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 online at www.missioncollege.edu 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.edu/student_services/assess/index.html 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 via MyWebServices, our on-line registration system at www.missioncollege.edu

Please note: If you have to submit a Prerequisite Challenge form, a Student Petition form, or any other documentation before registration, submit these forms to the Admissions & Records Office.

• 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.edu

• 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.
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.

Applying and Registering

Apply on-line via MyWebServices at www.missioncollege.edu. 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

Register on-line or after your registration date via MyWebServices at www.missioncollege.edu

Fees are due immediately after registration. If you are eligible for a fee waiver, visit the Financial Aid Office before registering for classes. If you must submit a Prerequisite Challenge Form, a Student Petition form, or any other documentation before registration, go directly to the Admissions and Records Office for assistance.

Please be prepared to pay the ‘outstanding balance’ if you register in-person.

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

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

Assembly Bill 540
Any resident student, except a non-immigrant alien who meets all of the following re-quirements, shall be exempt from paying the nonresident tuition. Requirements:
1) The student must have attended a California high school for at least three full years.
2) The student must have graduated from a California high school or attained the equivalent prior to the start of the term (for example, passing the GED or CA proficiency exam).
3) An alien student who is without lawful immigration status must file an affidavit with the college stating that he or she has filed an application to legalize his or her immigration status, or will file an application as soon as he or she is eligible to do so. This legislation does not apply to students who hold an F-1 Visa for International Students. Eligible non-resident students must file a “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 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, 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. Registration in any college course must be approved by the high school principal, or designee. Photo identification is required for all transactions. HS Concurrent Enrollment and medical consent forms may be obtained on-line at www.missioncollege.edu (A&R page) or from the Admissions and Records Office.

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

Auditing of Courses
After the last date to add classes for college credit, a student may audit selected community college courses with the following provisions:
1) Priority in class enrollment shall be given to students desiring to take the course for credit.
2) No student auditing a course shall be permitted to change his or her enrollment in that course to receive credit for the course.
3) A student wishing to audit a class must obtain prior written permission from the instructor.
4) Attendance, participation and related academic expectations shall be determined by the instructor.

Students may be withdrawn from audit status by the instructor if the student does not satisfy class standards. The fee for auditing a class shall be $15.00 per unit per semester. Students enrolled in classes to receive credit for ten or more semester units shall not be charged an additional fee to audit three or fewer units per semester. Fees must be paid prior to auditing a course. Fees are not refundable. You may obtain the ‘Request to Audit’ form on-line at www.missioncollege.edu or in the Admissions Office.

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

Wait List
If a class is closed, students can add their names to the section’s wait list before the class begins. If ‘registered students’ drop classes, and space becomes available, eligible students on the wait list will be registered in the class. If officially registered, students will be notified by email of their status. It is recommended that students monitor
their wait list regularly to check on the current class status. Students with Holds, overlapping classes, etc. will remain on the wait list. (After class enrollment, students must drop, if deciding to change the waitlist enrollment.)

**Adding a Closed class...**

**Add Codes**

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

**Dropping Classes**

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

The instructor’s signature is not required to drop classes.

**Multiple Withdrawals from the same course**

**Title 5; Chapter 6 Section 55024 Revision**

Effective July 1, 2009, college policy has limited the number of times that a student may withdraw from the same course. A student may withdraw and receive a W symbol on his or her academic records a total of three (3) times for enrollment in the same course. After the third W, the registration system will block registration in the course. To register again for the same course, the student will have to submit a Student Petition form to the Admissions & Records Office.

**Refunds**

To be eligible for a refund of enrollment fees, students must drop classes by the published deadline. Dropping a class after the published deadline will result in loss of enrollment fees. Adding classes after the refund deadline will require that new fees be paid. Refunds for ASB card and Parking Permits are processed when the request is made at the Admissions and Records Office by the “last day to drop with a refund” deadline. A parking permit refund requires the return of the parking permit. Refunds for Credit Card payments will be returned to the credit card. Check and cash payments will be refunded by one of three methods as chosen by the student: refund loaded to a student-assigned debit card; refund transferred via ACH to student’s personal banking account; or check 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. Effective Fall 2011:

- **Enrollment Fee** = $36.00 per unit
- **Non Resident Tuition** = $204.00. 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 Government (ASG) Membership/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 a copy of your registration statement and picture 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 refundable when requested by the “refund” deadline.

**Convenience Fee**

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

**Parking Permit Fee**

Spring or Fall parking permits = $40.00
Summer Sessions parking permits = $20.00
Parking permits may be purchased online at [www.missioncollege.edu](http://www.missioncollege.edu)
Detailed parking information on page 14.

**Fees for Services**

Copy of Class Schedule=$2.00 per request.
Standard Official Transcripts=$4.00 each (first 2 transcripts are free)
One Hour Rush Transcripts=$20.00 each
24 Hour Rush Transcripts=$15.00 each
Unofficial Transcripts=$2.00 per request
Duplicate Diploma=$10.00 each
Matriculation is a college-wide effort that benefits the students of Mission College!

How To Get Started...

**Academic Skills Assessment and Orientation**
The Academic Skills Assessment/Placement Test and Orientation are available for all Mission College students. Both are required for first time college students and for any student who has indicated on the application their intent to earn a degree and/or certificate and/or transfer. In addition, all matriculants and any student taking a course with a prerequisite in English, English as a Second Language, Math, and/or Reading will be required to complete the Assessment and attend a New Student Orientation (COUNS 000A). Students in need of special assistance for the assessment due to a disability (physical, hearing, or learning) should contact the Disability Instructional Support Center at 408.855.5085. For more information on testing and Orientation classes see page 4 and page 9.

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

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

**Challenging Prerequisites or Corequisites**
You have the right to challenge prerequisites or corequisites or other limitations on enrollment for the following reasons:

1. You have successfully completed the pre- or corequisite at another college.
2. You believe you have acquired the knowledge or ability to succeed despite not fulfilling the pre- or corequisite.
3. You believe the pre- or corequisite has not been made reasonably available at Mission.
4. You believe the pre- or corequisite or other limitation on enrollment is unlawfully discriminatory or is being applied in an unlawfully discriminatory manner.
5. Enrollment in this class has been limited to a special group of students and there are no other classes that would allow you to meet this requirement.
6. You understand that the pre- or corequisite was established to protect the health and safety of students. Despite the fact that you do not meet the pre- or corequisite, you believe that you are able to demonstrate that you do not pose a threat to yourself or others.

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

1. If you attended a California college or university:
   a. send your official transcript(s) to the Admissions and Records Office
   b. email/fax your unofficial transcript(s) and a copy of a photo ID (ie: CA driver’s license, college ID or other government issued ID) to Student Enrollment and Services email: seas.center@wvm.edu
   c. bring official or unofficial transcript(s) to the Counseling Center (Main Building E1-301)
2. If you attended a college or university outside of California or the United States, bring official or unofficial transcripts to the Counseling Office to complete a Prerequisite Challenge Form.
3. If you have not completed the Pre-requisite, but believe you have the knowledge or ability to succeed in the class, bring supporting documents to the Counseling Office to complete a Prerequisite Challenge Form.

For numbers 2 and 3, submit the completed form and required supporting documentation to Admissions and Records. Please note that upon filing the challenge form you may enroll in the class in question if space is available by submitting this form to Admissions and paying all necessary fees. If your challenge is denied, the college does have the right to drop you from class and your fees will be automatically refunded.