MISSION COLLEGE GRANTS

MISSION COLLEGE

2015 Summer Session/Fall Semester

Admissions and Registration Information

1) a high school graduate.
2) eighteen (18) years of age or older.
3) a high school graduate, 16 or 17 years of age, who has in his possession at the time of registration one of the following:
   a) Certificate of the State Proficiency Test.  
   b) G.E.D., California HS Equivalency Certificate.
   c) A formal, written document from the student's high school indicating he or she is exempt from any high school attendance.
   d) a high school student in grades 11 or 12 whose admission as a night student is recommended by his or her high school principal.

To be considered California residents for tuition purposes, applicants who have eligible immigrant statuses 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 by logging into the InK, Apply Now, on Mission's home page. 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 wish to submit a paper application, you will need to request to receive a new registration date. For inquiries about your on-line application contact the Admissions Office.

Register on or after your registration date via MC Portal/MyWebServices at missioncollege.edu

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

Important: Normal registration with students is done via email. Please be sure to update your personal information, such as, e-mail address, phone numbers, etc, using MC Portal/MyWebServices, each term if necessary.

ASSEMBLY BILL 540

Any resident student, except a non-resident student who meets all of the following requirements, 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 obtained equivalent, prior to the start of the term (e.g., passing the GED or CFA proficiency exam).
3) An alien student who is without lawful immigration status must also meet the above requirements. He/she must prove that he/she has 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, F-2, or I-530 visa for International Students. Eligible non-resident students must file a “California Nonresident Tuition Exemption Request” form with the Admissions and Records Office. Non-resident students who are exempt from paying nonresident tuition under this legislation may be eligible for a Board of Governors Fee Waiver.

HIGH SCHOOL STUDENTS REGISTRATION

Contact the Ministry of Special Elected high school students in grades 11 and 12 must register In-Person starting 30 days before the first day of the term. Each term, high school students are required to submit an online Application for Admission. In addition, the student submits in person the High School or equivalent, prior to the start of the term.

Parking Permits may be purchased online at missioncollege.edu

MISSION COLLEGE PLANS TO OFFER THE FOLLOWING COURSES:

A) Audit of Accounting Principles
   B) Advanced Accounting Principles
   C) Financial Accounting
   D) Intermediate Accounting
   E) Advanced Topics in Accounting

A course that is a variable unit class, the student must enroll for the maximum number of units available. You may obtain the ‘Request to Audit’ form at the Welcome Center or in the Admissions Office.

ADDING CLASSES

Students may add open classes on-line via MC Portal/MyWebServices until the day before the first class meeting. 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 classes begin. If ‘registered students’ drop classes, and space becomes available, eligible students on the wait list will be offered enrollment in the class. Students will be notified of e-mail of their status. It is recommended that students monitor their wait list regularly to see if a seat becomes available. Students with Holds, overlapping classes, etc., will remain on the wait list. If you change your mind about waiting for a particular course, simply drop yourself from that waitlist to allow other students to add.

ADDING A CLOSED CLASS... ADD CODES

To add a closed class once the it begins, you must attend the first meeting. You may obtain the ‘Request to Audit’ form with the Admissions and Records Office. Non-resident students who are exempt from paying nonresident fees can add closed classes without the Instructor’s signature. No exceptions. Students must be in good academic standing.

SHORT-TERM CLASSES

Enrollment fees for short-term classes will be refunded if students drop before 10% of the scheduled class meeting hours have elapsed. For short-term classes that meet for five days, five students must drop 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. Effective Summer 2012.

Enrollment Fee = $4.60 per unit

Non Resident Tuition = $220.00 per unit

The Enrollment Fee is subject to change as approved by the California State Legislature.

Health Fee = $12.00 per semester

The mandatory health fee supports the Student Health Services. The health fee is not a replacement for personal health care insurance. The 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 Code76355)

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 Director and at least one FA supervisor or technician will review these requests for exemption 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 GOVERNMENT (ASG)

Memberships/ID Card Fee. This $7 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 to present your registration and student ID.

ASG Representation Fee

This $1.00 fee per semester, effective Fall 2011, is collected for the purpose of establishing a student representation fee.

The proceeds support student government representatives stating their positions and viewpoints before city, county, and district government as well as offices and agencies of the state government. Should a student choose not to be represented, the fee is refunded when requested by the “refund” deadline.

Compliance Fee

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

Parking Permit Fee

Spring or Fall parking permits=$50.00
Summer Session parking permits=$25.00
Parking permits may be purchased online at Parking Permits

Prices subject to change.
Detailed parking information on page 9.

FEES FOR SERVICES

Copy of Class Schedule=$2.00 per request.
Standard Official Transcripts=$6.00 each (first 2 transcripts are free)
Copy of Class Schedule=$2.00 per request.
Duplicate Diplomas=$10.00 each

NOTIFICATION OF TAX IDENTIFICATION NUMBERS (TIN) OR SOCIAL SECURITY NUMBERS (SSN) REQUIRED

COLLECTION & USAGE

Fees, charges and/or admissions to the Hope Tax Credit and Internal Revenue Service (IRS) 1098T production mandates that all colleges report student SSN or TIN numbers to the IRS. This IRS mandate requires colleges to collect the SSN or TIN. A student may refuse to disclose his or her SSN or TIN to the IRS but the IRS is then authorized to fine the student in the amount of $50. 

Mission College does not request the SSN or TIN as a student identifier- we assign a unique student ID to every student. 

All SSNs and TINs collected as mandated are protected by the Family Educational Rights and Privacy Act (FERPA).

Mission College does not request the Social Security Number (SSN) or Taxpayer Identification Number (TIN) as a student identifier- we assign a unique student ID to every student.

All SSNs and TINs collected as mandated are protected by the Family Educational Rights and Privacy Act (FERPA).