

Welcome to Modesto Junior College

OFFICE OF THE PRESIDENT

Jill Stearns

President

Morris Memorial Building, 201
(209) 575-6067

Support Staff

Amy Bethel, Executive Secretary

Linda Hoile, Marketing and

Public Information Officer

Irene Nunez, Graphic Arts Specialist

Sherri Potts, Graphic Arts Specialist

David Todd, Photographer/Graphic Arts Specialist

Monika Shortner, Graphic Arts Technician

Joshua Sigman, Front End Web Developer

ABOUT MODESTO JUNIOR COLLEGE

Modesto Junior College, one of the oldest community colleges in the state, was organized in 1921 to serve the first junior college district established under a State Legislature Enabling Act. Modesto Junior College was established to meet the needs of the community. Today the college strives to maintain the same objective—that of dedication and service to the community.

The College began with a charter enrollment of 61 students. Through the years registration has increased until today more than 18,000 day and evening students are enrolled each semester. In addition, more than 8,000 community participants take advantage of the ever-growing Community Education program.

To complement student growth, the campus has grown as well. The college holds the distinction of having erected the first junior college classroom building in the state. From this modest beginning, MJC has grown until it now provides an outstanding learning environment on two sites: the original MJC-East on College Avenue and MJC-West on Blue Gum Avenue in northwest Modesto. In addition to the two sites, more than 20 community sites are used to meet particular educational needs.

The area boundaries have also changed. In 1964, by action of the electorate, the boundaries were enlarged to include nearly 4,000 square miles, encompassing high school districts in Stanislaus and Tuolumne Counties, the Ripon High School District in San Joaquin County, the Gustine and Hilmar High School Districts in Merced

County and the Harney Elementary School District in Santa Clara County. The district also includes the Bret Harte Union High School District, the former Copperopolis Elementary School District and the former Salt Spring Valley Elementary School District in Calaveras County.

A Board of Trustees was elected in 1964 to govern the affairs of the expanded district. In 1965 the name Yosemite Junior College District was selected. It was later changed to Yosemite Community College District. The Yosemite Community College District also includes Columbia College, located in Columbia, California.

A COMPREHENSIVE COMMUNITY COLLEGE

Consistent with its philosophy of serving the educational needs of all people who reside in the College district, a wide range of programs and individual courses has been developed. MJC offers technical and vocational programs, courses to prepare students for transfer to a four-year university, and Associate degrees in over 70 areas of study. MJC also provides basic skills courses in English and math, and English as a second language classes.

Credit and non-credit courses are offered day and evening as well as on Saturdays on the college sites and at locations throughout the college district. Some courses are also offered online. Credit courses fulfill requirements leading to degrees, diplomas and certificates. Non-credit courses are designed for members of the community who wish to develop or improve their skills and supplement their general knowledge. These courses do not fulfill requirements leading to degrees, diplomas or certificates. Community Education classes, tours and trips are participant fee-funded and carry no unit value. Such classes may be offered in the areas of vocational, recreational, and in-service training interests of the participants.

OPEN ENROLLMENT AT MJC

Unless specifically exempted by statute, every course, course section or class, the average daily attendance of which is to be reported for state aid, wherever offered and maintained by the district, shall be fully open to enrollment and participation by any person who has been admitted to the college and who meets such prerequisites as may be established pursuant to Chapter II, Division 2, part VI, Title 5 of the California Administrative Code, 51820-51823.

Exception to this policy will be made where health, safety, legal requirements, or the facility is a limiting factor in the conduct of the course. Students denied enrollment by this policy may appeal to the Vice President of Student Services.

TRANSFER AND COMPLETION RATES

In compliance with the Student-Right-to-Know and Campus Security Act of 1990 (Public Law 101-542), it is the policy of our college district to make available its completion and transfer rates to all current and prospective students. Beginning in Fall 2009, a cohort of all certificate-, degree-, and transfer-seeking first-time, full-time students were tracked over a three-year period. Their completion and transfer rates are listed below. These rates do not represent the success rates of the entire student population at the College nor do they account for student outcomes occurring after this three-year tracking period.

Student Right-to-Know Rates for Fall 2009 Cohort

Completion Rate: 25.08 %

Transfer Rate: 14.36 %

Fall 2009 - Spring 2012 COHORT Data

Based upon the cohort defined above, a Completer is a student who attained a certificate or degree or became 'transfer prepared' during a three-year period, from Fall 2009 to Spring 2012. Students who have completed 60 transferable units with a GPA of 2.0 or better are considered 'transfer-prepared'. Students who transferred to another post-secondary institution, prior to attaining a degree, certificate, or becoming 'transfer-prepared' during a five-semester period, from Spring 2010 to Spring 2012, are transfer students. For more information, visit: <http://srtk.cccco.edu/000/09index.htm>

CENTER OF EXCELLENCE

Contact: Nora Seronello

Phone: (209) 575-6894

Website: www.coecc.net

As part of the California Community Colleges' Economic and Workforce Development Program, MJC hosts one of four, regionally-based Centers of Excellence. These Centers conduct environmental scanning on high growth, emerging, and economically-critical industries and their related workforce and occupational needs. Information from the scans is intended to assist the strategic planning and decision-making efforts of

regional colleges in addressing local and regional workforce needs. The Centers also support regional and statewide marketing activities to increase employer awareness of the economic development services available from community colleges. The Central Region Center of Excellence serves the entire San Joaquin Valley Region of California.

WELCOME TO MJC.EDU

Curriculum & Instruction at MJC

OFFICE OF INSTRUCTION

Brenda Thames
Vice President of Instruction

Morris Memorial Building, 205 A
(209) 575-6058, FAX: (209) 575-6050

Articulation

Ruth Cranley
MJC Articulation Officer
Phone: (209) 575-6713

Distance Education

Michael Smedshammer, Ph.D.
Instructional Design Coordinator
Phone: (209) 575-6281

Support Staff

Amanda Cannon, Accreditation/Assessment
Process Specialist
Donna Yarnal, Administrative Secretary
Heather Townsend, Curriculum Process Specialist
Julie Trejo, Financial Aid Technician
Kelly Addington, Administrative Technician
Pat Wallace, Executive Secretary
Vacant, Instruction Office Specialist

OFFICE OF INSTRUCTION

The Office of Instruction facilitates all teaching and learning activities at Modesto Junior College and provides an array of services to students and the college overall. It stores and monitors all course outlines, implements educational program requirements and produces the College Catalog and Class Schedule. College-to-college course articulation, including establishing transferability and general education patterns, is also managed through the Office of Instruction.

A COMPREHENSIVE CURRICULUM

The college offers courses designed to meet many diverse interests, educational needs, and vocational needs of its students. College programs are designed to meet particular needs and may consist of one course or a series of courses leading to a certificate or an associate's degree. Many MJC courses can apply towards the first two years of a bachelor's degree. Courses in art, literature, humanities, communication studies, foreign languages, music, and drama provide cultural enrichment for MJC students and the community. Music instruction, for example, is offered for beginners as

well as for those who already have a high level of proficiency. Performances by such groups as the Masterworks Chorus and Jazz Ensemble are examples of the cultural events offered to the community. All students are encouraged to participate in college community activities such as student government, athletics, forensics, art shows, music programs, and tutoring.

Those who wish to broaden their horizons and to become more aware of themselves and the world about them will be drawn to offerings in health education, consumer education, psychology, child development, sociology, communication studies, valley plant life, science, art appreciation, and physical activities. Agricultural offerings include technician training courses as well as courses designed for persons anticipating employment or already employed in the field of agriculture. An advisory committee also serves the community services program. Business courses that meet occupational requirements of the community are offered in office administration, clerical training, accounting, computer science, computer graphics applications, and business operations. Certificate programs are available in several areas. Administration of Justice, emergency service instruction, and fire science are also offered and can lead to an Associate's degree.

Vocational programs prepare students for entry employment in such fields as allied health, animal husbandry, crop production, agricultural mechanics, office administration, computer science, computer graphics applications (desktop publishing and computer graphics), automotive technology, electronics, nursing, machine shop, accounting, human services, and engineering technology. Advisory committees serve the college in the development of vocational programs by helping to determine the need for and the content of occupational oriented courses. Courses are geared to the needs of industry and are modified as community needs change.

Other courses are designed to assist the individual in skills development. These include, among others, reading improvement, effective study skills, listening improvement, career awareness,

job employment skills, introduction to mathematics, and pre-algebra. English as a Second Language is offered for non-native speakers of English who desire to learn English or to improve their proficiency.

Each year several hundred students transfer to four-year colleges and universities to continue their education toward bachelors' degrees. Modesto Junior College has earned a strong reputation statewide for its lower division preparation. Students who properly plan courses of study in their major and general education requirements are able to continue into their junior year in most majors with no loss of time or credit.

ASSOCIATE DEGREES OFFERED

ASSOCIATE'S DEGREE

Modesto Junior College awards associate in arts or associate in science degrees upon completion of a set program of study, usually done in two years (full-time), although completion time may exceed two years. The program of study includes coursework in a major or area of emphasis, as well as completion of general education. At Modesto Junior College, students must complete the associate's degree requirements, including a minimum of 60 units with at least a 2.0 grade point average. Some students plan to end their education with an associate's degree while others plan to transfer to universities to earn bachelors, masters, and/or doctorate degrees.

ASSOCIATE'S DEGREES FOR TRANSFER

The Student Transfer Achievement Reform Act (SB 1440 – Padilla), signed into legislation on September 29, 2010, enables the California Community Colleges and California State University to collaborate on the creation of associate in arts degree (AA-T) and associate in science degree (AS-T) transfer programs. This new law requires community colleges to grant an associate degree for transfer to a student once a student has met specified admissions, general education, and major requirements for the degree. Upon completion of the associate degree, the student is eligible for transfer with junior standing into the California State University (CSU) system.

Students are given guaranteed admission into the California State University (CSU) system, and further are given priority

consideration when applying to a particular program that is similar to the student's community college major. The law prohibits the CSU from requiring a transferring student to repeat courses similar to those taken at the community college that counted toward their associate degree for transfer.

OTHER AWARDS OFFERED

Modesto Junior College offers certificates and awards in the technical, applied, and business sciences to students who complete courses specified for each program. The curriculum is developed by faculty in cooperation with advisory committees comprised of business and industry representatives. Modesto Junior College offers three types of awards to recognize completion of technical programs and/or courses:

- Certificate of Achievement
- Skills Recognition Award
- Subject Mastery

CERTIFICATES OF ACHIEVEMENT

Certificates of achievement are granted for the completion of a specified program. These state-approved certificates acknowledge workplace competencies and job readiness. Specific course requirements for each certificate are listed with the program descriptions in the Catalog.

MJC certificate of achievement programs range in units from 12-39 and are offered in many areas such as agriculture, supervisory management, real estate, and medical assisting. Students should apply for their certificates during the semester in which they are completing their final program requirements.

SKILLS RECOGNITION AWARDS

Skills recognition awards are granted for the completion of a specified program whose total requirement is between 5½ and 17 units. These locally-approved programs are offered by community colleges to provide training needed in the community. Students should apply for their awards during the semester in which they are completing their final program requirements. Because these programs are locally approved and not formally

recognized by the State of California, these awards do not appear on official student transcripts.

Financial Aid is not available for students enrolled in only Skills Recognition courses but students may receive the Board of Governor's Fee Waiver (BOGW) if eligible.

SUBJECT MASTERY

Many individual courses and, sometimes multiple courses, are designed to culminate with a special subject award for students who successfully complete the course(s). Courses that provide CPR training, smog training, or typing are examples of classes that can result in the student earning proof of competency. Because these programs do not meet the state requirements for programs, these awards do not appear on official student transcripts, and instructors provide the proof of competency (subject award) when the class ends.

CATALOG RIGHTS

Catalog rights refer to the right of every continuing student to choose one, and only one, catalog under whose course requirements the student is to be evaluated for the purpose of determining whether the student meets the requirements for MJC graduation, certificate, or certification of general education. The continuing student may select the catalog which was in effect when the student initially enrolled at MJC or any catalog in effect thereafter through and including the semester when the student petitions for graduation or transfer certification.

CONTINUOUS ENROLLMENT AND CATALOG RIGHTS

A student remaining in **continuous enrollment** will retain catalog rights for graduation under the year of initial enrollment. Any academic record symbol entered on a MJC transcript (A through F, P/NP, I, W, MW) shall constitute a record of continuous enrollment. Continuous enrollment is defined as enrollment in at least one term (summer, fall or spring) of the academic year. Students should consult with their counselor for current information. For evaluation purposes, the college will use the terms listed in the catalog's *Academic Calendar* to determine a student's catalog rights.

PROGRAM RIGHTS FOR ALLIED HEALTH AWARDS

The curricula of the Allied Health programs are prescribed by their respective accrediting bodies. For this reason, programs may be required to modify their curriculum. Students entering these programs are given academic program rights to the requirements which appear in the catalog corresponding to the term/year in which they enroll in the first semester core curriculum of the program.

COURSE OUTLINES OF RECORD

All courses at MJC are governed by a course outline which includes but is not limited to the course objectives, content, methods of evaluation, and methods of instruction. All course sections, though varying in specific content and character, must include at the minimum the objectives, content and standards specified in the course outline. To obtain a copy of the official course outline for an MJC course, visit the MJC Instruction Office, Morris, 205E.

ACADEMIC FREEDOM

Students have the right to listen, the right to decide, the right to choose, the right to reject and the right to express and defend individual beliefs. As members of the MJC community, students are encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth.

The educational purpose of the college is best served by this freedom of expression. Students are free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled. Student performance will be evaluated on a broad academic basis, not on opinions or conduct in matters unrelated to academic standards.

COURSE EXAMINATIONS AND ASSESSMENTS

Examinations or evaluations will be conducted as indicated in the course outline. A final examination or evaluation will be held during the scheduled final examination period at the end of the semester unless otherwise authorized by the President or designee.

MJC'S COURSE NUMBERING SYSTEM

1-49	Non-degree courses. (Students who completed courses numbered 1 - 49 prior to Fall 1989 may use these courses towards a degree.)
50-99	Courses certified for associate's degree credit.
100-199	Courses certified as appropriate for baccalaureate or associate's degree credit.*
200-299	Vocational courses certified as appropriate for baccalaureate or associate's degree credit.*
300 - 399	Associate's degree credit vocational courses.
400-499	Upper division courses designed for the Baccalaureate Degree Program.
500 - 599	Contract Instruction. (Non-degree applicable)
700 - 799	Fee-funded courses. (Non-degree applicable)
800 - 899	Non-credit courses. (Non-degree applicable)
900 - 999	Basic education. (Non-degree applicable)

* All certified courses (courses numbered 100-299) are accepted by the California State University system. A list of courses transferable to the University of California system is available in the Counseling or Career Transfer Center, or at www.assist.org.

TYPES OF COURSES OFFERED AT MJC

MJC ONLINE COURSES

Online learning at MJC is a quality alternative to traditional classes. No distinction is made between the requirements and expectations for face-to-face courses and online courses. The content and outcomes of online courses are the same as those taught in the on-campus classroom. It is the flexibility of time and convenience that appeals to online students.

Online courses require a self-disciplined student—one who is an active learner and does not procrastinate. Courses require participation through frequent online communication with instructors and other students. These courses are best suited for those who can manage time and take responsibility for their education. The student enrolled in an online class should have a solid understanding of Internet browsers (for example, Safari, Internet Explorer or Firefox) and using file attachments and word processing programs. They should also be good problem solvers who are not intimidated by technology.

Online students must have ready access to the Internet. If necessary, students may gain access to the Internet and MJC online courses via one of many MJC open computer labs during regular lab hours. Certain classes have specific software and course requirements; check the website for further information. For additional information on all MJC online courses, point your Internet browser to www.mjc.edu/online.

SPECIAL TOPICS AND PROBLEMS COURSES

Courses dealing with special topics and problems are offered with the course number of 198, 298 or 398. Each discipline may offer a special topics or problems course. The course title in the schedule of classes will identify the topic. Such courses allow participation in discussion, analysis and evaluation of a special topic or problem

in a specific area of study. Topics are announced each semester in the schedule of classes. The courses are variable in hours per week and number of weeks according to the topic. The unit value may be $\frac{1}{2}$, 1, 2, or 3. Field trips may be required. (CSU and UC grant credit for courses in this category contingent upon a review of the course outline.)

TRANSFERABILITY OF MJC COURSES

HECCC: PARTNERS FOR ACADEMIC EXCELLENCE

The Higher Education Consortium of Central California (HECCC), established in 1981, is a partnership of two universities and four community colleges committed to the advancement of academic excellence in a distinctly diverse region. Through dynamic and evolving collaborations, member institutions combine resources,



share intellectual capital, facilitate innovative projects, promote professional development, and increase equitable access to higher education. HECCC members include California State University, Stanislaus; Merced College; San Joaquin Delta College, University of California, Merced; and the Yosemite Community College District, which includes Modesto Junior College and Columbia College.

HECCC Equivalency Grids exist to aid students in understanding the value of their coursework between participating institutions. For more information, click on HECCC Grids at <http://www.csustan.edu/heccc/>.

RECIPROCITY OF

GENERAL EDUCATION REQUIREMENTS

General Education (GE) breadth courses that have been completed at Columbia College, Merced College, or San Joaquin Delta College in fulfillment of a GE category for an associate in arts or associate in science degree will be accepted in lieu of the corresponding GE category requirement at MJC and, therefore, satisfy that requirement.

ARTICULATION OF COURSES BETWEEN INSTITUTIONS

When the word “articulation” is used in education, it often has different meanings and connotations depending on the setting. Articulation at MJC refers to courses and the process of developing a formal, written and published agreement that identifies courses (or sequences of courses) on the MJC campus that are comparable or acceptable in lieu of specific requirements at another campus, often called the “transfer” or “target institution.” Successful completion of an articulated course assures the student and the faculty that the student has taken the appropriate course, received the necessary instruction and preparation, and that similar outcomes can be assured enabling progression to the next level of instruction at the transfer institution.

TECHNICAL EDUCATION & WORKFORCE DEVELOPMENT

Pedro Mendez, Dean

Community and Workforce Development

East Campus. Morris Memorial, 103

Phone: (209) 575-6386

Email: mendezp@mjc.edu

Website: www.mjc.edu/instruction/teched/workforcedev

Modesto Junior College Community and Workforce Development assists the college in reaching its mission of enhancing economic and workforce development in our community through the following programmatic areas: Accelerated Careers in Technology, Corporate Training & Corporate College, the Grant Innovations Office.

ACCELERATED CAREERS IN

TECHNOLOGY PROGRAM

Phone: (209) 575-7842

The Workforce Training Center is a key provider of services to welfare recipients and unemployed/dislocated workers. Services include: customized training, GED preparation, work experience, job retention training, and specialized vocational training. Ask for the Accelerated Careers and Training Program for specialized technical education and training opportunities.

CORPORATE TRAINING & CORPORATE COLLEGE

Phone: (209) 575-6595

Customized training and performance consulting services are provided at low cost for all sizes of businesses, government agencies and non-profits. Customized curriculum, organizational development, supervisory training, business plan development, cost reduction strategies, and return on investment evaluations are all offered at competitive pricing by a well-respected local provider of training services. Manufacturing customized training includes state-of-the-art accelerated courses in *PLC Troubleshooting*, *Adjustable Frequency Drives*, *Industrial Controls*, *Forklift Training*, and much more. Company-focused degree and certificate programs are also offered on a fee-for-service basis at the company’s site. Call for additional information.

GRANT INNOVATIONS OFFICE

Phone: (209) 575-6985

The Modesto Junior College Grant Innovations Office is designed to enhance and sustain programs and services at Modesto Junior College through the development of additional grant funding sources for college priority activities in the areas of community development, economic development and workforce development. The Grant Innovations Office is here to develop federal, state and local grant proposals for both new and existing college programs and services as well as community partnership projects developed through the college processes.

WELCOME TO MJC.EDU

Community & Workforce Training & Development Education

Pedro Mendez

Dean of Career Technical & Community & Workforce Development

Phone: (209) 575-6332

Email: mendezp@mjc.edu

Website: www.mjc.edu/instruction/teched/workforcedev

COMMUNITY EDUCATION

Elizabeth Orozco-Wittke

Manager of Community Education & Contract Programs

East Campus, Morris Building, Room 104

Phone: (209) 575-6063

Email: commedoffice@mjc.edu

Website: www.mjc.edu/commed

Website: Registration: www.mjc4life.org

Support Staff

Patricia Brennan, Community Education Specialist

Vicki Vander Veen, Community Education Program Technician

Angela Vizcarra, Community Education Specialist

Vacant, Administrative Specialist

WORKFORCE DEVELOPMENT

Marla Uliana

Director of Workforce Training & Development
East Campus, Morris Building, Room 103

Phone: (209) 575-7889

Website: www.mjc.edu/instruction/teched/workforcedev

Support Staff

Martha Rice, Program Specialist -
Corp College/Careers

Spring Chen, Accounting Analyst

Denise Flores, Administrative Specialist

Oralia Parker, Administrative Technician

Vacant, Program Specialist - Employer Training

SERVING THE COMMUNITY

For the past 90 years, MJC has positively impacted the lives of thousands of individuals in the region.

Our **Community Education** program began in the 1930's as Modesto Evening Junior College. Since then, thousands have trained for a new career (Pharmacy Technician, Phlebotomy, Paralegal), enhanced a hobby, or taken a trip with Community Education. Annually, Community Education serves approximately 8,000 individuals through not-for-credit, fee based offerings for all ages.

The **Workforce Training & Development** assists MJC in reaching its mission of enhancing economic and workforce development in our community. Workforce Development has existed for over 30 years and has provided customized training for hundreds of local businesses seeking to improve employee performance.

Community Education Programs

Kids Camp
MICL Program (Elderly)
MLMS Jewelry & Lapidary
Motorcycle & Scooter Training Program
Swim Classes
Culinary Classes

Workforce Development Programs

Smog Training
Pharmacy Technician Program
MSSE Logistics Certification
Safety Training
Phlebotomy Training
Corporate College
Leadership Training
Employer Training

Parking

Lloyd Jackson, Security Operations Supervisor
Dispatch (209) 575-6351

To purchase permits:

West Campus, Business Office (first 2 weeks)
East Campus, Student Center, Business Services

To pay or contest citations: <http://www.pmbonline.org/>

The District and College provide parking facilities for vehicles for the sole purpose of conducting college business. All persons parking on campus must pay fees as prescribed by local ordinances.*

STUDENTS: All full or part-time students who have paid the required fee are eligible for first-come, first-served parking in designated student parking areas.

STAFF: All full-time and part-time staff who have paid the required fee are eligible for parking in specific assigned areas marked in black on a first-come, first-served basis. The term STAFF does not include tutors, student employees, or student assistants, but applies only to contract employees of the Yosemite Community College District.

PARKING RULES

The YCCD Parking and Traffic Ordinances are available for review at Campus Safety. A copy of the Condensed Parking Regulations is distributed with every semester or annual parking permit sold. Some basic rules are listed below for your convenience:

- Permits are required anytime a vehicle is parked anywhere on MJC property, except on Saturday, Sunday, school holidays, and Fridays after 5 p.m.
- A student or staff permit is not valid in visitor parking (Green). Visitor spots are for a maximum of 30 minutes. Staff spaces are marked black.
- Students are not authorized to park in staff parking until after 7 p.m., and must have either a hanging semester permit or a current day pass permit from the Day Pass Machines (Dispenser located in each parking lot).
- Students can purchase Parking Permits by the semester, at the East Campus Business Office often has extended hours for the first two weeks of school.

- Campus Safety Officers do not know whose car belongs to whom. Leaving a note in the car in lieu of a permit is not valid for parking.
- Make sure to read Parking Lot signs carefully. Parking lots may be restricted as to which parking permits are valid during specific time periods. (If so, there are no special restrictions after the times indicated.) The following lots/areas are restricted during specific hours:
 - East—Lot 101 (near Baseball Field): Only Semester/Annual permits (A, T, S) until 12:00 Noon.
 - Permits must be displayed in such a way as to be clearly visible through the front windshield. If you use a sun shield, be sure not to cover the permit or knock it to the floor.

CITATIONS

All vehicles, operated or parked in violation of the YCCD Parking and Traffic Ordinances will be cited with a Municipal Court citation under authority of 21113a of the California Vehicle Code. Campus Safety Officers use electronic citation writers that dispense a citation similar in appearance to a receipt clearly marked "NOTICE OF PARKING VIOLATION." Specific information regarding payment of the citation online or by mail or to contest the citation is located on the back of the notice; along with warnings about failure to respond in a timely manner.

PARKING ENFORCEMENT HOURS/DAYS:

Enforcement of parking and traffic regulations is continuous (24 hours a day, seven days a week). Parking fee and staff reserve regulations are not in effect from 5 p.m. on Friday to 7 a.m. on Monday and on college holidays and exempt days.

The visitor parking areas on North and South Drive adjacent to the Morris Building are restricted to 30-minute parking for guests of the college, as are all visitor parking zones on East and West campus. Parking permits are NOT valid in visitor parking areas.

** The District/College does not take custody of vehicles and only rents space. No responsibility is assumed for fire, theft, damage, or loss to vehicles, their occupants, or contents while on District/College property.*

LOST AND FOUND

East Campus: Campus Safety Operations, Journalism 150
Hours 8:00 am to 5:00 pm, M-F.
Phone: (209) 575-6615

West Campus: Campus Safety Operations, John Muir 151
Hours 8:00 am to 8:00 pm, M-F
Phone: (209) 575-6351

Found property should be turned in to Campus Safety within twenty-four hours. Found property can be turned into the Campus Safety Operations on either campus or to any member of the Campus Safety staff. Property turned in on East campus may be moved to West for storage after one week. Found property may be claimed at the Campus Safety office on West Campus only.

EMERGENCY LOCATING SERVICE +

East Campus, Student Center
Student Development & Campus Life Office
Phone: (209) 575-6700

The Emergency Locating Service offers students the ability to leave an MJC telephone number with family members, child care provider, or employers in case of an emergency. In an emergency, the Locating Service tells MJC where the student “should” be, and a staff member is dispatched to contact the person in his/her class. To be a part of the Emergency Locating Service, a student must complete an **Emergency Locator Form** which indicates the location and time of each class. Forms must be updated each semester. Emergency Locating Service Forms are available in the Student Development and Campus Life Office, located inside the East Campus Student Center, next to the Cafeteria. Without an Emergency Locating Service Form on file, a message cannot be delivered to a student.



Safety

Lloyd Jackson, Security Operations Supervisor

Campus Safety, Security Operations

West Campus: John Muir Hall, Room 151

Phone: (209) 575-6351,

Hours: Sun. - Sat. (24 hours)

East Campus: Journalism, Room 150

Phone: (209) 575-6429,

Hours: Mon. - Fri. (8:00 am - 5:00 pm)

EMERGENCIES: DIAL 911

Phone: (209) 575-6351

CAMPUS SAFETY

Campus Safety officers provide 24-hour protection throughout the college's East and West campuses, including parking areas.

Each student is asked to assist in the control of vandalism, burglary and other crimes by reporting suspicious activity to the Campus Safety Department.

CAMPUS SAFETY STATISTICS

The Crime Awareness and Campus Security Act of 1990 requires institutions to report data for certain criminal acts that occur on or adjacent to the campus. The Yosemite Community College District's Campus Safety Department and local law enforcement reported the following crimes on or adjacent to the Modesto Junior College campus for 2012-2014.

**2012-2014 Crime Statistics
For MJC East and West Campuses Combined**

Crime	2012	2013	2014
Sexual Offenses - Non-Forcible	0	0	0
Sexual Offenses - Forcible	0	1	3
Murder	0	0	0
Aggravated Assault	1	0	4
Robbery	2	2	1
Burglary	13	3	5
Arson	0	1	0
Vehicle Theft	12	6	6
Weapons Law Violations	1	0	0
Drug Law Violations	3	2	6
Liquor Law Violations	0	1	0
Hate Crimes	0	0	0
Stalking	-	1	1

Domestic Violence	-	0	0
Dating Violence	-	0	1

CAMPUS SECURITY ACT

The Annual Security Report is available upon request from Campus Safety/ Security at (209) 575-6005, or online at www.mjc.edu/adminservices/safety/. This report also includes statistics for reported fires at MJC Student Housing.

DRUG AND ALCOHOL ABUSE PREVENTION

Through the Drug-Free Schools and Communities Act Amendments of 1990, learning institutions are required to implement drug prevention programs. This includes the annual notification of the following drug and alcohol use policy.

MJC is committed to the success of all students. Drug and alcohol use can be a major hindrance to achieving a successful school career. There are physical and psychological health risks associated with drug and alcohol use, including but not limited to, exhaustion, decreased immunity, depression, and decreased coordination. Generally, persons who use illegal drugs and/or abuse alcohol can expect a decline in their quality of life. MJC Student Services offer education and information on drug and/or alcohol use and also can refer students to community agencies for counseling or rehabilitation. Pamphlets and literature are available through the Health Services website at www.mjc.edu/healthservices. Call 575-6038 for more information.

According to MJC's Student Code of Conduct, students are subject to disciplinary action for the possession, use or distribution of illicit drugs and alcohol on college property or during college-related activities. This can include expulsion from college and/or punishment under local, state and federal law.

EMERGENCY CALL BOXES

There are emergency call boxes located in most of the college parking lots. The call boxes may be used to call:

- for a security escort,
- for a battery jump or door unlock,
- for any type of emergency service on campus, and
- to report day pass machine malfunctions.

ESCORT SERVICE

Campus Safety officers or Security Escorts are available during day and evening hours to escort students to their cars. An escort may be requested by calling Campus Safety or using one of the parking lot call boxes.

PERSONAL SAFETY TIPS

In the interest of ensuring personal safety, students are encouraged to observe the following precautions:

- Avoid isolated places, day or night.
- Always walk in pairs. There is safety in numbers.
- Be security-conscious. Watch out for yourself and others, and their property.
- Be responsible. Report all crimes and unusual activity to Campus Safety.
- Use well-lighted walkways.
- Park in well-lighted areas, away from shrubbery and trees.
- Always lock your car and take your keys.
- Do not leave valuables in your vehicle.

OPERATION ID

Operation ID is a service that allows you to register your valuable property at no cost in case it is ever lost or stolen. By registering your laptop, bicycle, eReader or other valuable property, there is a much greater chance of recovery because it can be identified as yours if it is found. Registration is simple and fast. Just bring your property to either Campus Safety counter: complete the property form, receive a sticker, engrave your property with your CA driver's license and Campus Safety will photograph your property and enter the information in a data base. Your information will be kept for 3 years. Remember to report your property missing if you believe it is lost or stolen.

DATE RAPE

Sexual activity without mutual and expressed consent is sexual assault. Acquaintance/ date rape is a serious problem on college campuses. On college campuses, 90% of the women who are raped know their attackers. More than half of these rapes occur on dates. Incidents of alcohol and drug facilitated rape are increasing in college campuses. Watch your drink and watch out for your friends!

What women and men can do to prevent rape:

- Know and clearly express sexual intentions and limits out loud.
- Go to parties and clubs with friends you trust, and leave with them too.
- If you think you are in danger, call a family member or friend for help or go to a safe place.
- Be ready and willing to yell, fight, and run.
- Tell someone if you have been sexually assaulted.
- Learn what resources are available.
- Contact MJC Health Services for additional information.

Awareness and clear, assertive communication are the best tools for prevention. For more information concerning the issue, contact the Health Services Office in Morris Memorial Building, Room 108.

SEXUAL ASSAULT

MJC recognizes that sexual assault is a serious issue and will not tolerate acts of sexual assault on campus or off-campus during any college-sponsored activities. The college will investigate all allegations of sexual assault and take appropriate disciplinary, criminal, or legal action.

Who to Contact if You Have Complaints, Questions, or Concerns:

Title IX requires the College to designate a Title IX Coordinator to monitor and oversee Title IX compliance. Your campus Title IX Coordinator is available to explain and discuss: your right to file a criminal complaint (sexual assault and violence); the District's complaint process, including the investigation process; how confidentiality is handled; available resources, both on and off campus; and other related matters.

Campus Title IX Coordinator

Dr. James Todd
(209) 575-6060

Campus Safety
(209) 575-6351

The college strongly encourages all members of the campus community to provide a written or verbal report regarding any incident of sexual assault to Campus Safety. College counselors and Health Services staff will make appropriate support services and referrals available to students who are victims of sexual assault.