

<b>Location:</b>	MESA Study & Tutorial Center - Main Building, C1-118 MESA Computer Lab – Science Building, SCI-132
<b>Telephone:</b>	408.855.5041
<b>Contact</b>	Theresa Lawhead, Interim MESA Director email: <a href="mailto:theresa_lawhead@wvm.edu">theresa_lawhead@wvm.edu</a>
<b>Hours of Operation:</b>	Mon-Wed: 9:00am – 6:00pm Thurs: 9:00am – 7:00pm
<b>Lab Hours:</b>	Mon-Thurs 10:00am - 7:00pm

### Overview

MESA CCP (Math Engineering Science Achievement Community College Program), part of the MESA Undergraduate Program, provides support to community college students who are majoring in math, engineering and science so they excel academically and transfer to four-year institutions. MESA CCP is a partnership with the California Community College Chancellor's Office.

### Eligibility Criteria

In order to become a MESA Student you must:

- Major in a calculus-based major such as Math, Engineering and/or Science
- Plan to transfer to a four-year university
- Obtain US Citizenship or Permanent Resident Status
- Receive financial aid or participate in another student service program such as EOP&S, ACCESS or CalWorks.

### MESA Student Support Services

- **Student Study Center:** a dedicated multipurpose space for study, workshops and information sharing.
- **Academic Excellence Workshops:** allow students to work in groups on common curriculum courses and develop group study techniques.
- **Tutoring Services:** available in the following subjects: Intermediate Algebra, Calculus, Trigonometry, Statistics, Biology, Chemistry, Physics, Engineering, C Programming, and Computer Science.
- **Orientation courses:** teach college survival skills to incoming students majoring in math, engineering and science.
- **Assistance in the transfer process:** includes field trips to universities, workshops on applications & scholarships, and counseling.
- **Career advising:** introduces work options to students. Field trips, job fair information, and job shadowing exercises are available to students interested in specific fields.
- **Links with student and professional organizations:** provides mentors, guest speakers, and offers industry tours.
- **Professional development workshops:** include workshops in resume preparation, interview skills, and how to find part-time / full-time and summer employment.

## District Police Business and Parking Offices

<b>Location:</b>	Campus Center first floor
<b>Telephone</b>	408-855-5435 (non-emergency)
<b>Office Hours:</b>	Monday - Friday      8:30am - 4:30pm Saturday & Sunday    Closed

### Reporting Crimes in Progress and Emergencies

**If you are reporting a crime in progress or have an emergency dial 9-1-1 from a pay telephone or 9-9-1-1 from a campus telephone.** To reach a Police Officer at anytime (24 hours a day/7 days a week) for a non-emergency or to report a prior criminal incident call Santa Clara County Communications Dispatch at 408-299-2311.

When you are calling County Communications dispatch please remember to state your name, telephone number, nature of your call and your location. Please do not hang up until the dispatcher instructs you to do so. Please request a West Valley-Mission Community College District Police Officer.

If you are using a cellular telephone you can also dial 408-299-2311 to reach County Communications dispatch.

**Please note the District Police Business and Parking Offices are not dispatch centers and should be used for general non-emergency police assistance or information only.**

**Parking Issues:** All parking related issues or concerns should be directed to the District Police Business & Parking Office at 408-855-5435.

## Student Outreach and Recruitment

<b>Location:</b>	Main Building, S1-104
<b>Telephone:</b>	(408) 855-5585
<b>Website:</b>	<a href="http://www.missioncollege.org/student_services/outreach">www.missioncollege.org/student_services/outreach</a> <a href="http://www.missioncollege.org/student_services/outreach/future_students/">www.missioncollege.org/student_services/outreach/future_students/</a>
<b>Contact:</b>	Betty Inoue
<b>Office Hours:</b>	Monday – Thursday 9:00am – 4:00pm Friday 9:00am – 1:00pm

### Campus Tours

Confused about where things are located? Wondering where the gym and tennis courts are located? Want to know whether the rumor that the Main Building was originally designed to be a mall and not a college is fact or fiction? It's time to sign up for an official tour of the campus offered by the Student Outreach Office.

Each tour lasts approximately 30 minutes and is guided by a Mission College Ambassador. Ambassadors are friendly and cool Mission College students with real experience attending Mission College.

Tours of the campus are offered by appointment. To sign up for a tour, please contact the Outreach Office at 408-855-5585 or drop by the Outreach Office located in the Main Building, room S1-104.

### Summer Transition Entrance Program (STEP)

#### What is Mission College STEP?

The Summer Transition Entrance Program, or STEP, is a summer program designed for first-time college students.

#### STEP provides a plan for maximizing the Mission College experience:

- Completion of Counseling 1 - College Survival Skills (2 units)  
Counseling 1 is a survey course covering time management, note taking and motivation strategies.
- Orientation to Mission College including college admission, financial aid, and counseling.
- Important information regarding AA/AS degrees and professional certificates.
- Begin building Mission College faculty, counselor, and staff mentor-mentee relationships.
- Learn valuable leadership and team building skills.
- Network with other STEP students.

#### Why choose Mission College STEP?

- Summer is the perfect time to begin your career plan. STEP has the personal support to assist you.
- Transitioning into college is often a challenge; STEP helps develop college skills and build friendships.
- Earn college credit, complete a general education requirement, and enter the Fall semester with a college transcript.
- Learn how to complete your college plan and your career/transfer plans. Start now!
- **After STEP, students are eligible to receive scholarships for books and supplies and are eligible to participate in the Mission College Ambassador Club. Ambassador Club students represent Mission College at both on and off-campus events.**

## Welcome Center

<b>Location:</b>	Campus Center, Room 124
<b>Telephone:</b>	408.855.5083
<b>Website:</b>	<a href="http://missioncollege.org/student_services/avanzar/index.html">http://missioncollege.org/student_services/avanzar/index.html</a>
<b>Contact:</b>	Connie Morales, Coordinator
<b>Office Hours:</b>	Mondays, Tuesdays, Thursdays 10:30am-6:00pm

The Welcome Center provides students a supportive entry into Mission College with a friendly and comfortable place to network with service programs and to connect with student ambassadors. The Center serves in a partnership capacity with the college's outreach and student success goals.

Languages: We offer services in Spanish, Vietnamese, and on a limited basis, other languages as well.

### Welcome Center Services:

- Provides Admissions & Registration Assistance
- Extends College Services: Assists students to better understand and utilize the support programs and services offered at Mission College.
- Offers Individualized Support: Students can receive one-on-one assistance and mentoring from our student ambassadors.
- Provides Counseling: Students can access the services of a counselor dedicated to the Title V AVANZAR Program.
- Reaches Out to the Community: The Center is integral to the outreach efforts of Title V and supports the campus-wide outreach program of Mission College through its focus on individualized outreach follow-up.
- Helps Struggling Students: The Center provides academic intervention support in basic skills courses.
- Promotes Family Involvement: The Center promotes the educational support of family and friends for students by organizing family orientations and college tours.
- Encourages Communication: The Center facilitates student focus groups on issues and topics which impact a student's educational experience.
- Organizes Multicultural Activities: The Center sponsors networking and multicultural activities which promote cultural awareness and builds a sense of belonging to Mission College.

## Work Experience

<b>Location:</b>	Main Building, C1-114
<b>Telephone:</b>	(408) 855-5170
<b>Fax:</b>	(408) 855-5463
<b>Website:</b>	<a href="http://missioncollege.org/workforce/work_experience/index.html">http://missioncollege.org/workforce/work_experience/index.html</a>
<b>Office Hours:</b>	By Appointment, Hours to be determined

**Work Experience combines on-the-job training and actual employment with your regular college instruction.** The goal of the program is to allow you, the student, to develop skills in the workplace using knowledge acquired in the classroom. In addition, many students have long-standing track records in the workplace and Work Experience can assist them to translate their excellent work habits into the tools for academic success. Work Experience is based on the principle that well educated individuals learn and succeed best through an educational program that merges classroom learning with practical "real life" experiences.

### 1. How does the class work?

With the help of the Advisor and his/her work supervisor, students must establish "learning objectives" or goals for improving or learning new skills on the job. Each unit of credit requires 75 hours of work for a paid position or 60 hours of work for a volunteer position. Students may take up to 4 semesters (or up to 16 units) of Work Experience during their college career. These units will apply towards your Associates degree and are transferable to CSUs and many private schools.

### 2. How do I qualify for Work Experience?

You need to have a job, Internship or volunteer position and you must enroll in at least 7 units including Work Experience units. (During summer session, students that want to enroll in Work Experience must be enrolled in at least one other course. They do not need to be enrolled in a minimum of 7 units).

### How do I enroll in Work Experience?

Step 1: Go to the Work Experience Office (room C1-114) and fill out a Work Experience application.  
Step 2: New students must attend orientation, must sign the Student Agreement, and will be assigned to work with a Work Experience Advisor. Continuing students must also sign the Student Agreement and will be assigned to a Work Experience Advisor.

### ***Late Enrollment (available until week 8)***

Students should go directly to the Work Experience Office and fill out a Work Experience application. The Coordinator will review your application and provide an add slip to take to the Admissions & Records office.

### 5. How many units am I eligible for?

The number of units a student receives is dependent on how many hours the student works during the semester and also whether the student is eligible for Occupational or General Work Experience. Occupational Work Experience is supervised employment that is directly related to a student's major or field of study and may be taken for up to 4 units per semester. General Work Experience may be taken for up to 3 units and is supervised employment unrelated to the students' major. Please see the Work Experience coordinator to determine your unit eligibility.