

Enrollment Services *(Hours During the Semester)*

NOTE: During the Summer most college offices are open 7:30am - 5:30 pm M-Th (April 28 - August 15)

Admissions Office

East Campus: Student Center
 West Campus: Yosemite Hall, 147
 Phone: (209) 575-6013
 Hours: M-F 8:00am-5:00pm (East & West) &
 Evening Hours: M-T 5:00pm-7:00pm (East)

At the Admissions Office you can:

- Apply to enroll at MJC
- Change your mailing address
- Apply for Credit/No Credit
- Add/Drop classes
- Obtain enrollment information

Evaluations Office

East Campus: Morris Memorial, 107
 Phone: (209) 575-6033
 Hours: M-F 8:00am - 5:00pm

This is where you will:

- Apply to graduate during the semester in which you plan to complete graduation requirements
- Have transcripts from other colleges you have attended evaluated for transferability
- Receive a General Education Certification for CSU and UC

Business Services

East Campus: Student Center
 Hours: M-Th 8am - 5pm, F 8am - 4:30pm
 West Campus: Yosemite Hall Lobby
 Hours: M-TH 8am - 4pm F - 8am-Noon
 Closed for lunch 11:30 - Noon
 Phone: (209) 575-6828

This is where you will:

- Pay enrollment fees
- Purchase and pick up parking permits & student activity stickers
- File refund requests
- Cash personal checks with student ID as long as your fees are paid



Counseling Center

East Campus: Morris Memorial, 103
 West Campus: Yosemite Hall (call for app't)
 Phone: (209) 575-6080
 TTY: (209) 575-6633
 Hours: M - Th: 8:00am - 7:00pm
 F: 8:00am - 5:00 pm

At the Counseling Center you can:

- Get academic, vocational, & personal counseling
- Create an Educational-Plan (Ed-Plan)
- Meet with a counselor after orientation
- Utilize online advising for brief questions

Financial Aid Office

West Campus: Yosemite Hall, 147
 Phone: (209) 575-7700
 Hours: M-T 8:00am - 7:00pm

This is where you will:

- Apply for the FAFSA online at www.fafsa.ed.gov
- Submit the BOGW Fee Waiver Application

Enrollment Services

(Hours During the Semester)

NOTE: During the Summer most college offices are open 7:30am - 5:30 pm M-Th (April 28 - August 15)



Testing Center

West Campus: Yosemite Hall, 147
 Phone: (209) 575-7728
 Hours: M-F 8:00am - 5:00pm
 For evening test schedule, please see www.mjc.edu

This is where you will:

- Get information about assessment tests.
- Take assessment tests to evaluate your skills in various subject areas

Records Office

East Campus: Morris Memorial, 105
 Phone: (209) 575-6018
 Hours: M-F 8:00am - 5:00pm
 Evening Hours: M-T 5:00pm-7:00pm
 (evening services available in Admissions Office, Student Center, East Campus)

This is where you will:

- Request transcripts of your MJC academic record
- Submit Official High School Transcripts
- Submit Official College Transcripts

Welcome Center

East Campus: Student Center
 Phone: (209) 575-6789
 Hours: M-F 8:00am - 5:00pm
 Evening Hours: M-T 5:00pm-7:00pm
 (evening services available in Admissions Office, Student Center, East Campus)

Come to the Welcome Center

- To get help finding answers to general MJC questions
- To pick up application packets and information for your friends
- To gather MAX, StaRT and Runabout bus information
- To schedule campus tours

Scholarship Office

West Campus: Yosemite Hall, 151
 Phone: (209) 575-7715
 Hours: M-F 8:00am - 5:00pm

This is where you:

- Apply for MJC Scholarships
- Get information regarding deadlines and application procedures for "Off" campus scholarships
- Establish a scholarship to help students with their educational expenses



Support Services & Programs

(Hours during the Semester)

NOTE: During the Summer most college offices are open 7:30am - 5:30 pm M-Th (April 28 - August 15)

Book Loan Programs

VTEA: Tutoring Center
West Campus: Yosemite Hall 118
Phone: (209) 575-6979
Hours: M-F 10:00am - Noon

VTEA: Eligible students may apply for assistance. For eligibility requirements, please call the Book Loan Office, 575-6979.

CalWORKS Program

West Campus: Yosemite Hall, 148
Phone: (209) 575-7770
Hours: M-F 8:00am - 5:00pm

Eligible students must be receiving cash assistance (CalWORKS/TANF) through the Stanislaus County Community Service Agency. Services available to students include: work-study, childcare, job development/placement, book loans, bus passes, counseling and financial aid.

Orientation

Hosted by: Welcome Center
East Campus: Student Center
Phone: (209) 575-6789
Hours: M-F 8:00am - 5:00pm

MJC Orientation will:

- Inform you about MJC policies and procedures
- Provide an overview of academic requirements for transfers, certificates and degrees
- Answer your questions as a new student, and point you in the right direction for services and resources
- All Orientations will be held in the East Campus Student Lounge in the Student Center
- See page 16 for Orientation schedule

CARE Program

EOPS Office

East Campus: Morris Memorial, 112
Phone: (209) 575-6838
TTY: (209) 575-6633
Hours: M T Th F 8:00am - 5:00pm
W 8:00am - 7:00pm

The CARE program at MJC is designed to assist TANF (Temporary Aid to Needy Families) recipients with their educational goals, while being sensitive to the barriers and responsibilities faced by students/parents. The program is a reimbursement program and will pay a portion of childcare costs.

Career Center

Also known as: *Career Development & Transfer Center*
East Campus: Library Annex, 103
Phone: (209) 575-6239
Hours: M-F 8:00am - 5:00 pm

LOOKING FOR A JOB?

This is the place to go if you are undecided about a career, would like to discover the right career for you, are looking for current job market information or looking for a job while attending MJC. In this Center you can obtain assistance in writing a resume, writing a cover letter or preparing for a job interview. Each semester the Career Center holds a Job Fair, which allows students the opportunity to meet with local employers for possible job offers. Job Fairs are the last Wednesday in October and the last Wednesday in March from 9am - 1pm.

www.mjc.edu/jobsforstudents

Jobline: (209) 575-6821





Support Services & Programs

(Hours during the Semester)

NOTE: During the Summer most college offices are open 7:30am - 5:30 pm M-Th (April 28 - August 15)

Programs with a "★" are open to qualified applicants only.

Center for Learning Assistance (CLA)

East Campus: Founders Hall, 105
 Phone: (209) 575-6475
 Hours: M-F 7:45am - 6:00pm
 S 9am - 1pm
 West Campus: Sierra Hall, 214
 Phone: (209) 575-7846
 Hours: M-Th 8:00am - 6:00pm

At the CLA, you can enroll in classes that help you improve your reading, writing and grammar skills. These one (1) unit courses include computer modules and weekly study groups. If you are interested in CLA offerings, register for the following one-unit courses:

- English 44: Improve skills in grammar, punctuation, and editing.
- English 46: Practice writing sentences and paragraphs, learn to outline, and develop ideas.
- Reading 45: Improve your reading, comprehension, fluency, and vocabulary skills.

Counseling Center

East Campus: Morris Memorial Building, 103
 West Campus: Yosemite Hall (call for appointments)
 Phone: (209) 575-6080
 TTY: (209) 575-6633
 Hours: M-Th 8:00 am – 7:00 pm
 F 8:00 am – 5:00 pm

Counselors are available to help transfer and non-transfer students with academic, career, and personal counseling. They can assist you in identifying your needs and strengths while helping you to minimize the barriers that may be standing between you and your academic goals. If you have 15 or more units you must have an Educational Plan in place. Don't have one? Call the Counseling Center to schedule an Educational Planning session with a counselor or enroll in a Guidance course. If you are a prospective student who needs help, stop by the Counseling Center to find out how you can get started at MJC. Walk-in times and Online Advising are also available for "quick" questions. Visit the MJC Counseling Center web page at <http://www.mjc.edu/counseling/> for more information and links to helpful resources.

Disability Services ★

East Campus: Journalism, 160
 West Campus: Yosemite 145-A
 Phone: East - (209) 575-6225 West-(209)575-7733
 TTY: (209) 575-6863
 East Hours: M 8am - 7:00pm & T-F 8am - 5:00pm
 West Hours: M/W 8am-1:00pm & T/Th 1pm-5:00pm

Provides a system of support services and classes for students with disabilities, which includes counseling, program planning and assistance, priority registration, in-class aids, reader services, note-taking help, and interpreters for the deaf and hard-of-hearing. Assistance is provided to meet alternate media needs. There are also Resource Rooms and High Tech Centers on both campuses, East: Journalism Bldg. 151A - Resource and 151B - High Technology Center; West: Yosemite, 145A. Information concerning ADA is available from the ADA coordinator, who can be contacted at (209) 575-6225, or TTY (209)575-6863.

Emergency Locator Service

Student Development & Campus Life Office

East Campus: Student Center
 Phone: (209) 575-6700
 Hours: M-Th 8:00am-5:00pm
 F 8:00am-5:00pm

If you'd like to be contacted in the event of an emergency, you'll want to be sure to file a copy of your schedule on a semester-by-semester basis with the Emergency Locator Service. This is the only way that your friends and family may find you while you are in class. Security will notify students in evening or weekend classes. You are responsible for keeping the information current. See p. 140 for form.

EOP&S ★

East Campus: Morris Memorial, 112
 Phone: (209) 575-6251
 TTY: (209) 575-6633
 Hours: M-Th 8:00am - 7:00pm
 F 8:00am - 5:00pm

EOP&S provides outreach and assistance to academically and financially disadvantaged students. Services include registration assistance, counseling, academic advising, transfer assistance, tutoring, assistance with childcare costs, financial aid, assistance with books, and referrals to other services available on campus.

Support Services & Programs

(Hours During the Summer/Fall Semester)

NOTE: During the Summer most college offices are open 7:30am - 5:30 pm M-Th (April 28 - August 15)

Health Services

East Campus: Morris Memorial, 108
 Phone: (209) 575-6037
 Hours: Call for current hours.
 West Campus: Yosemite Hall, 114
 Phone: (209) 575-6360
 Hours: Call for current hours.

Staffed by caring registered nurses and a helpful staff, Health Services is the place where your health is top priority. Health Services provides many services, including one-to-one meetings with a nurse and the opportunity to consult with a physician at NO COST TO YOU. Some of the benefits of being a student include:

- First Aid
- Over the counter medications
- Doctor Clinic
- Cot Room available for brief rest periods
- Referrals to community or private agencies
- Vision and hearing screening
- Blood pressure monitoring
- TB screening
- Pregnancy tests
- Family PACT
- Several of the immunizations you may need to transfer
- Elevator keys and short-term parking permits for individuals with disabilities
- Information on optional medical insurance
- Comprehensive library of health-related literature

At health Services you can be sure that "We Care for You."

International Student Program

East Campus: Morris Memorial, 104B
 Phone: (209) 575-6012
 Hours: M-F 8:00am - 5:00pm
 Summer Hours: Please Call

Provides specialized services, activities, and support to all foreign students attending MJC. Admissions, academic and personal counseling, orientation, immigration advising, cultural programming, International Club advising, a monthly publication, and more are part of this program. A special Orientation Program is arranged for new students upon arrival to MJC. Students are encouraged to visit the international counselor.

Library

East Campus: Library Building
 West Campus: Yosemite 235
 Phone: Administration – (209) 575-6235
 Circulation (East) – (209) 575-6228
 Circulation (West) – (209) 575-7761
 Reference (East) – (209) 575-6230
 Reference (West) – (209) 575-7762

HOURS:	East Campus	West Campus
Mon-Thurs	8am - 9pm	8am - 5pm
Friday	8am - 5pm	8am - 5pm
Saturday	9am - 5pm	Closed
Sunday	Closed	Closed

The MJC Library provides resources and personalized assistance to help students successfully complete the research required by MJC courses. There are branches on both East and West Campuses, plus, a variety of online resources and services that are available through the MJC Library web page: (<http://virtual.yosemite.cc.ca.us/mjclibrary>).

The Library lend books, periodicals, and audio/video materials to students, and provides access to several full-text online databases. MJC students have access to materials at the Columbia College Library via Intracampus Loan. Materials from other libraries can be obtained through Interlibrary Loan.

MJC librarians are available to provide research assistance to students in the Library, over the telephone, or online through the "Ask A Librarian" link on the Library's website. Library faculty offer several one-unit and two-unit courses in research methodology and lead instructional sessions for classes in all disciplines.

The Library offers access to three computer labs: open labs on East and West Campuses where students can word process papers and complete other school assignments and the East Campus Library Research Lab for conducting online research. There are areas for group study and silent study, and numerous tables and study carrels where students can study and complete homework.





Support Services & Programs (Hours During the Semester)

NOTE: During the Summer most college offices are open 7:30am - 5:30 pm M-Th (April 28 - August 15)

Programs with "★" are open to qualified applicants only.

Learning Communities ★

MJC Learning Communities Office

East Campus: Morris Memorial, 205B
Phone: (209) 575-6094

Learning Communities at MJC are unique learning programs that allow you to take courses with a community of people who share your goals and interests. Learning Communities are packages of courses that revolve around a theme, skill, or major, and you enroll in them as a package. Because other students are doing this as well, you will support each other in all of the courses. You'll learn to make connections between subjects and courses, and gain critical thinking skills that will be of great value to you in this and future learning endeavors. Your instructors will work together to highlight connections between the different subjects you are studying. This unique approach to learning will not only provide you with valuable skills in the classroom, it will give you a chance to take charge of the way you learn.

STAMP Transfer Program

East Campus: Library Basement, 40
Open To: First Generation & Low Income Students
Phone: (209) 575-6189
Hours: M-F 8:00am - 5:00pm

The STAMP Transfer Program is designed for first-generation and low income college students to promote their success, retention, graduation, and transfer to a four-year college or university. The program provides students with a guaranteed admittance into California State University, Stanislaus. Services include: book loan program; academic and personal counseling; tutoring; information about financial aid and scholarships; career advising, and workshops to develop and enhance academic and personal skills.

TRIO/Student Support Services ★

East Campus: Library Basement, 40
Phone: (209) 575-6189
Hours: M - F 8:00am - 5:00pm

The TRIO/Student Support Services program is designed for first-generation college students to promote their success, retention, graduation, and transfer to a four-year college or university. The program provides innovative academic and support services specifically designed to meet the needs of transfer students. Services include: academic and personal counseling; tutoring; cultural activities; university campus tours; information about financial aid and scholarships; career advising; and workshops to develop and enhance academic and personal skills.

Tutoring Center

East Campus: Library Basement, 10
West Campus: Yosemite Hall, 118
Phone: East: (209) 575-6839
West: (209) 575-7731
Hours: M-F 8:00am - 5:00pm

If you're feeling challenged by a certain class, or more than one class, you should visit the Tutoring Center. Tutors are available for many subject areas at no cost to you. If you are interested in Tutoring Services, please call for more information. If you are interested in becoming a tutor, applications are available in the Tutoring Center.

Career Development & Transfer Center (CD & TC)

East Campus: Library Annex, 103
Phone: (209) 575-6239
Hours: M-F 8:00 am - 5:00 pm
website: www.mjc.edu/jobforstudents

The CD&TC is a one stop shop to obtain career, job placement and transfer information. Numerous career resources and a library of over 1,200 college and university catalogs from around the nation are available for student use and check-out. Computers are available for students to use to research college campuses, careers, job market information, resume and cover letter templates, on-line employment research and/or applications and to assess interests and aptitudes. The CD&TC is also the place to meet with various college representatives from four-year institutions. Employers also visit the CD&TC to conduct job interviews and/or recruit students for specific employment opportunities. (Check with CD&TC staff for a schedule of their visits to MJC.) The Center also sponsors free field trips throughout the year for students to tour UC and CSU campuses, workshops on how to complete a college application and personal statement, transfer day/college night and bi-annual job fairs. In addition, a counselor is located in the CD&TC to help transfer and non-transfer students with academic, career, and personal counseling.

Veteran Services ★

East Campus: Morris Memorial, 104
Phone: (209) 575-6017
Hours: M-F 8:00am - 5:00pm

This office can assist Veterans with educational benefits and provides referral resources in obtaining counseling/guidance services as needed. You may submit BOGW Fee Waiver Application here as well.

Educational Resources

(Hours During the Semester)

NOTE: During the Summer most college offices are open 7:30am - 5:30 pm M-Th (April 28 - August 15)

Agriculture & Environmental Sciences

East Campus: Agriculture, 127
Open To: All students

28 Internet-accessible computer stations are available to you to assist with your coursework. Lab assistant is available when scheduling allows. Please check the schedule posted on lab door for hours when the lab is accessible.

Disability Resources Labs

East Campus: Journalism, 151A
West Campus: Yosemite Hall, 145
Open To: Students with a verified disability

Disability Services has two Resource Labs which contain adaptive equipment to meet student needs on both campuses.

ESL Lab

East Campus: Founders Hall, 271
Open To: Priority given to ESL students
Hours: See schedule posted at lab.

The ESL Lab has a variety of programs to support English as a Second Language students. Students from other English classes may use the lab when space is available.

Integrated Manufacturing Lab

East Campus: Sierra Hall, 114
Open To: Industrial Tech & Electronic Tech students and hands-on trainers

The Integrated Manufacturing Lab (IML) has a variety of plant maintenance hands-on trainers and oriented softwares. The lab is designed to provide students with rich simulated technology experiences that reinforce skill development in the areas of industrial controls, motors & mechanical devices, pneumatics, refrigeration, hydraulic systems, and computer numerical control (CNC) programming.

Library Computer Labs

East Campus: Library 116
Library 128 (Library Research Lab)
West Campus: Yosemite Hall, 235
Open To: All Students

Each of the Library computer labs are available for online research and word processing. The computers in Library 116 and Yosemite Hall 235 also have software for computer science, business, math and a number of other courses. Internet services are available and personal e-mail can be accessed.



Literature/Language Arts Lab

West Campus: Sierra Hall, 209
Open to: Priority given to English/ESL/ Language/Reading students
Hours: See schedule posted at Lab.

This lab supports Literature and Language Arts classes. The lab has open hours throughout the day but is closed when classes are meeting there.

MAGIC Lab

East Campus: Electronics, 109
Open To: Students assigned to Magic Lab for coursework

The MAGIC Lab has an assortment of high-end equipment that supports computer graphics, programming, multimedia, and other applications for advanced students.

Educational Resources (Hours During the Fall Semester)

College Skills Development

College Skills 810, "College Skills Development" is a non-credit, no tuition course in which you will be able to sharpen and improve your current abilities and learn new computer and research related skills as you complete homework and other assignments using computers and other equipment in MJC open labs. By deciding to log-on to an MJC open lab computer to do course related work you will be deciding to enroll in College Skills 810. The first time you log-in to the lab in each semester constitutes your enrollment process and you will not need to do anything else for enrollment.

Math Drop-In Center

East Campus: Founders Hall, 128C
Open To: All students

Math assistants are here to help you understand your math homework, as well as aid in your understanding of math concepts. This is the place where you can bring your short, quick questions, and get prompt responses. We don't want you to get held back in finishing your homework!

Music Lab

East Campus: Music, 101
Open To: All Music students

This lab is ideal for music students to learn more about music theory and music history. This state-of-the-art lab has five iMac stations where you can learn from musical software and reinforce concepts from other classes. You'll also find a vast collection of CDs and listening stations. Music majors dedicate 2 to 3 hours each week to listening to music from all periods of music history. We also have reference materials including the New Grove Encyclopedia of Music.

"The PLACE" Computer Lab

East Campus: Founders Hall, 152
Open To: Business Administration, Computer Science, and Office Administration Students

Hours: M-Th 9 a.m.-7 p.m., Closed Friday
Please note: Open Fall & Spring Semesters ONLY

Internet-accessible computer stations are available to you to assist with your coursework. Assistants are available at all times. Qualified staff are available to assist you with accounting and Microsoft Office software applications.

Office Administration Center

East Campus: Founders Hall, 101
Open To: Office Administration
Hours: M-Th: 9 a.m.-8 p.m.
F: 9 a.m.-2 p.m.
S: 9 a.m.-1 p.m.

The Office Administration Center (OAC) offers open-entry/open-exit Office Administration courses in an individualized, hands-on format. The short, carefully prepared units of instruction allow for flexible scheduling and ongoing enrollment until the 12th week of the semester. Your hours may vary from day to day and you may be scheduled for more than one hour per day. Therefore, each course can be completed as rapidly as your capabilities and/or commitments allow.

STaR Center and STaR Lab

STaR Center	STaR Lab
Founders Hall 122	Founders Hall 124
Open To: All Students	Open to: All students
Phone: (209) 575-6117	Phone: (209) 575-6117

The STaR Center allows students to take exams early or make-up exams at the instructors discretion. There are also text books, reference materials and a video library for courses in the Business, Behavioral and Social Sciences disciplines.

The STaR Lab has 33 computers, (including one station to accommodate students with special needs), open to all MJC students. Each computer station has internet access, Microsoft Windows XP, Microsoft Office XP Professional, Statgraphics, as well as other software applications. The STaR Lab also has a 'Go Print' pay station where students may purchase their 'Go Print' cards.

A friendly staff is available to assist with all the resources put on reserve.

Writing Center

East Campus:	Founders Hall, 224
Phone:	(209) 575-6682
Hours:	M-F 8am - 4pm
West Campus:	Sierra Hall, 214
Phone:	(209) 575-7847
Hours:	M - Th 8am - 4pm
Open To:	Any student needing assistance with writing

Work with a tutor on any aspect of writing, ranging from talking about ideas & assignment expectations to assistance with proofreading. Schedule a tutoring appointment or use a computer. Call for more information, as hours are subject to change; sometimes the Writing Center is open evenings.