3 Easy Steps to Becoming a Student at Mission College

Application and Registration Information

Step 1
Submit an application for admission to Mission College.

New, Former and Transfer Students:
• Apply on-line at www.missioncollege.org or, in person in the Admissions Office.

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

Step 2
Schedule Assessment, Orientation & Counseling.

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

Mission College offers year-round computerized placement tests (English & Reading Placement, Reading Proficiency, ESL Placement, and Math Placement). Appointments are not needed, students are taken on a “First Come–First Served” basis. To find the schedule of office hours for the current semester, please check out the Assessment Center website at www.missioncollege.org/student_services/assess 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.org

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

• If classes have started already, please attend the first class meeting and request an “Add Code” from the Instructor and add the class online thru MyWebServices at www.missioncollege.org

• 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 pos-
session 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 eli-
gable immigrant status or are out-of-state
US citizens must reside in California for
more than one year and one day prior to
the first day of the term.

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

Register on-line or after your registra-
tion date via MyWebServices at
www.missioncollege.org

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

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

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

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

Important: Normal communication
with students is done via email.
Please be sure to update your
personal information using
MyWebServices, each term if
necessary. Ex. update email,
phone number, etc.

Assembly Bill 540
Any resident student, except a non-
immigrant alien who meets all of the
following re-quirements, shall be exempt
from paying the nonresident tuition.
Requirements:
1) The student must have attended a
California high school for at least three
full years,
2) The student must have graduated from
a California high school or attained the
equivalent prior to the start of the term
(for example, passing the GED or CA
proficiency exam).
3) An alien student who is without lawful
immigration status must file an affidavit
with the college stating that he or she
has filed an application to legalize his
or her immigration status, or will file
an application as soon as he or she is
gible to do so.

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

High School Students
Registration
Concurrently enrolled special part-time
high school students in grades 11 and
12 must register In-Person starting two
weeks before the first day of the term.
Each term, 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.org (A&R page)
or from the Admissions and Records
Office.

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

Auditing of Courses
After the last date to add classes for col-
lege 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 enroll-
ment 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 deter-
mined by the instructor.

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

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

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

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

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

Enrollment Fee = $26.00 per unit
Non Resident Tuition = $199.00 per unit
Health Fee = $17.00 per semester ($14.00 for summer)

The mandatory health fee supports the Student Health Services. The health fee is not a replacement for personal health care insurance. The health fee is exempted for,
1) Students who depend exclusively upon prayer for healing in accordance with the teachings of a bona fide religious sect, denomination, or organization.
2) Students who are attending a community college under an approved apprenticeship training program (Ed 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 FA Director and at least one FA supervisor or technician will review these requests on a case by case basis.

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

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

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

Parking Permit Fee
Spring or Fall parking permits = $40.00
Summer Sessions parking permits = $20.00
Parking permits may be purchased online at www.missioncollege.org.

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