

## Steps to Success for Undocumented Students

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### **Apply for Admission:**

Apply online at [www.mjc.edu](http://www.mjc.edu) and select "Apply Now." Students will receive, via email, their Student ID "w" number within 2-3 business days of applying. Students must complete all CORE STEPS by the college established deadline to be eligible for priority registration. High school students must also complete the *Special Part-Time Petition for Advanced Admission Application*.

You must provide your social security number assigned to you by the Social Security Administration or you can provide your ITIN (Taxpayer Identification Number) assigned to you by the IRS. If you do not have either, you can go to Enrollment Services in person and request an 800-00-0000 number in order to complete the application. Once your application is processed, you will be assigned your student id number.

AB 540 authorizes any student, including undocumented students who meet the criteria, to pay in-state tuition at California public colleges and universities. Complete the AB 540 form and submit to Enrollment Services along with official high school transcripts. <https://www.mjc.edu/student-services/ab540ab2000form07015.pdf>

### **College Orientation (CORE STEP):**

All students must complete a college orientation. Orientation can be completed online or on campus once you have received your MJC Student w#. For additional questions, contact 209-575-6789 or visit [www.mjc.edu/orientation](http://www.mjc.edu/orientation).

### **Placement Testing (CORE STEP):**

MJC uses an assessment test and/or multiple measures process to identify your skill level for English, ELIC, and Math. You must have your Student ID "w" number before your test date or prior to submitting a Multiple Measures form. Test scores from all California Community Colleges are accepted. For additional questions, contact 209-575-7728. Testing Center schedule can be found at [www.mjc.edu/assessment](http://www.mjc.edu/assessment).

### **Educational Planning (CORE STEP):**

*After completing Orientation and Assessment*, choose your first semester classes with a counselor. Individual appointments or group sessions are available. For additional questions contact 209-575-6080 or visit [www.mjc.edu/counseling](http://www.mjc.edu/counseling).

### **PiratesNet & Email Account Activation:**

Activate your student portal and student email account *24-hours after you have received your MJC student w#*. All MJC communications will be sent to your MJC student email account. The MJC Help Desk is available if you need assistance at 209-575-7900

### **Apply for Financial Aid:**

The priority filing period for Financial Aid is October 1 – March 2. Applications can still be submitted after the priority deadline. Complete the California Dream Act at [www.caldreamact.org](http://www.caldreamact.org). DACA students and undocumented students who are qualify for AB540/AB 2000 are eligible to apply for state financial aid. For additional questions contact the MJC Financial Aid office at 209-575-7700 or visit <https://www.mjc.edu/student-services/finaid/dreamact.php>

### **Official Transcripts:**

Request to have official transcripts submitted to the Enrollment Services Office as soon as your graduation/final grades have been recorded. For additional questions, contact Enrollment Services at 209-575-6853.

### **Register for Classes:**

Your registration appointment is available on PiratesNet under the *Registration Date and Time* link. You may register for classes at your designated registration appointment, or anytime thereafter.

### **Pay Enrollment Fees:**

Fees are due when you complete your registration. If fees are not paid you will be dropped from your classes or your account will be frozen. Students may pay fees online or in person at the MJC Business office. For additional questions, contact Business Services at 209-575-6828.

**For general questions call 209-575-6789.**