## Academic Calendar

### 2009-2010 Academic Calendar

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**Legend**
- 4: Classes in session. Offices open.
- 19: No classes, college offices open.
- 20: Classes in session. College offices closed.
- 1: College closed.
- 27: Final examinations.
- 25: First day of the term
- 10: Last Day of the Term

### Events
- **May 25**: Memorial Day (College closed)
- **July 4th**: Independence Day (College closed)
- **August 22**: Last day of Summer
- **September 7**: Labor Day (College closed)
- **September 13**: Last day to drop full-term class and be eligible for a refund
- **September 27**: Last day to withdraw from full-term class without a W
- **November 11**: Veterans Day (College closed)
- **November 22**: Last day to withdraw from a full-term class
- **November 26**: Evening classes held.
- **November 26-29**: Thanksgiving break (College closed)
- **December 14-19**: Final examinations week
- **December 19**: Last day of Fall Instruction
- **January 11**: Spring Semester begins
- **January 18**: Martin Luther King Jr. holiday (College closed)
- **January 24**: Last day to drop full-term class and be eligible for a refund
- **February 7**: Last day to withdraw from full-term class without a W
- **February 12**: Lincoln Day (College closed)
- **February 13-14**: No classes
- **February 15**: Washington Day (College closed)
- **April 5**: Last day to withdraw from a full-term class
- **April 26-May 1**: Final examinations week
- **April 30**: Graduation
- **May 1**: Last day of the Spring semester
As the first choice for educational excellence in our community, MODESTO JUNIOR COLLEGE will enrich lives by challenging all students to become successful, lifelong learners who strengthen their community in a diverse and changing world.

MODESTO JUNIOR COLLEGE provides a comprehensive student-centered learning community for all who can benefit by offering innovative instructional and student support programs that respond to the educational needs of our diverse community.

We fulfill this mission as an institution of higher education through:

- University Transfer Education
- General Education
- Career & Technical Education
- Basic Skills Education
- Workforce Development
- Civic Engagement
- Comprehensive Student Services
- Community Education
- Partnerships with the Community
- Economic Development

Own your future. As the first choice for educational excellence in our community, MODESTO JUNIOR COLLEGE will enrich lives by challenging all students to become successful, lifelong learners who strengthen their community in a diverse and changing world.

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- Community Education
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- Economic Development

EXCELLENCE
We value and encourage innovation, creativity and commitment in achieving and sustaining a quality educational environment through continuous improvement.

INCLUSIVENESS
We value others and ourselves as unique individuals and celebrate both our commonalities and differences. We promote open communication, ongoing collaboration and the free exchange of ideas.

INTEGRITY
We value mutual respect, honor the dignity of each individual and foster a civil and ethical environment.

LEARNING
We value learning as a lifelong process and strive to adapt and be responsive to new challenges and opportunities.

STEWARDSHIP
We value social responsibility and hold ourselves accountable for the efficient and effective use of the human, physical and fiscal resources entrusted to us.
Welcome to Modesto Junior College!

Education is essential to individual success, and we are excited that you have chosen Modesto Junior College to begin your college journey! The faculty, staff, and administrators welcome you to MJC. We are the largest higher education institution in Stanislaus County and the college of first choice to many for over 87 years.

At MJC, students experience a wide array of day, evening, and weekend courses leading to certificates of achievement, associate degrees, lower division transfer and programs of general interest that total over 1800 courses and 180 degrees/certificates. We are a comprehensive college with excellent programs, uniquely talented faculty and a complete array of support services. As a result we have one of the largest transfer rates in our region.

MJC is a student centered institution. Student learning is the highest priority for our faculty and staff. The college has a distinguished heritage of providing educational excellence to our community. MJC provides extensive collegiate and co-curricular experiences for students to participate in activities like men's and women's intercollegiate athletics, theater, music and performing arts, agricultural science, Honors Program, Civic Engagement film series, Modesto Area Partners in Science lecturers and more.

As you review the catalog, take note of the many student services on campus that can assist you in being a successful student, such as counseling, Educational Opportunities & Services, Financial Aid, tutoring, computer labs, Writing Center, Math Drop-In Center, the Library, Career and Transfer Center and much more. The college counselor at the point of entry will assist you in determining an educational goal and developing both short and long term educational plans. I encourage you to take advantage of these opportunities.

Again, thank you for selecting MJC as your college of first choice! It is time to get connected and start the adventure. We are dedicated to making this an enjoyable journey.

Dr. Richard Rose
President
Table of Contents

Overview of Modesto Junior College........................................................................................................... 7
  Welcome to Modesto Junior College ............................................................................................................... 8
  Courses and Programs at MJC ....................................................................................................................... 10
  Community and Economic Development .................................................................................................... 13

Getting Started at MJC ................................................................................................................................ 15
  Applying for Admission ................................................................................................................................. 16
  Assessment Process ...................................................................................................................................... 21
  Orientation and Advising ............................................................................................................................... 23
  Registering for Classes ................................................................................................................................. 24
  Student Fees and Expenses ......................................................................................................................... 27
  Financial Aid ................................................................................................................................................ 29
  Grading and Credit Policies ........................................................................................................................ 32
  Parking .......................................................................................................................................................... 37
  Safety ............................................................................................................................................................ 38
  Applying for and Receiving Academic Awards ............................................................................................. 39
  Transcripts and Academic Records ............................................................................................................ 40
  Student Rights and Responsibilities ............................................................................................................ 43
  Student Life at MJC .................................................................................................................................... 49
  Student Services and Programs ................................................................................................................... 50
  Clubs and Activities .................................................................................................................................... 56
  Library and Distance Education .................................................................................................................. 59
  Support for Learning .................................................................................................................................... 61

Planning Your Education ............................................................................................................................... 64
  Educational Awards Offered at MJC ............................................................................................................... 67
  To earn an Associate Degree ....................................................................................................................... 69
  MJC Guidance & Activities Requirements: .................................................................................................. 74
  MJC-GE 2009-2010 ....................................................................................................................................... 75
  CSU-GE Transfer Pattern 2008-2009 ........................................................................................................... 76
  IGETC Transfer Pattern 2008-2009 .............................................................................................................. 78
  Transfer to CSU: California State University .............................................................................................. 80
  LDTP (Lower Division Transfer Pattern) Courses ......................................................................................... 80
  Transfer to UC: University of California ....................................................................................................... 81
  Transfer to Private Schools and Schools Outside of California ................................................................. 82
  Columbia College Equivalencies ................................................................................................................ 83

Educational Programs ....................................................................................................................................... 85

Courses ............................................................................................................................................................. 179

Appendix .......................................................................................................................................................... 273
Yosemite Community College District

Board of Trustees

Desirree Abshire
Oakdale, Trustee Area 2

Pat Dean
Sonora, Trustee Area 1

Anne DeMartini
Patterson, Trustee Area 4

Linda Flores
Modesto, Trustee Area 5

Tom Hallinan
Modesto, Trustee Area 5

Mike Riley
Modesto, Trustee Area 5

Abe Rojas
Turlock, Trustee Area 3

Tony Vasquez
Student Trustee (through May 2009)

District Administration

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Chancellor

Diane Wirth
Vice Chancellor, Human Resources

Tim Nesmith
Director of Facilities Planning and Operations

Teresa Scott
Executive Vice Chancellor

Nick Stavrianoudakis
Director of External Affairs

Gina Rose
Assistant Chancellor, Information Technology

Modesto Junior College

Dr. Richard Rose
President

Dr. Karen Walters Dunlap
Vice President, Instruction

Dr. Robert E. Nadell
Vice President, Student Services

Derek Waring
Dean of Student Services

Susie Agostini
Dean of Matriculation, Admissions, and Records

George Boodrookas
Dean of Community Education and Economic Development

Dr. Tobin Clarke
Dean of Library, Learning Resources & Technology

George Railey
Dean of Instructional Services

John Martinez
Dean of Special Programs

(For Deans of Academic Divisions, see pages 87-169.)
Overview of Modesto Junior College

Everything you need to know about MJC
Welcome to Modesto Junior College

History of 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. In addition, more than 9,000 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 northwest of 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.

Accreditation

Modesto Junior College is accredited by the Western Association of Schools and Colleges and approved by the State Department of Education for training veterans. MJC is authorized under Federal law to enroll non-immigrant, alien students.

Students who complete appropriate lower-division courses are given full credit on transfer to the California State Universities, the University of California, and other four-year colleges and universities which maintain articulation agreements with the college.

MJC: A Comprehensive Community College

Consistent with its philosophy of serving the educational needs of all people who reside in the area served by the College, a wide range of programs and individual courses has been developed.

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 and on video or via video-streaming. 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 2, 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 for Student Services.
About MJC Students

In compliance with the Student-Right-to-Know and Campus Security Act of 1990 (Public Law 101-542), it is the policy of the Yosemite Community College District and Modesto Junior College to make available its completion and transfer rates to all current and prospective students. Beginning in Fall 2003, 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 Modesto Junior College, nor do they account for student outcomes occurring after this three-year tracking period.

**Completion Rate:** 29.4%
**Transfer Rate:** 8.4%

*Fall 2003 - Spring 2006 COHORT Data*

Based on 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 2003 to Spring 2006. Students who have completed 56 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 2004 to Spring 2006, are transfer students. (*Updated 1/2008*).
Office of Instruction
Karen Walters Dunlap, PhD
Vice President of Instruction
Morris Memorial Building, 205 B
(209) 575-6058
FAX: (209) 575-6050
George Railey
Dean of Instructional Services
Sierra Hall 248B
(209) 575-7820
Ruth Cranley
MJC Articulation Officer
(209) 575-6713
Support Staff
Becki Scharffer, Executive Secretary
Melissa Beach, Administrative Secretary
Alejandra Cordova, Publications Specialist
Sean Fornelli, Program Representative I
Vicki Groff, Instruction Office Technician
Letitia Senechal, Curriculum Specialist

Courses and Programs at MJC

Office of Instruction
The Office of Instruction oversees all teaching and learning activities at Modesto Junior College. It also provides an array of services to students and the college overall. Students may visit the office to request review of Petition Appeals, or find out information about Study Abroad programs. The Office of Instruction also stores and monitors all course outlines, educational program requirements, and the implementation thereof, in addition to producing the College Catalog and Schedule of Classes. 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, an Associate's degree, and many MJC courses can apply towards the first two years of a Bachelor's degree.

Courses in art, literature, humanities, foreign languages, music, drama and speech 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, speech, debate teams, art shows, music programs, journalism, 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, speech, conservation, 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 which 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, 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 microcomputer graphics), printing, automotive technology, electronics, nursing, machine shop, vocational accounting, human services, engineering technology, dental assisting, and broadcasting. Advisory committees serve the college in the development of vocational programs by helping to determine the need for and the content of occupationally oriented courses. Industrial technology programs are available in apprenticeship and technical fields. 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 Bachelor's 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.
Types of 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 (fulltime), 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.

Other MJC Awards

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

CERTIFICATE 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 18-60 and are offered in many areas such as agriculture, supervisory training, real estate, fire science, dental and medical assisting. Students should apply for their certificates during the semester in which they are completing their final program requirements.

SKILLS RECOGNITION AWARD

Skills Recognition Awards are granted for the completion of a specified program whose total requirement is between 6 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 State approved, these awards do not appear on official student transcripts.

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 could 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.

LIBERAL STUDIES PROGRAM

Each four-year institution has unique admission and teacher preparation requirements. Modesto Junior College has worked closely with CSU Stanislaus to craft the Associate of Arts degree in University Preparation with emphasis in Liberal Studies. By following the guidelines for this degree, found on page 177 of this catalog, the student can confidently follow the guidance provided by CSU Stanislaus for their teacher preparation program. Students are encouraged to consult with an MJC counselor and check www.assist.org prior to selecting courses within each category to determine the best possible preparation for each individual person. Students should also consult with a counselor and www.assist.org to determine recommended courses for admission to universities other than CSU Stanislaus.

About the MJC Curriculum

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, Certification or for certification of General Education. The continuing student may select the catalog which was in effect when the student initially enrolled at LACC or any catalog in effect thereafter through and including the semester when the student petitions for graduation or transfer certification (adapted from LA City College Catalog)

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 transcript (A through F, CR/NC, P/NP, I, W) shall constitute a record of continuous enrollment. Continuous enrollment is defined as earning college credit for enrollment in at least one term (Summer, Fall or Spring) of the academic year. The college is currently reviewing the policy governing catalog rights. 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.

CATALOG INFORMATION

The courses, degrees, certificates, and patterns listed in this catalog constitute the curriculum of the college. The college reserves the right to add, delete, or change any existing course or program throughout the year. The listing of a course in the catalog does not constitute a commitment to offer that course during the year.

ACADEMIC FREEDOM AT MJC

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 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 teaching methods. All course sections, though varying in specific content and character, must include at least the minimum 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.

**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.

**Types of Courses Offered at MJC**

**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 topic or problem 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 ½, 1, 2, or 3. The course may be repeated. Field trips may be required. (CSU and UC grant credit for courses in this category contingent upon a review of the course outline.)

**Independent Study and Special Problems**

Modesto Junior College offers the traditional types of independent study course (numbered 199, 299 or 399). Independent study is supervised study, projects, or laboratory practice in any area sufficiently specific to permit the student to report or demonstrate its value beyond that possible to achieve within the standard curriculum. The unit value may range from 1 to 6, and a student may repeat an independent study course in a specific discipline to a maximum of 6 units. Field trips may be required. Interested students should contact an instructor or division dean for more information.

The transfer student should consider the policy of the four-year college or university regarding the number of independent study units which may be earned each semester. (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 [heccc.deltacollege.org](http://heccc.deltacollege.org). Pull down the Articulation & Transfer tab to view the grids.

**Reciprocity of General Education Requirements**

General Education (GE) breadth courses that have been completed and certified at Columbia College, Merced College, or San Joaquin Delta College in fulfillment of a GE category for an Associate of Arts or Associate of 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.
Community and Economic Development

The Community and Economic Development Division provides innovative educational programs and services through the following units: Community Education, the Workforce Training Center, the Modesto Institute for Continued Learning (MICL), Early College/2+2, the Regional Fire Training Center and the Center of Excellence. Dean, George Boodrookas, (209) 575-6714.

Workforce Training Center

West Campus: El Capitan Center
Phone: (209) 575-6386 Fax: (209) 575-6943
Email: boodrookasg@mjc.edu Website: www.mjc.edu/wtc
Hours: M-Th 8:00 AM – 5:00 PM F 8:00 AM – 5:00 PM
Summer Hours: M-Th 7:30 AM – 5:30 PM F CLOSED

The Modesto Junior College Workforce Training Center assists the college in reaching its mission of enhancing economic development and lifelong learning in our community through the following programmatic areas: Corporate Training & Corporate College, Service-Learning through Americorps, International Contract Programs, and training assistance through CalWorks and the Workforce Investment Act.

Corporate Training & Corporate College

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.

Service Learning through Americorps

The Workforce Training Center promotes service-learning opportunities to 140 MJC students through the AmeriCorps National Service program. There are two AmeriCorps programs on campus. The Foster Youth Mentoring Program serves foster youth (ages 14-21), assisting them with independent living skills to help prepare them for emancipation. The Math & Literacy Tutoring Program serves elementary school (K-6) children in academic programs throughout Stanislaus County.

CalWorks & Workforce Investment Act

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.

International Contract Programs

Phone: (209) 575-6392 or (209) 575-6795
Email: elizabeth@mjc.edu

The International Contract Programs Unit coordinates grant funds which provide international education programs to visiting scholars and business persons. Currently, MJC subcontracts with the Center for Intercultural Education and Development (CIED) at Georgetown University which administers funds received from United States Agency for International Development (USAID) to provide degree programs to the participants of the Cooperative Association of States for Scholarships (CASS) Program from Central America, Mexico, and the Caribbean. This unit also contracts with the Japan Agricultural Exchange Council (JAEC) to provide short term training to agriculture students from Japan.

Community Education

East Campus: Morris Building, 204
Phone: (209) 575-6063 Fax: (209) 575-6025
Email: mjccommunityed@mjc.edu
Website: www.mjc.edu/communityed
Hours: M-Th 8:00 AM – 6:00 PM F 8:00 AM – 5:00 PM
Summer Hours: M-Th 7:30 AM – 5:30 PM F CLOSED

The Community Education unit at Modesto Junior College offers fully fee-funded, not-for-credit offerings for all ages. Educational travel, recreational classes, occupational training programs, on-line training sessions, older adult offerings and the Modesto Institute for Continued Learning (MICL) are some of the diverse educational offerings delivered through Community Education.

To better serve the needs of the entire community, Community Education is planning to increase the number of classes held off-campus. Please contact the office and find out how to become a Community Education site. To receive a copy of the published schedule, please call 575-6063 or visit the Community Education website at: www.mjc.edu/communityed.

Center of Excellence

Stanislaus County Alliance (1010 10th Street, Modesto)
Phone: (209) 567-4943 Email: marquezm@mjc.edu
Website: www.cccewd.net
Hours: M-F 8:00am – 5:00pm
Summer Hours: M-F 8:00am – 5:00pm

MJC hosts one of nine, regionally-based Centers of Excellence as part of the California Community Colleges Economic and Workforce Development Program. 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.
THE MJC FOUNDATION AND YOU!

Generating Financial Support For MJC
Since 1968

- $85,000 to 139 Scholarships for Deserving Students (2007 - 2008)
- $38,000 to MJC Academic and Support Programs (2007 - 2008)

Alumni Activities - Fundraisers - Commencement - Athletic Events
Auctions - Awards Dinners - Community Events

The Foundation partners with the community to raise funds for you!
Join the team!
Contact us to learn of partnership opportunities!

“The mission of the Modesto Junior College Foundation is to generate financial support and increase community awareness for the students, programs, and activities of Modesto Junior College.”

Founded in 1921, Modesto Junior College is one of the oldest community colleges in California. We are located on the second floor of the Morris Memorial Administration Building, East Campus, Room 209.

Amy Bethel - Foundation Assistant - (209) 575-6068
Sandy DeWalt - Foundation Specialist/Alumni - (209) 575-6619
Gigi Sherriffe - Major Gift Officer/President’s Circle - (209) 575-6162
Eugene C. Hill - Executive Director - (209) 575-6156
Getting Started at MJC

How to apply, register, prepare for, and get proof of attending MJC.
Applying for Admission

Admissions Offices
Therese "Susie" Agostini
Dean of Matriculation, Admissions, and Records
(209) 575-6856

EAST CAMPUS ADMISSIONS: Student Center
Phone: (209) 575-6013
Registration Hotline: (209) 575-6853
FAX: (209) 575-6859
Hours: M-Tu 8:00 AM – 7:00 PM W-F 8:00 AM – 5:00 PM
Summer Hours: M-Th 7:30 AM – 5:30 PM F CLOSED

WEST CAMPUS ADMISSIONS: Yosemite Hall, Room 147
Phone: (209) 575-7277
Hours: M-F 8:00 AM – 5:00 PM
Summer Hours: M-Th 7:30 AM – 5:30 PM F CLOSED

STUDENT HELP DESK: (209) 575-7800
MAILING ADDRESS:
MJC Admissions Office
435 College Avenue
Modesto, CA 95350-5800

How to Apply for Admission

Individuals who have never attended MJC must submit an Admissions Application. Students can either apply by completing an Admissions Application available in the Admissions Office or by completing an Admissions Application on the Internet at www.mjc.edu. When the application has been completed, it should be submitted either electronically, in person, or mailed directly to the Admissions Office. When the application has been processed, new students will be issued a registration date and time for the term requested, as well as provided with information regarding assessment, orientation, and advising.

Any student who has attended MJC within the past year is considered a continuing student and is, therefore, not required to complete another application. As long as a student is considered to be a continuing student, registration dates and times will automatically be assigned and will be available on PiratesNet approximately six (6) weeks prior to registration. However, any student who once attended MJC, but not within the past year, must complete a new Admissions Application to reactivate their registration eligibility. The Admissions Application is available in the Admissions Office, as well as on the MJC website (www.mjc.edu). When the form has been processed, returning students will be issued a registration date and time for the term requested, as well as provided with information regarding assessment, orientation, and advising.

Junior high, high school, international students and students being readmitted following dismissal must follow admission requirements on the following pages.

Students should arrange to have one official transcript of all previous college and high school work mailed to the MJC Records Office. High school seniors may request their schools to send their transcripts at the close of their graduating year after their diplomas have been posted. Students who plan to use completed courses from other colleges to satisfy MJC prerequisites must have official transcripts in the MJC Records Office at least six weeks prior to their registration date.

The MJC Records Office will accept hand-carried transcripts that are in an unopened and sealed envelope from the student’s high school and/or college. Transcripts received by MJC become the property of the college and will not be returned or copied for the student.

Students who are concurrently enrolled at Columbia College and who wish to enroll at MJC should consult with the Columbia College Admissions Office. They will make arrangements with MJC for authorization. Columbia students may use Columbia College assessment scores and/or course completions to satisfy MJC assessment requirements.

Who is Eligible for Admission to MJC?

Any person who meets at least one of the following requirements is eligible to attend Modesto Junior College:

• Has graduated from an accredited high school, includes students who have received high school certificates of completion (or equivalent) but did not pass the California High School Exit Exam.

• Has passed the California High School Proficiency or the GED test.

• Is a non-high school graduate 18 years of age or older who is no longer attending high school, who is able to benefit from instruction.

• Is a 7th-12th grade student, who is at least 14 years old, who has met all established special conditions for admission as a special student pursuant to Sections 4880, 48800.5, 48802, 76001, and 76002 of the California Education Code as well as policies of Yosemite Community College District, has written permission from the high school principal (or junior high school superintendent) and parent or legal guardian.

• Is an international student who has completed admission procedures for international students.

• Non residents and undocumented students may attend, but must pay full tuition, unless they qualify for an exemption under AB 540. See “AB 540: Exemption from Non-Resident Tuition” on page 17.

Enrollment is open to all admitted students who meet applicable valid prerequisites, unless specifically exempted by statute or regulation. Every course section reported for state aid, wherever offered and maintained by the District, shall be open and fully open to enrollment and participation by any person who has been admitted to the college and who meets prerequisites established in accordance with state regulations.
StartSmart at MJC!

Good news! Did you know that new students have a way to get special advising and attention, and register early for popular MJC classes?

As part of the StartSmart program, students complete a comprehensive assessment, advising, and orientation program in July or November. If the student completes the program, they are able to take advantage of advanced registration, providing more opportunities to enroll in popular "hard-to-get" classes.

To Participate:
1. Apply for admission to MJC as soon as admissions open for the semester in which you intend to enroll.
2. Watch your MJC email account for details about where to go and when to be there! It's that easy!
3. Questions? Call the MJC Welcome Center at (209) 575-6789 or visit www.mjc.edu/smartstart.

California Residency Requirement

New and returning students are classified as either a California resident or a California non-resident for out-of-state tuition purposes. Residency is determined when a student applies for admission to the college. In order to determine California residency during the application process, students are sometimes required to submit copies of INS documentation or documentation showing intent to make California their permanent residence.

DEFINITION OF A NON-RESIDENT

A “non-resident” is a person who has either not resided in California for the full one-year period before the residence determination date (first day of classes for each semester) or is a person who is precluded by INS from establishing residency, regardless of length of presence in California. Nonresident students are required to pay $190 per unit tuition, in addition to their other fees.

HOW CALIFORNIA RESIDENCY IS DETERMINED

Residency is determined by the length of physical presence in the State of California (minimum of one year and one day prior to the first day of the semester or summer session) and the "intent" to make California one's residence. Students who have resided in California fewer than two years must prove "intent". To prove intent, students who have lived in California fewer than two years should submit two proofs from the following list with their Admissions Application:

- Owning or renting residential property in California for personal use;
- Registering to vote in California;
- Paying California State income taxes;
- Possessing a California driver's license or identification card;
- Registering a motor vehicle in California;
- Having an active checking and/or savings account in a California bank;
- Other proofs of intent may be considered by the college

Aliens may establish residence if not precluded by the Immigration and Nationality Act from establishing domicile in the United States; provided that the student has had residence in California for more than one year prior to the residence determination date. Non-resident students should carefully read information regarding AB540 that exempts non-resident tuition for non-resident students who have attended California high schools for at least three years and have graduated from a California high school. For all other unique situations, students should consult with the Admissions Office.

RESIDENCY FOR MILITARY PERSONNEL

Active duty military students and their dependents residing in California are considered California residents (except if assigned for educational purposes to state-supported institutions of higher education).

Members of the armed forces who were stationed in California on active duty for more than one year prior to being discharged from the service may be classified as a resident for up to one year if they live in California after being discharged.

RESIDENCY FOR CREDENTIALED EMPLOYEES

Credentialed employees and their dependents, migrant agricultural workers and their dependents may also be considered California residents for educational purposes.

RESIDENCY AND NON-CITIZENS

Non-citizen students, if their visa does not preclude them from establishing residency in the United States, may be classified as residents if they have resided in California more than one year and if INS documents were issued or approved more than one year prior to the beginning of the term.

Examples of INS documentation that may be requested include:

- Resident Alien Card
- Permanent Resident Card
- I-94 Form
- Visa
- Passport
- Temporary Resident Card

Students whose INS documents were issued less than one year and one day prior to the start of the semester will be considered non-residents for tuition purposes.

AB 540: EXEMPTION FROM NON-RESIDENT TUITION

Consistent with AB 540, non-resident and undocumented students who meet all of the following requirements can be exempted from paying non-resident tuition. Students who are exempted from paying non-resident tuition (pursuant to Section 68130.5 and Section 68130.7 of the California Education Code) do not become residents for eligibility purposes for any state-funded program.

Students who meet all of the following criteria will be exempted from paying non-resident tuition:
• The student must have attended a California high school for three or more years.
• The student must have graduated from a California high school or attained the equivalent thereof.
• In the case of a student without lawful immigration status, an affidavit must be filed with the college that indicates the student has applied for legalization or will do so as soon as the student is eligible to do so.

Students who are non-immigrant aliens (the most common being the F series student Visas and B series visitor visas) are not eligible for this exemption. Students can obtain the ABS40 form from the MJC Admissions Office.

How to Appeal Residency Status

NEW STUDENTS
Prospective students wishing to appeal residency status requirements must first complete an Admissions Application. Once residency has been determined by the Admissions Office, students may then appeal their status in the Admissions Office by completing a Residency Consideration Form. The appeal will be reviewed by the MJC President. Appeals will be answered in writing and will be final. International students whose visas preclude establishment of residency will not be granted an appeal. For questions about residency, telephone the Registration Hotline: (209) 575-6853.

CONTINUING STUDENTS
Continuing students whose residency status may change in a future term should complete a Residency Consideration Form in the Admissions Office. Students may be asked to provide supporting documentation. With appropriate documentation, if the change status is approved, Admissions staff can make the change immediately for the future term.

Admission of 7th and 8th Grade Students (who are at least 14 years of age)

Advanced admission is granted for academically superior 7th and 8th grade students who are at least 14 years old by the start of the semester for which they are applying. In order to be eligible to enroll in college-level courses (credit courses numbered 50 or higher), 7th-8th grade students must have met all the established special conditions set forth in the Yosemite Community College District Board Policy & Procedures, as well as California Education Code Sections 4880, 48800.3, 48802, 76001, and 76002.

The school district principal or designee must determine that the petitioner is capable of benefitting from advanced scholastic or vocational (college level) work.

Seventh-8th grade students who are at least 14 years old by the start of the semester for which they are applying, may be determined to be eligible for advanced admission in MJC college-level courses (MJC credit courses numbered 50 or higher) if the school district of residence does not provide courses of advanced scholastic or vocational study to benefit the petitioner, and if student has submitted a Modesto Junior College Admissions Application, a completed Petition for Advanced Admission form, a Health Consent form, a Board of Governor’s Fee Waiver form, a letter of recommendation signed by their principal, and they have demonstrated an English 101 ability on the MJC Assessment Test. All students must satisfy class prerequisites, if necessary.

Seven-8th grade students who wish to enroll in more than 11 units must have formal approval from their school’s Board of Trustees and approval of the MJC President prior to enrollment. Enrollment fees for advanced admission students who enroll in up to 11 units will be waived. Students who are admitted as special full-time students will be required to pay their enrollment fees.

Home-study 7th-8th grade students, who are at least 14 years old by the start of the semester for which they are applying, must include with their admission packet a certification letter (Private School Affidavit) from their County Schools’ Office or the State of California. Home-study 7th-8th grade students who are at least 14 years old must also demonstrate an English 101 ability level by completing the MJC Assessment.

All seventh-eighth grade students are subject to all college regulations regarding attendance, conduct, scholarship and fee payment. Courses attempted and units earned will be recorded on the student’s permanent record and may be used toward meeting graduation, transfer, or certification requirements at Modesto Junior College. Students are expected to attend an orientation workshop before registration.

In order to be approved for a second or more semester as a concurrently enrolled junior high school student, the junior high school student who is a continuing MJC student must be in good academic standing at MJC. Good academic standing is defined as having a cumulative 2.0 or higher MJC grade point average. The number of Ws in relationship to attempted units will also be taken into consideration.

NOTE: It is expected that all 7th-8th grade students enrolling in college courses have the maturity to function effectively on a college campus. No special arrangements for additional supervision of underage students are available. College courses are designed for adult students. In a very small number of disciplines, course content may be unusually frank in order to deal with scholarly discussion of behavioral, artistic, human or other issues. Unlike K-12 schools, colleges do not contact parents in advance to inform them of these issues. Parents are hereby notified that it is their responsibility to assure that their child is able to handle the college environment, as well as the content of the courses in which the student enrolls. Parents may wish to investigate the curriculum prior to enrolling their student if they have any questions or concerns.

Admission of High School Students

Advanced admission is granted for academically superior 9th through 12th grade students, who are at least 14 years old by the start of the semester for which they are applying, and the high school principal or designee has certified that the student is prepared to undertake associate degree credit courses that are numbered 50 or higher. In order to be eligible to enroll in college level courses (credit courses numbered 50 or higher), 9th-12th grade students must have met all the established special conditions set forth in the Yosemite Community College District Board Policy & Procedures.

The school district principal or designee must determine that the petitioner is capable of benefitting from advanced scholastic or vocational (college level) work.

High school students may be determined to be eligible for advanced admissions in MJC college-level courses (MJC credit courses numbered 50 or higher) if the school district of residence does not provide courses of advanced scholastic or vocational study to benefit the petitioner.
EARLY COLLEGE PROGRAM AT MJC

For more information on Early College:
WEST CAMPUS: Sierra Hall, Room 254
Phone: (209) 575-6475 or 575-7885
Hours: M-F 8:00 AM – 5:00 PM
Summer Hours: M-Th 7:30 AM – 5:30 PM F CLOSED

WHAT IS EARLY COLLEGE?
Early College at MJC works with teachers, counselors, principals, parents and students to help motivated high school students “jump-start” careers and college by enrolling in appropriate college courses while still in high school. Students may compress the time necessary to complete a college degree and count units to enhance registration priority when enrolling at MJC after high school. In after-school or summer special interest programs, high school students gain important academic, recreational, and/or work readiness skills while earning college credits.

HOW TO PARTICIPATE
◗ For students attending one of the Early College High Schools on or near the MJC campus, there are opportunities for students to earn college credits towards certificates, Associate’s degrees or transfer preparation while also completing their high school diploma;

◗ For students attending regular high schools, students work with their high school counselors to determine eligibility for advanced admission (readiness for academic or vocational college-level course, 3.0+ GPA, or special recommendation by high school principal or designee);

High School students must submit a Modesto Junior College Admissions Application, the completed Petition for Advanced Admission form, a Health Consent form and a Board of Governor’s Fee Waiver Form. All students must satisfy class prerequisites, if necessary. Upon high school graduation, each graduating senior who enrolled in MJC classes as a high school student must complete the Admissions Application again so that high school graduation information can be updated. Failure to do so will delay registration for classes. Students are expected to attend an orientation workshop before registering.

High school students admitted in this category are subject to all of the college regulations including attendance, conduct, scholarship and fee payment. Courses attempted and units earned will be recorded on the student’s permanent record and will be used toward meeting graduation, transfer, or certification requirements at Modesto Junior College. High School students who wish to enroll in more than 11 units must have formal approval from their school’s Board of Trustees and approval of the Modesto Junior College President prior to enrollment.

Enrollment fees for advanced admission students who enroll in up to 11 units will be waived. Students who are admitted as special full-time students (11.5 units or more) will be required to pay their own enrollment fees.

In the event that a high school student wishes to receive high school credit for a course taken at MJC, a student can request that transcripts be sent to the high school. Students may request transcripts in the Records Office, Morris Memorial, Room 105, during final exam week or later. Each high school will make the determination whether or not college credits can be used at the high school.

Home-study students must include with their Admissions packet a certification letter (Private School Affidavit) from their County Schools’ Office or the State of California.

In order to be approved for a second or more semester as a concurrently enrolled high school student, the high school student who is a continuing MJC student must be in good academic standing at MJC. Good academic standing is defined as having a cumulative 2.0 or higher MJC grade point average. The number of W’s in relationship to attempted units will also be taken into consideration.

NOTE: It is expected that all high school students enrolling in college courses have the maturity to function effectively on a college campus. No special arrangements for additional supervision of underage students are available. College courses are designed for adult students. In a very small number of disciplines, course content may be unusually frank in order to deal with scholarly discussion of behavioral, artistic, human or other issues.

Unlike K-12 schools, colleges do not contact parents in advance to inform them of these issues. Parents are hereby notified that it is their responsibility to assure that their student is able to handle the college environment, as well as the content of the courses in which the student enrolls. Parents may wish to investigate the curriculum prior to enrolling their student if they have any questions or concerns. For more information on college for students 17 and under, see also Early College Program.

2+2 PROGRAM

WEST CAMPUS: Sierra Hall, Room 254
Phone: (209) 575-7858 or 575-7855
Hours: M-F 7:30 AM – 4:30 PM
Summer Hours: M-Th 7:30 AM – 5:00 PM F CLOSED

2+2 Articulation is a planned process for linking two or more educational systems through formal articulation agreements. Modesto Junior College (MJC) has established course agreements with many of our area high schools and Regional Occupational Programs (ROP). Students who participate in a 2+2 program are able to transition from their secondary institution to MJC without experiencing a delay or duplication of learning once they have completed requirements outlined in the agreement.

BENEFITS OF PARTICIPATING IN THE 2+2 PROGRAM
• Receive college credit for course work completed in high school. A student must complete a fall or spring semester at MJC after high school graduation before the articulated college credit is placed on his/her MJC transcript.

• Receive priority registration. 2+2 students will register after continuing students, but prior to new and returning students.

• Use the 2+2 class in lieu of an MJC introductory course, which can save time and money.

• Use the articulated course work toward a certificate, AA/AS degree or transfer.
Admission of Students with Bachelor’s Degrees or Higher

Students with Bachelor’s Degrees or higher will be admitted to Modesto Junior College upon submission of a completed Admissions Application. Students with Bachelor’s Degrees or higher will enroll after all other priority registration dates and times have been honored, consistent with state community college guidelines.

Admission of International Students

The International Student Program provides specialized services, activities, and support to all international students attending MJC. Admissions, academic and personal counseling, orientation, immigration advising, cultural programming, International Club advising, and more are all 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.

Modesto Junior College welcomes qualified international (non-immigrant) students to its academic, vocational and technical programs. The administration believes that the presence of international students enriches the academic environment for all of its students while providing a quality education for students from all parts of the world. The following is required for admission of all international, non-immigrant, applicants:

- International Student Application
- Certification of Finances
- Proof of English competency comparable to a 450 (133 computer based, 46-46 Internet based) TOEFL
- High School Graduation (official transcripts from all secondary and post-secondary institutions must be provided with English translations)
- Autobiographical essay

International students are required to pay non-resident tuition. For more information and/or application forms, contact the coordinator of the program.

Admission into Special Academic Programs

Programs such as Nursing, Respiratory Care, Medical Assisting, Dental Assisting, and the Fire Academy require special program admission in addition to regular admission to the college. This can be accomplished by submitting a completed Admissions Application to the Admissions Office, and by contacting the Allied Health Division (209) 575-6362 for information about admission into Nursing, Respiratory Care, Dental Assisting, and Medical Assisting. For information about the Fire Science Academy, phone (209) 549-7028.

Admission for Students from Other California Community Colleges

YCCD Inter-District Attendance Policy

The Yosemite Community College District maintains a free exchange of students with all community college districts in the State of California. No inter-district permit is necessary to attend Modesto Junior College from any other community college district in California.

Readmission after Dismissal

A student who has been academically dismissed (see Academic Probation and Dismissal) may petition for readmission by meeting with a counselor and completing a Petition for Readmission any time after receiving notice of dismissal. Forms are available in the Counseling Center, Morris Memorial, Room 103. Petitions will be reviewed by the Dean of Counseling and Student Services, and counselors. The student may be readmitted if there is strong evidence showing promise of success.

The Dean of Counseling and Student Services, and/or the counselor, upon granting readmission to a dismissed student, may impose certain restrictions, such as unit load, periodic grade reviews, etc., which are felt to be in the best interests of the student. A readmitted student is subject to immediate dismissal should he/she fail, at any time, to meet the conditions stipulated by the Dean of Counseling and Student Services. If the petition is denied, the student may apply for readmission after one year has passed since dismissal.
What is the Assessment process?

Assessment is the process through which a student’s skill level in a particular subject area is measured through standardized testing using multiple measures, for the purpose of placement into MJC courses.

Why complete the process?

Math and English/Reading or English-as-a-second language (ESL) assessments are required of ALL STUDENTS who are completing courses for an associate degree, certificate, transfer program, job skill improvement, career development, or who are undecided; as well as students who have completed at least 15 units, regardless of their goal.

There is no pass or fail, and these tests do not determine admission to the college. The results are used to assist students in selecting the appropriate level of course work. Placement in courses is not based solely on test scores. Counselors may use test scores, high school and/or previous college transcripts, and information gained during the counseling appointment to determine course recommendations. Students are encouraged to discuss test results with a counselor prior to registration.

How to participate in assessment

To be admitted to a test session, a completely processed admissions application must be on file in the Admissions Office. Picture ID will be required for test admittance. Seating in the Testing Center is determined on a first-come, first-served basis. Tests begin promptly, and students may not enter after a test has begun. Some tests (English, reading and math) are provided on the computer. For computer testing, students will be admitted to the Testing Center as computers become available. Students with disabilities who need special testing accommodations should notify Testing Center staff of their needs at least 10 days before they plan to test.

Students who may be exempt from testing (see Assessment Exemptions on the following page) are welcome to take the assessment tests and to participate in the assessment process. See “Assessment Exemptions” on page 22 for more information.

Students who are required to take assessment tests prior to registration who choose not to test must complete a Matriculation Release Form, available in the Admissions Office or in the Welcome Center. Students who do not complete required assessment testing or who do not complete a Matriculation Release Form may forfeit their registration priority date and time.

Once a student receives a placement recommendation by the college’s assessment process AND the student enrolls in the recommended course, the student may not re-test for purposes of enrolling into a higher level course. NOTE: Most math, English composition, ESL and science courses require assessment or prerequisite course completion.

Mathematics Assessment

Students can choose from four exams:

- Level 1 - Basic Math Competency
- Level 2 - Elementary Algebra Competency
- Level 3 - Intermediate Algebra Competency
- Level 4 - Precalculus Competency

In order to assist in advising, retesting on lower exams may be required of students if scores on the higher exam are significantly low. To eliminate this need, students should be sure of their appropriate math level when taking the tests. Visit the Testing Center website for examples of test questions/problems.

English and Reading Assessment

There are two sections that make up the English/Reading exam:

- Reading Comprehension
- Sentence Skills

Students who are taking the test for English advisory purposes must take both sections. The Reading section alone will only be given to students who have previously taken the English assessment exam, or who have completed an English course, but still need a reading recommendation. Programs that have admission requirements, such as nursing, are partly satisfied by the reading assessment. Check with an advisor for other program needs.

ESL Assessment (ENGLISH AS A SECOND LANGUAGE)

Students who plan to enroll in non-credit ESL courses (ESL 901, 902, 903, 904, 905) are not required to take the ESL assessment test. Students who would like additional information about testing should visit the Testing Center or talk to a counselor.
Assessment Exemptions

Students may be exempt from testing or have satisfied the testing requirement if they:

- Have an Associate or higher degree; or
- Have taken other California community college assessment tests and have submitted test results and other information (college catalog description with course description) to MJC Records Office at least 6 weeks prior to registration date and time; or
- Have taken other college math, chemistry, English composition or ESL classes and have submitted official transcripts to the Records Office, at least 6 weeks prior to registration date; or
- Are enrolling only in activity classes, apprenticeship classes, employer-required classes, personal growth/enrichment classes, classes to maintain a certificate or license, or high school equivalency or other non-credit classes only, and have completed fewer than 15 units.

Being exempt from testing does not release the student from any prerequisite requirements a course may have.

Retest Procedure

Students may retest after 60 days from the original test date. Students can, however, take different levels of the Math Assessment without waiting 60 days.

Students may not retest if they have:

- Completed a college or MJC English, reading or math class
- Dropped an English, reading or math class after two weeks.

Counselors will use test scores and other information to ensure that students take appropriate MJC courses. ALL students should have previous college transcripts on file in the MJC Records Office, and ALL students should discuss course selections with a counselor or advisor before registration. MJC’s assessment tests provide current skill level information that will be used in combination with transcripts and other assessment methods to plan a successful course of study.

Challenging Prerequisites

Any student may challenge a prerequisite on the grounds that:

1. It was not established in accordance with the District’s policy
2. It is in violation of Title 5
3. It is discriminatory
4. You feel that you can succeed even though you have not completed the prerequisite (it is your responsibility to provide additional documentation that demonstrates you have met the prerequisite.)
5. You will be subject to undue delay because the prerequisite has not been made reasonably available.

To challenge a prerequisite in any area, the student must begin in the division office that offers the prerequisite by completing the Prerequisite Challenge Form at least five days before registration. The student must state the grounds for the challenge and present additional information that supports the challenge. A committee will review each challenge and inform the student within five days of the filing of the petition.
Orientation and Advising

Orientation for New & Returning Students

Where: EAST CAMPUS, Student Center, Welcome Center
Website: www.mjc.edu
Phone: (209) 575-6789
FAX: (209) 575-6667
Hours: M-F 8:00 AM – 5:00 PM
Summer Hours: M-Th 7:30 AM – 5:30 PM F CLOSED

All new and returning students, including special admits (7th-12th grade students), who do not have an associate's degree or higher and who have not previously attended an MJC college orientation or completed an MJC guidance class are required to attend orientation prior to their registration date and time. Orientation familiarizes each new MJC student with campus policies, procedures, and student rights and responsibilities. Students who are exempt from orientation are welcome to attend an orientation session. Orientation schedules are printed each semester in the MJC Schedule of Classes and online under "popular links."

Arrangements can be made for students with disabilities and limited English-speaking students who require accommodations. To make accommodations, students should contact the Welcome Center at least 10 days before they plan to attend a workshop.

Students (who are required to attend an orientation session prior to registration) who choose not to attend must complete a Matriculation Release form, available in the Admissions Office or in the Welcome Center. Students who do not complete the required orientation activity or who do not complete a Matriculation Release form may forfeit their registration priority date.

Planning Your Education with a Counselor

Counseling Services
Derek R. Waring
Dean of Counseling and Student Services
Counseling Center, Morris Memorial, 103
Tel: (209) 575-6080
FAX: (209) 575-6720

Hours: M-F 8:00 AM – 5:00 PM
Evening Hours: M-Th 5:00 pm - 7:00 PM
Summer Hours: M-Th 7:00 AM – 5:30 PM F CLOSED

Some students have already decided on their educational or career goals before entering MJC. Others are exploring different educational or career paths, and may enter MJC with an educational goal or major.

We encourage students to use MJC's counseling, assessment, and career services to help set and reach educational and career goals. We also encourage students to build relationships with faculty who teach in their areas of interest. Faculty advisors can provide students with the information, support and guidance to help them reach their goals. Counselors and advisors are not assigned to students.

Who receives educational counseling?

All current or returning MJC students are welcome to make an appointment with a counselor. Educational counseling is required for all new students who indicate on their admissions application that they:

- Have an Associate's degree and are pursuing another Degree, a Certificate, or transfer;
- Plan to earn an Associate's degree;
- Plan to earn a Certificate;
- Plan to transfer to a four-year university; or
- Plan to learn job skills or prepare for career advancement.
- Are undecided about their educational and career goals.

Educational counseling is available in the Counseling Center. New students may drop-in prior to the new student's registration date and time. Returning students may drop-in to schedule an appointment or call the Counseling Center. Students who are exempt from educational counseling are welcome to attend a counseling session.

Guidance classes

New students are encouraged to enroll in a Guidance class, taught by MJC counselors during their first semester. Guidance courses are essential to student success. In a guidance course, students learn to:

- Acquire, organize, and demonstrate problem-solving and decision-making skills;
- Explore, evaluate, and pursue career and educational options;
- Develop social, intellectual, and emotional competencies;
- Develop needed skills and strategies to maximize the educational experience;
- Understand themselves, others, and their environment to enable them to develop individual value systems and life styles.

There are six Guidance (GUIDE) courses from which to choose, which also fulfill the Guidance requirement for the associate degree at MJC: Orientation for Foreign Students; Educational Planning; Career Awareness; Job Development Skills; Orientation for Re-entry Adults; Success Strategies for Transfer Students. the Early Alert.

Early Alert

MJC Counseling sponsors a program called Early Alert. This program provides intervention for students at the earliest signs of academic problems. Through Early Alert, faculty identify students enrolled in their classes who are experiencing problems and refer them electronically to a service on campus. Staff members of that service contact students for further follow-up.
Registering for Classes

What is registration?
Registration is the formal process of arranging desired courses into a program of classes and securing a seat in the classes. Students may register online at PiratesNet (www.mjc.edu) or by touchtone at (209) 549-7000, or in person in one of the two Admissions Offices on MJC’s East or West Campus at the time of their scheduled registration date/time or any time thereafter during scheduled registration.

ORDER OF PRIORITY REGISTRATION AT MJC
At MJC, the Priority Registration System (currently under review) is used to determine the order in which students will register.

1. Eligible students with disabilities, eligible EOPS students, and eligible military veterans
2. Continuing students with 99 to 0 units (includes units in progress) in descending order, and
3. Continuing students with 99.5 units or more.
4. New and returning students receive a first-come, first-served registration appointment based on the date their complete admissions application is received, except that students who participate in special matriculation programs, such as StatSmart, may register earlier than those who do not participate.
5. Students who have Bachelor Degrees or higher register after all priority registration candidates have been honored.

How to register
To register for classes, on the registration date/time provided to you, use PiratesNet at www.mjc.edu or use T-REG at (209) 549-7000. Make sure your schedule is planned and accessible.

To find out your registration date
Student registration dates and times are posted each term on PiratesNet during the following months.

<table>
<thead>
<tr>
<th>TERM</th>
<th>REGISTRATION DATES POSTED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer</td>
<td>Mid February</td>
</tr>
<tr>
<td>Fall</td>
<td>Mid May</td>
</tr>
<tr>
<td>Spring</td>
<td>Mid November</td>
</tr>
</tbody>
</table>

If you are blocked from registration
If you have, for example, forgotten to pay a fee, return a library book, musical instrument, or athletic uniform, you may be blocked from registering for classes. Such obligations to the district must be cleared before a student is permitted to register. Outstanding obligations will prevent registration and the ability to obtain verifications of enrollment, grades, academic transcripts, and degrees.

About Your Fees!

Fees are due at the time of registration.
For fee refunds on classes, the student must drop the class before published refund deadlines.
Classes that have not been dropped by the deadline will be charged to the student.
Failure to pay fees or drop unwanted classes will result in loss of services and blocks to future registration.
Failure to pay fees within 10 days of registration will result in a “frozen” schedule.

For more information, please refer to fee information on page 27

Late Registration
Late registration occurs the week prior to the start of the semester. It will be permitted on a first-come, first-served basis. Students will be able to register for classes in which there are vacancies. See current Schedule of Classes for specific information. Students may add classes during the first two weeks of the semester by attending the class and discussing add possibilities with the instructor. If seats are available and if the student has met the prerequisites (if required), the instructor may provide the student with an add card. Adds must be processed by the add deadlines which are published in the Schedule of Classes.

Wait Lists for courses
When available class seats are filled, a class is closed to further enrollment. However, students may (at the time of registration) place their name on a wait list. Students may add their name on only one wait list in a particular subject and only if they are not already enrolled in the same class (i.e. one English 101 class, one Math 90 class, etc.) Being on a wait list does not mean that the student is enrolled in the class. It means that the student is on a waiting list should additional seats become available once the class has begun.

If seats become available in classes during registration, divisions will contact students. Therefore, it is important for all students to activate their college provided email account, and to keep home mailing addresses, and phone numbers current. Each time a student registers, a screen will come up that shows the address information on file with the college. Students should review and correct any errors as instructed on PiratesNet.

When classes begin, the students who are still on the wait list should attend the first class session and talk with the instructor. If a seat is available in the class, the instructor will give the student an add card according to wait list order. Instructors will add only students who meet eligibility requirements for the class. To officially enroll in the class, the student must add the class using PiratesNet, T-REG or by bringing the add card to the Admissions Office on either campus.
Instructors will advise students regarding their chances of being added to the class and whether or not wait list students should return to subsequent class meetings.

Students who have placed themselves on an online class wait list should submit an Electronic Add-Card on the first day of class. If the instructor allows the student to add the class, he/she will email the student, providing instructions as to how to add the class online. To ensure a priority wait list number, students must complete the electronic add-card procedure.

Attendance

Attendance is important. Instructors may drop students who do not attend the first class meeting. All students enrolled at Modesto Junior College are expected to be punctual and attend classes regularly. Instructors are encouraged to announce to their students at the beginning of the semester their policies regarding excessive absences or tardiness. It is the student’s responsibility to discuss with the instructor any anticipated and/or extensive absences. Tardiness may be considered an absence. No absence relieves the student of the responsibility to complete all work assigned. When an instructor determines that a student’s absences are excessive, the instructor may drop the student from the class. However, it is the responsibility of the student to complete the course or to officially withdraw from the class.

Enrollment status

CONTINUING STUDENT has enrolled in one or more classes within the past year. Registration: Continuing students are automatically assigned registration dates and times each semester. For catalog rights, continuous enrollment is defined as earning college credit for enrollment in at least one term (Summer, Fall, Spring) of the school year.

RETURNING STUDENT Has not enrolled in an MJC class within the past year and has reapplied to MJC.

NEW STUDENT Has never enrolled in a class at MJC and has applied to MJC.

Determining undergraduate status

Student progress at MJC is measured by the number of units completed.

<table>
<thead>
<tr>
<th>FRESHMAN STATUS</th>
<th>has completed fewer than 30 units.</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOPHOMORE STATUS</td>
<td>has completed 30 or more units.</td>
</tr>
</tbody>
</table>

Full Time/Part Time Enrollment

Many external agencies require verification of a student’s enrollment status. At MJC, full and part time designations apply.

<table>
<thead>
<tr>
<th>FULL-TIME STUDENT</th>
<th>Must be registered in 12 or more units. 18 units is considered the maximum. To enroll in more than 18 units, during the spring and fall term, or more than 12 units during the summer term, approval must be obtained from the Counseling Center.</th>
</tr>
</thead>
<tbody>
<tr>
<td>PART-TIME STUDENT</td>
<td>Registered in fewer than 12 units.</td>
</tr>
</tbody>
</table>

Units required for special populations

Some students must complete a specific number of units each term.

<table>
<thead>
<tr>
<th>VETERANS: CHAPTER 31</th>
<th>As required by veterans Administration Counselor</th>
</tr>
</thead>
<tbody>
<tr>
<td>VETERANS: CHARTERS 30, 32, 35, 1606</td>
<td>Minimum 12 units required for assistance</td>
</tr>
<tr>
<td>VETERANS: SOCIAL SECURITY BENEFITS</td>
<td>Minimum 12 units required</td>
</tr>
<tr>
<td>INTERNATIONAL STUDENTS</td>
<td>Minimum 12 units required</td>
</tr>
<tr>
<td>STUDENT BODY OFFICERS</td>
<td>Minimum 9 units required, in addition to a 2.3 GPA.</td>
</tr>
<tr>
<td>VARSITY ATHLETES</td>
<td>Minimum 12 units at all times; of the 12 credit units, at least 9 shall be attempted in courses counting towards the Associate's degree, remediation, transfer, and/or certification. To be eligible for the second season of a sport, the student athlete must complete and pass 24 semester units between seasons of competition and, of the 24 semester units to be completed, eighteen (18) semester units shall be in course work counting toward the Associate’s degree, remediation, transfer, and/or certification. The student athlete must also maintain at least a 2.0 grade point average at all times.</td>
</tr>
</tbody>
</table>

Prerequisites and Registration

PREREQUISITE POLICY

Modesto Junior College requires satisfactory completion of all prerequisite courses prior to the student enrolling in the subsequent course, except that a student may enroll in the next level pending the outcome of the prerequisite course if the student is currently enrolled. “Satisfactory completion” means a grade of A, B, C, or CR/P (pass). Grades of D, F, or NC/NP do not qualify as meeting prerequisites.

CHALLENGING PREREQUISITES

Any student may challenge a prerequisite on the grounds that:

1. It was not established in accordance with the District’s policy
2. It is in violation of Title 5
3. It is discriminatory
4. you feel that you can succeed even though you have not completed the prerequisite. (It is your responsibility to provide additional documentation that demonstrates you have met the prerequisite.)
5. you will be subject to undue delay because the prerequisite has not been made reasonably available.
REGISTERING FOR CLASSES

To challenge a prerequisite in any area, the student must begin in the division office that offers the prerequisite by completing the Prerequisite Challenge Form at least five days before registration. The student must state the grounds for the challenge and present additional information that supports the challenge. A committee will review each challenge and inform the student within five days of the filing of the petition.

**MJC Email Accounts for Students**

MJC is making every effort to communicate with students by sending correspondence through a district-provided student email system. We advise new students to set up their email accounts as soon as they are admitted to the college and that all students check their email often. Information sent to students by the college will often be time-sensitive.

Students may access email using PiratesNet. Students are advised to set up their district email account as soon as they are admitted to MJC. Student email accounts will be 5 gigabytes in size with a 10 megabyte attachment limit. Students may use this account to easily send and receive messages, manage calendars, and track contacts. This email account is web-based and can be accessed from any computer with an Internet connection.

It is each student’s responsibility to **activating their PiratesLink connection now**. For more information, point your browser to [www.yosemite.edu/student email](http://www.yosemite.edu/student email)

### Auditing Courses

**East Campus: Admissions Office, East Campus Student Center**  
**Phone:** (209) 575-6013  
**Registratation Hotline:** (209) 575-6853  
**FAX:** (209) 575-6859  
**Hours:** M-Tu 8:00 AM – 7:00 PM  W-F 8:00 AM – 5:00 PM  
**Summer Hours:** M-Th 7:30 AM – 5:30 PM  F CLOSED

**WEST CAMPUS: Yosemite Hall, Room 147**  
**Phone:** (209) 575-7727  
**Summer Hours:** M-F 8:00 AM – 5:00 PM  
**Summer Hours:** M-Th 7:30 AM – 5:30 PM  F CLOSED

Persons who have met the limit of repetition for credit courses as stated in the catalog may audit the course with approval of the instructor. Auditors receive no credit for class work, no grade, and no record is kept of their performance in class. Enrollment is allowed after the first day of instruction on a “seats available” basis. An Audit Enrollment Form can be obtained in the Admissions Office after staff verify that the repeat limit has been reached. This form must be signed by the instructor and the student and turned in to the Admissions Office along with a payment of $15.00 per unit paid to the Business Office. Students enrolled in ten (10) or more units at the time audit enrollment occurs will not be assessed the audit fee for up to three (3) units.

### Withdrawing from Courses

Students are responsible for officially dropping classes. Even if an instructor promises to drop a student, the student is responsible for officially dropping the class. Withdrawals may be processed using PiratesNet (www.mjc.edu) or touchtone registration at (209) 549-7000, or in the Admissions Office by completing a drop form. See the **MJC Schedule of Classes** for published drop dates. Each student’s printed schedule (available on PiratesNet) includes course drop dates.

Students who do not officially drop a class may receive an “F” in the class. Students may drop classes during published times (see current Class Schedule) using PiratesNet or Touchtone Registration or by submitting a Drop Form to the Admissions Office.

- If a student drops a full-term course within the first four weeks of the semester, no notation will be recorded on the student’s permanent record.
- If a student drops a full-term class from the end of the fourth week through the 12th week (or by 75% of the class, whichever is less) a grade of “W” will be recorded.
- A student cannot withdraw from class after the published drop deadline.
- For short-term class deadlines, students should refer to their class schedule.

A student is responsible to pay all fees according to written regulations. A student who enrolls in a course and fails to pay fees is responsible for all outstanding debts to the college. Future services and registration will be denied until full payment has been made.

Once the deadline to withdraw from class(es) has passed (75% of a class’ duration), neither a student nor an instructor may request a withdrawal. However, a student may petition to withdraw after the deadline based upon extenuating circumstances, such as illness or hospitalization. Petition forms are available at the Office of Student Success, the Library Basement, Room 20.

### MILITARY WITHDRAWAL

A student called for active duty may receive a military withdrawal at any time during the semester. Military withdrawals will not be factored into progress probation. To drop classes using a military withdrawal option, the student must submit a copy of military activation papers along with a drop form for each class to the Admissions Office.
Business Services

EAST CAMPUS: Student Center
Regular hours: M-Th 8:00 a.m. - 5:00 p.m.
F 8:00 a.m. - 4:30 p.m.
Summer Hours: M-Th 7:30 a.m. - 5:30 p.m.

WEST CAMPUS: Yosemite Hall A133
Regular hours: M-Th 8:00 a.m. - 11:30 a.m.
12:00 p.m. - 4:00 p.m.
F 8:00 a.m. - 12:00 p.m.
Summer hours: CLOSED (April 28-August 24)

Enrollment Fee: California residents must pay an enrollment fee of $20 per unit per semester (subject to change by the California State Legislature). Enrollment fees may be waived for students who qualify for the Board of Governors Grant Fee Waiver Program and for those who enroll in Apprenticeship courses only. Dependents of service-connected disabled or service-connected deceased veterans may be eligible for a waiver of fees. Please contact the campus Veteran's Office in Morris Memorial Building room 104 for assistance. For fee waiver information students should contact the Financial Aid Office in Yosemite Hall.

Special part-time students are students who are concurrently enrolled in K-12th grade and who enroll in fewer than 12 units at a community college. They are exempt from paying the enrollment fee. To be eligible to enroll in courses, special part-time students must be prepared to undertake college-level work and must be approved by the student’s high school principal and parent or legal guardian. At MJC, special part-time students must be at least 14 years of age. Special part-time students may enroll in a maximum of 11 units per semester.

Non-Resident Tuition: A U.S. citizen who is not a legal resident of California and all others who are classified as non-residents are required to pay a non-resident tuition fee of $181 per unit per semester. The international student tuition fee is $181 per unit per semester. The tuition fee is in addition to the resident tuition fee of $181 per unit per semester. The international student tuition fee is $181 per unit per semester. The tuition fee is in addition to the Enrollment Fee and all other required fees.

Health Fee: A $16 Health Fee must be paid each semester ($13 Summer) by students who enroll in a credit course that is longer than 16 hours, held on campus or off-campus within the district, or those enrolled in non-credit courses held on campus, or those enrolled in non-campus course education courses. The Health Fee may be waived for students who are indentured apprentices enrolled in Apprenticeship classes only, or for those who depend exclusively on prayer for healing, with approval of the Vice President, Student Services.

Per Education Code Section 76355, fee subject to change by $1 based on the Implicit Price Index for State and Local Government Agencies.

Student Center Fee: Students voted in Spring 2000 to assess a Student Center fee of $1.00 per unit to a maximum of $10.00 per academic year, to establish an annual building/operating fund for the West Campus Student Center.

Student Representation Fee: A $1 fee established by two-thirds vote of the student body. Money collected will be used by ASMJC to represent student concerns at local, state, and federal government levels. Students may refuse to pay the fee for religious, political, financial, or moral reasons. A refusal to pay the fee must be submitted in writing to the Business Services Office.

Student Benefits Fee: Payment gives you automatic membership in ASMJC (Associated Students of Modesto Junior College) and discounts (see ‘MJC ID Card and Activities Sticker’ on page 56). This optional $5.00 fee is automatically assessed. You may refuse to pay this fee by completing the Student Benefit Fee Waiver form available in the Business Office, or PiratesNet under Online Forms.

Parking Fee: Student parking permits are available for $20 a semester or $1 per day. (Summer term is $7.50). Motorcycle fee is $7.50 per semester. The parking fee is not required for disabled students with a disabled DMV placard. Parking permits must be picked up in person. Picture ID is required. Shuttle parking permit is also available for $10 per semester. Students who purchase an auto permit for the semester and have proof of a motorcycle license are eligible for a free motorcycle permit for the same semester.

Debts To The College: Any individual who has incurred, but not paid, a debt to the college may be denied grades, transcripts, degrees, some services, and registration privileges.

Materials Fees: This serves as payment for required instructional and other materials which are of continuing value to the student outside of the classroom setting and which the student must procure or possess as a condition of registration, enrollment, or entry into a class; or any material which is necessary to achieve the required objectives of a course.

Other Expenses: Textbooks, stationery and supplies will amount to approximately $200 to $600 per semester.

Transcript Verification: The first two transcripts are provided free. A fee of $5 per transcript is charged after the first two, payable at the time of the request. A $10 fee is charged for 24-hour transcript service, and a $20 fee is charged for on-the-spot transcript service.

Enrollment Verification: The first two verifications are provided free. A fee of $3 per verification is charged after the first two, payable at the time of the request. A $10 fee is charged for next day service and a $20 dollar fee is charged for same-day service. No charge is made for loan deferment or financial aid GPA verifications.

Course Audit Fee: A fee of $15 per unit is required of students who have met the repetitions limit for credit courses, payable at the MJC Business Services Offices. Students enrolled in 10 or more units at the time audit enrollment occurs will not be assessed the fee for up to 3 units. See Auditing Courses’ on page 26.

Other Authorized Fees: Fines for overdue library books or other equipment and parking fines are among special charges authorized by the Board of Trustees.

Field Trip Fees: Appropriate fees will be charged for those field trips scheduled to destinations outside California and for some long distance field trips outside the Yosemite Community College District.
Refund Policy

Class(es) must be dropped at the Admissions Office, online at www.mjc.edu, or by touchtone phone at (209) 549-7000 on or before published deadline dates prior to requesting a refund.

The Parking Fee is refundable only if class is dropped by the last business day before class begins, and if the parking permit is returned prior to the first day of the term. Parking permits paid for and not picked up will only be refunded during the refund-filing period.

1. **Drop Deadlines to be eligible for a refund - Class(es) must be dropped during the first two weeks of the term, except for short-term classes. Short-term classes must be dropped by the 10% point of the length of a class with the exception of those classes that have either five or fewer meeting days or meet 20 or fewer hours. In these cases, the last refund date is defined as the day before the first class meeting. If the last day in any of these periods falls on a weekend or holiday, the final drop date is the preceding college business day.**

2. **Refund Request Form - A Refund Request Form (available in the Business Services Office, online at www.mjc.edu, the Admissions Office, and the current schedule of classes) must be filed in the MJC Business Services Office by the end of the eighth week of the term, except for short term classes. The refund request must be filed within two weeks of the drop date.**

3. **In accordance with the California Code of Regulations, Section 58508, refunds with an enrollment credit of at least $10.00 will be assessed a $10.00 administrative processing fee.**

4. **Classes canceled by the College - Refunds are made for classes canceled by the college, but refunds ARE NOT AUTOMATIC. The student must submit a completed Refund Request Form to the Business Office.**

Eligible refunds are processed approximately six (6) weeks after the term begins or four (4) weeks from the filing date, whichever is later. If fees or tuition were paid by check, the refund is not made until the check has cleared the bank.

1. **Outstanding Credit - Credit for which a refund has not been filed as specified in (2) above will not be refunded. Continuing students with an outstanding credit can carry this credit for two academic years, where such credit is then applied against fees and charges. ANY CREDITS REMAINING AT THE END OF TWO ACADEMIC YEARS, HOWEVER, ARE FORFEITED.**

Denial of Services and Debts Owed to the College

Students who have debts to the college or "holds" for administrative reasons on their student records may find that services are withheld until the debt is paid or the hold is removed.

Services that will be withheld because of debts to the college or holds include: counseling/advising services, registration, release of diplomas and certificates, release of transcripts, enrollment verifications, and release of grades.

Debts occur when a student fails to repay money borrowed from the college, violates a student financial aid contract, fails to pay tuition and/or registration fees, library fines, bookstore merchandise, fails to reimburse the college for an “insufficient funds” check or for a disapproved credit card transaction, fails to return or account for athletic uniforms and equipment, or fails to pay scheduled fees for other services provided by the college.

Modesto Junior College reserves the right to withhold all further services until the debt is paid. Grades and transcripts will be withheld until all obligations are cleared.

NOTE: Fees are subject to change through State Legislation and Governing Board implementation as judged to be in the best interest of the California Community Colleges and the students at Modesto Junior College.

Community Education Refunds

**Community Education and Fee-Funded Classes:** A full (100%) refund will be given for classes, trips, tours and other activities which are full at the time registration is received or those that the college finds necessary to cancel. Refund requests for classes/seminars must be received by the Community Education Office at least seven (7) working days prior to the first meeting. For trips/tours, refund advance notice must be given within the following guidelines:

- **One-day excursion** 7 days
- **Pre-purchased tickets included** 30 days
- **Overnight accommodations included** 45 days

No refunds are issued after a class, seminar, trip, or tour has started. All student-requested refunds are subject to a $20 processing fee.

Parking

The District and College provides parking facilities for vehicles for the sole purpose of conducting college business. Please see ‘Parking’ on page 37 for more information on parking at MJC.
Modesto Junior College administers a comprehensive student financial aid program designed to assist students in meeting college costs. The amount of financial aid awarded varies from student to student, depending on the individual's need and resources. Funds are awarded on a first-come, first-served basis.

Financial aid awards are based on calculated financial need as determined by the Free Application for Federal Student Aid (FAFSA). Students may apply online at www.fafsa.ed.gov. Application assistance is available in the Financial Aid Office in Yosemite Hall 147.

All applications for financial assistance programs, i.e., student loans, work compensation, grants, scholarships, special funds, subsidies, prizes, etc., will be considered by Modesto Junior College without regard to race, color, national origin, gender or disability.

Standards for Satisfactory Academic Progress

Financial aid recipients must adhere to satisfactory academic progress standards — maintain a minimum 2.0 cumulative GPA and complete at least 67% of all attempted courses.

Students’ satisfactory academic progress will be reviewed once each academic year at the end of the spring semester or upon the students’ initial application for financial aid, whichever comes first.

Withdrawals, Incompletes, and/or Units Not Counted:

Grades of F, NP, IP, I and RD are not counted as satisfactory academic progress and will not be counted toward total units completed. Bridged classes or open-entry/open-exit classes (IP) will be counted as eligible units for financial aid only during the first semester the class is attempted.

Probation/Disqualification Status

Students who have not met all satisfactory academic progress standards will be placed on Financial Aid Probation and should meet with a counselor to complete or update an Educational Plan, and attend a Financial Aid Satisfactory Academic Progress Workshop. Failure to do so could result in loss of financial aid.

Students who have not met all satisfactory academic progress standards at the end of the probationary period will be placed on Financial Aid Disqualification. This status will remain in effect until all requirements for satisfactory academic progress are achieved. Students must notify the Financial Aid Office to request reinstatement once these standards are met. Under no circumstances will students be paid retroactively for any ineligible semesters.

Appeals

Unusual or mitigating circumstances may warrant special consideration of a disqualified student's individual situation. An appeal form is available on the website, at www.mjc.edu/financialaid or in the Financial Aid Office and must be filed if such a review is desired. Allowable conditions for consideration may include:

- Student illness or death in immediate family
- Family stress
- Medical or emotional disability
- Other, for which student can demonstrate good cause

In order for a petition to be considered, students must submit an Appeal form, a current Educational Plan, and any supporting documentation to the Financial Aid Director. If approved, a letter will be sent to the student, which will clearly identify the conditions for reinstatement and continued financial aid eligibility. Students whose appeal has been denied may contact the Financial Aid Office to schedule an appointment to meet with the Financial Aid Appeals Committee. The decision of the Financial Aid Appeals Committee is final.

Determining Eligibility for Federal Aid

To be eligible for federal aid, students must:

- be a U.S. citizen or eligible non-citizen
- be registered with the Selective Service, if applicable
- be enrolled in an eligible program leading to a certificate, degree, or transfer program at MJC
- have a high school diploma or equivalent, or pass an "Ability-to-Benefit" test prior to receipt of Federal funds
- have "financial need" as determined through the application process
- not owe a refund on a Federal grant or be in default on a Federal education loan
- be making satisfactory academic progress.

Funding Limitations

Funding from financial aid resources at Modesto Junior College is limited to 90 attempted units and/or completion of a college degree. Students exceeding these limits may file an appeal if extenuating circumstances have prevented them from completing their program within these limitations. Appeal forms are available on the website at www.mjc.edu/financialaid and in the Financial Aid Office. Students are required to complete the forms and meet with a counselor.

A student who has appealed and been denied may contact the Financial Aid Office to schedule an appointment to meet with the Financial Aid Appeals Committee. The decision of the Financial Aid Appeals Committee is final.
FINANCIAL AID

Aid Office to schedule an appointment to meet with the Financial Aid Appeals Committee. The decision of the Financial Aid Appeals Committee is final.

ELIGIBLE PROGRAMS/COURSES
Students must be enrolled in an approved course of study leading to degree, certificate, or transfer to a four-year institution.

RETURN OF TITLE IV FUNDS
Per federal regulations, any student who receives financial aid and then withdraws from all classes prior to completing 60% of the semester/program and/or course will be required to repay a portion of any unearned federal financial aid. If the student has received more than earned, notification will be sent as to the amount of aid to be returned, the due date, and the procedure. If the student has not yet received the full amount earned, notification will be sent regarding a post-withdrawal disbursement the student may receive, the response date, and the procedure.

Federal regulations only allow students to receive financial aid for classes they actually attend. Students who receive financial aid for classes they drop before the first day of class or that they otherwise never attended must return those funds.

There is no appeal process. Federal regulations do not allow a college to make any exceptions to the Return of Title IV requirements. Students who do not repay the funds owed are disqualified from eligibility for federal student aid at any college or university.

Students considering dropping classes should first consult with the Financial Aid Office to understand the implications of a complete withdrawal.

FEDERAL PELL GRANT
The Federal Pell Grant provides federal grants to eligible students to help meet college expenses. Students must file a FAFSA and have financial need as determined by a formula that is applied uniformly to all applicants throughout the nation. The Financial Aid Office calculates the actual award amount depending upon the financial information the student reports on the application, whether the student is enrolled full-time or part-time and the cost of education.

ACADEMIC COMPETITIVENESS GRANT
The Academic Competitiveness Grant is a federal grant that provides up to $750 for the first year of undergraduate study and up to $1,300 for the second year of undergraduate study to full-time students who are eligible for a federal Pell Grant and who successfully complete a rigorous high school program, as determined by the state or local education agency and recognized by the Secretary of Education. Second year students must maintain a cumulative grade point average (GPA) of at least 3.0.

To be eligible for the Academic Competitiveness Grant, students must:
• be a U.S. citizen
• be a Federal Pell Grant Recipient
• be enrolled full-time in a degree program
• be enrolled in the first or second academic year of his or her program of study at a two-year or four-year degree-granting institution
• have completed a rigorous secondary school program of study if a first-year student, not have been previously enrolled in an undergraduate program, and
• if a second-year student, have at least a cumulative 3.0 grade point average on a 4.0 scale for the first academic year

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG)
These federal grants are designed to assist students with exceptional financial need by supplementing other financial aid sources.

FEDERAL WORK-STUDY PROGRAM (FWS)
Federal Work Study provides part-time employment for students who demonstrate financial need. The Financial Aid Office will assist in placing students in jobs on campus or at off-campus non-profit agencies, as available. Students must not work until an official agreement is on file with the Financial Aid Office and may not work more than 20 hours per week, except during weeks that school is not in session. Current pay is $8.00 per hour. Work-study hourly wages are paid directly to the student to help with educational expenses.

NURSING STUDENT LOANS
Nursing Student Loans may be available to students in the Associate’s degree Nursing Program who demonstrate financial need. Loans range from $1,000 to $3,000 per academic year.

NOTE: MJC does not participate in any Direct Loan or Federal Family Loan Program.

BUREAU OF INDIAN AFFAIRS GRANTS (BIA)
Bureau of Indian Affairs Grants are provided to help eligible Native American students. Contact your Tribal Agency or the Financial Aid Office for more information.
State Financial Aid Programs

**BOARD OF GOVERNOR’S FEE WAIVER PROGRAM (BOGW)**

The BOGW waives the enrollment fee for eligible students. The BOGW is effective for an entire academic year (Summer/Fall/Spring). There is no minimum unit requirement. Students may apply by filling out the fee waiver application; however, Modesto Junior College encourages students to use the FAFSA application as they may qualify for other additional aid.

**CAL GRANTS**

Cal Grants are state-funded grants, which are awarded to eligible students to help meet college expenses. Students must file a FAFSA application and submit a GPA Verification Form. The application-filing deadline is March 2nd preceding the award year. A second deadline of September 2nd is available for students on a competitive basis who are planning to attend a community college during the award year.

**Cal Grant A** assists with tuition and fees for California residents at qualifying institutions offering baccalaureate degree programs. Awards may be held in reserve while attending a community college. There are two types of Cal Grant A awards – Entitlement and Competitive. Every current or previous year high school senior who has at least a 3.0 GPA, meets the financial and academic requirements and applies on time (March 2nd deadline) will receive a Cal Grant A Entitlement award. Other eligible students who have at least a 3.0 GPA may apply for a Cal Grant A Competitive award. Selections are based on a composite score that considers family income, parents’ educational level, GPA, time out of high school, single-family household, and former foster youth.

**Cal Grant B** provides a living allowance and tuition and fee assistance for low-income students. Beginning with the sophomore year, this award also helps pay tuition and fees at a qualifying institution offering baccalaureate degree programs. There are two types of Cal Grant B awards – Entitlement and Competitive. Current or previous year high school seniors with at least a 2.0 GPA who meet the financial and eligibility requirements and apply on time (March 2nd deadline) will receive a Cal Grant B Entitlement award. Other eligible students with at least a 2.0 GPA may apply for a Cal Grant B Competitive award. Selection is based on a composite score based on family income, parents’ educational level, GPA, time out of high school, single-parent household and former foster youth.

**Cal Grant C** provides assistance with costs for occupational and vocational programs. Selections are based on financial need, vocational aptitude and enrollment in an eligible program at a California community or independent college or vocational school that is at least four months long. Additional information may be obtained in the MJC Financial Aid Office.

**CALIFORNIA CHAFEE GRANT**

The Chafee Grant Program awards grants of up to $5,000 annually to foster youth and former foster youth to use for college courses or vocational school training. To be eligible the applicant must have been in foster care between their 16th-18th birthdays and be no more than 22 years old. The applicant must also file a FAFSA, available at www.fafsa.ed.gov as well as the California Chafee Grant Program Application, available at www.csac.ca.gov. Recipients must be enrolled at least half-time.

Scholarships at MJC

The Modesto Junior College Scholarship Program offers over 150 scholarships annually to eligible students in amounts ranging from $200 to $2,000. Incoming, continuing and students transferring to four-year colleges are encouraged to apply for scholarships at MJC. Funded by the MJC Foundation, private donors, community agencies and businesses, the scholarships are intended to help students achieve their educational goals.

Applicants must have a minimum grade point average of 3.0 and plan to attend full time. The scholarship application will be available beginning October 1, 2008 with the priority deadline being December 12th, 2008. The application period will encompass new-incoming, continuing, and transfer students. The deadline for current high school seniors who will be new-incoming freshmen at MJC is March 13, 2009. Students should contact the Scholarship Office for information on applying for scholarships once the deadline has passed. Check with the Scholarship Office located in Yosemite Hall 151 for specific dates and deadlines, or by calling (209) 575-7715.
Incomplete Grades

An Incomplete (I) grade will be given only in cases in which course work could not be completed because of illness or for a cause judged unavoidable by the instructor. Failure to complete regular course work by the end of the semester will not be reason for giving an Incomplete (I) grade. When a faculty member approves an (I) Incomplete grade, he or she will issue an incomplete and the in-lieu grade that will be recorded if the student does not make up the work in the allotted time.

Faculty will determine the amount of time that a student may have to make up the work, but in no event shall it exceed one year.

Faculty will submit to the Records Office a written record of the conditions for removal of the (I) grade and the grade to be assigned if the work is not completed. A copy of this record will be mailed to the student.

When the student has completed the course work, the faculty member will go to the Records Office and record the appropriate grade and sign the written record in the rollbook.

If the student has not completed the conditions for removal, the Incomplete grade (I) will be changed on the expiration date to the "grade in lieu of removal" assigned by the faculty member for the "I" grade.

Satisfactory Completion

"Satisfactory completion of" a course means that the student has earned a letter grade of A, B, C, P/CR. All prerequisite courses at MJC must be satisfactorily completed in order to enroll in a course which requires the prerequisite.

P/NP (Pass/No Pass)

A student may enroll in most courses with the option of one of two grading systems: (1) letter grade (A-F) or (2) Pass/No Pass (P/NP), formerly (CR/NC). The student must elect the P/NP option no later than the first 30% point of the class. The deadline to file P/NP for a full-term or short-term class is 30% of the class. If 30% falls on a weekend or holiday, the deadline to file P/NP forms in the Admissions Office is the preceding business day. (Forms are available in the Admissions Office or online at www.mjc.edu.) Unless otherwise stated by "GR" or (P/NP), all courses are offered with a choice of letter grade or P/NP option.

Because transfer institutions often do not accept P/NP grades in a student’s major, the college recommends that courses in the major be taken for a letter grade.

Instructors are required to give all students who complete the course a letter grade (A-F), regardless of student choice, unless the course is offered only for P/NP grading.

None of the units attempted under the P/NP grading option are used in computing the student’s grade point average. However, units attempted
for which (NP) is recorded are counted in determining progress probation and progress dismissal.

Fourteen units of P/NP may be used toward graduation. **An evaluation on a “P/NP” basis may not later be changed to a letter grade, nor may the reverse occur. (Section 55752 Title V, Effective Spring 1985.)**

**CAUTION: Some schools may consider “NP” the same as “F”:**

**Improvement of Grades**

Beginning with the Summer 2004 term, courses in which substandard grades of “D”, “F”, or “No Pass” were earned may be repeated only once. Students will be blocked from registering a third time for the same course if two substandard grades (D, F, or NP) have been recorded in previous grading periods. A student who wishes to enroll in a course for a third time will need to complete a Request for Third Enrollment Form with a counselor. Third enrollment petitions are available in the Counseling Office in Morris Memorial 103 and must be filed no later than the end of the first week of that term in which the class is to be repeated.

When a course in which a D grade was received is repeated, the student will receive the new grade and grade points earned but will receive no additional units for the course.

When a course in which an F, W, or NP grade was received is repeated, the student will be given both the units and grade points earned.

Courses in which the student has earned a C or better (including P) may not be repeated for improvement of grade.

**Grade Point Average (GPA)**

To graduate and to transfer to other collegiate institutions, the student must have at least a C average (2.0), based on the total grade points earned divided by the total number of units attempted. Students planning to transfer to a four-year university should check with a Counselor.

A course or unit attempted is any course or unit which in any semester appears on the official transcript. Courses with an *Incomplete* (I grade), a *Withdrawal* (W grade), *Pass* (P grade) *Credit/No Credit (CR/NC), or *No Pass* (NP grade) do not count in the grade point average. All other credit courses attempted are included in the average.

**Academic Probation and Dismissal**

A student shall be placed on academic probation if he or she has enrolled in a total of at least 12 semester units and the percentage of all units in which the student has enrolled, for which entries of “W”, “I”, “NC” and “NP” were recorded reaches or exceeds fifty percent (50%).

A student who is on academic probation shall be subject to dismissal for one calendar year if the cumulative percentage of units in which the student has been enrolled for which entries of “W”, “I”, and “NP” are recorded in at least three (3) consecutive semesters reaches fifty percent (50%).

A student on academic probation shall be removed from probation when the percentage of units in the categories of “W”, “I”, “NC” and “NP” drops below fifty percent (50%).

(For information on Readmission after Dismissal, see p. 20)

**Academic Distinctions**

- **GOOD STANDING**

  A student is in good standing academically when the grade point average is 2.0, a C average, or better, and the student has completed at least 50% of courses attempted.

- **GRADUATION WITH HONORS**

  Graduating students achieving a cumulative grade point average of 3.5 or higher in all degree-applicable coursework, including transfer work, will graduate with honors. This honor will be indicated on the transcript and the diploma.
Academic Renewal Regulation

Modesto Junior College regulations permit the removal of work completed at MJC which is substandard and not reflective of a student’s present scholastic ability and level of performance. The grades so removed will be disregarded in the computation of grade point averages.

1. Substandard work completed at MJC (grades of "D", "F", and/or "NC") may be removed from a maximum of two terms under the following conditions:
   a. A period of at least two years has elapsed since the work to be removed was completed.
   b. The work to be removed does not include courses previously used to establish eligibility for transfer, graduation, or certificate of achievement.
   c. A repeated course that has resulted in a satisfactory grade cannot be removed.
   d. The student has completed at MJC or another accredited college, since the work to be removed was completed, at least 15 semester units with at least a 3.0 GPA, 30 semester units with at least a 2.5 GPA, or 45 semester units with at least a 2.0 GPA.
   e. The terms need not be consecutive.
   f. If satisfactory course work has been completed in a semester where unsatisfactory course work has also been completed, the student can elect to have only the unsatisfactory course work removed.

Students wishing to use the academic renewal procedure should submit an application for academic renewal. Applications are available in Morris Building, Room 107.

When work is removed under (1) above, the permanent academic record shall be annotated in such a manner that all work remains legible, insuring a complete academic history.

Credit Policies

Units of Credit at MJC

Units awarded for a course depend on the number of lecture, lab, and lecture/lab hours in the course. Typically, 1.75 hours of lecture with 35 additional hours of outside work, or 52.5 hours of lab produce one unit of credit. A student’s weekly workload for a full-term course will be roughly three times the number of units of credit to be earned. A typical 3-unit lecture course requires nine hours per week: 3 hours of lecture and 6 hours of outside work.

RECOMMENDED STUDY LOADS / EXCESSIVE UNITS

A typical student load is 12 to 16 units of work per semester. A heavier or lighter study load may be recommended by a student’s advisor or counselor. In no case will a student be enrolled in more than 18 (12 units for summer) units of work without approval of an MJC counselor. Students on probation or dismissed status may be limited to the work load judged most suitable for them. Petition forms for excess units can be obtained in Morris Building Room 103.

LIMIT ON REMEDIAL COURSEWORK

Except as specifically exempted, students may not receive credit for more than 30 units of remedial coursework (Math, English, and Reading courses numbered 1-49).

EXEMPTIONS FROM REMEDIAL LIMIT

The following students will be exempt from the limit:

• Students enrolled in one or more courses of English as a Second Language.
• Students identified by a college in the district as having a learning disability.

Students may be granted a waiver to the limitation upon petition to a college in the district. Waivers will be granted only when the student shows significant and measurable progress toward the development of skills necessary for college-level courses. Such waivers will be given only for a specified period of time or for a specified number of units.

Students who are blocked from enrollment because of excessive remedial units should contact the Counseling Center, Morris, Room 103.

Acceptance of Credit from Other Institutions

Lower division credit will be accepted from institutions listed as accredited by accrediting bodies that MJC recognizes, or if the institution is listed as a candidate for accreditation in the publication “Accredited Institutions of Higher Education” (provided the institution offering the courses accepts them towards its own degree.)

Veterans and reservists who have completed basic training will receive three units of Health Education credit and two units of Physical Education credit upon presentation of their separation papers. Credit for military schools will be granted if recommended in “Guide to the Evaluation of Educational Experiences in the Armed Services.” Credit for USAFI courses will be granted if appropriate (18 units maximum).

Modesto Junior College does not evaluate international transcripts. The Records Office in Morris Building, Room 105 has a list of companies that provide the service for students. The evaluations Office will only consider lower division courses recommended by the service which are subsequently approved by the MJC division offering the course. The request forms for these companies can be picked up in the Evaluations Office, Morris Building, Room 107. The cost of the evaluation is the responsibility of the student.

In accordance with District policy, official college transcripts received by MJC will be evaluated for college credit. Transcripts received become the property of MJC.

Credit Earned from the 2+2 Program

While in high school, students can complete specific courses that will allow them to earn MJC credit. Such courses are part of the 2+2 program. Students who successfully complete approved 2+2 articulated high school courses with a grade of B or higher and enroll at MJC in a fall or spring semester following high school graduation will receive college credit(s). Please note: The 2+2 articulation agreement between the high school institution and MJC may require the student to meet special conditions beyond those required of passing with a B grade to receive the college credit. Special conditions exist for Agriculture, Foreign Language, and Mathematics courses.

WHILE IN A HIGH SCHOOL 2+2 COURSE

1. At the beginning of a 2+2 course the student will complete a Request to Participate in 2+2 program for that course from the high school instructor.
2. The instructor of the course sends the completed forms to the Early College/ Tech Prep 2+2 program at MJC, where student information is input in a database that tracks students participating in 2+2 courses.

3. After the course is completed and the grade is earned, students earning B grades or higher will receive photocopies of 2+2 certificates at the mailing address specified on the Request to Participate form. The original certificate stays on file at MJC in the Early College program office.

4. Certificates will be active and cross-referenced with information in the MJC Records Office (Morris Memorial, Room 105) for a maximum of two years following the date of high school graduation.

UPON ENROLLING AT MJC AFTER GRADUATION

1. If a student meets all conditions specified in the course’s 2+2 Articulation Agreement, the grade earned in the high school course will be posted on the student’s MJC transcript the beginning of the second semester of enrollment at MJC.

2. Students receive college credit for approved high school courses in which a grade of B or higher was earned. They receive the letter grade earned in high school on their MJC transcript.

Earning Credit by Examination

A student may petition for “credit by examination” in appropriate courses as determined by the Academic Division or area, provided the student has evidence of training and/or experience in that subject area. **Students may take the exam one time only.**

TO BE ELIGIBLE FOR CREDIT BY EXAMINATION

A student must be in good standing as evidenced by:

1. Registration in other Modesto Junior College credit course(s) at the time the course is challenged.

2. A cumulative grade point average of 2.0 (C) or better for any previous college units earned.

To be awarded credit, the student must have a grade notation in at least one other MJC credit course in the semester in which credit is awarded. [Notation includes grade, incomplete (I) or withdrawal (W)]

CAUTION: Please note that four-year college/university policies on awarding credit for courses taken on a credit by examination basis vary from campus to campus.

**COURSE CREDIT BY EXAMINATION WILL NOT BE GRANTED:**

1. If the units granted would cause the student to have completed more than 30 units of credit by examination

2. In course in which a student is currently enrolled

3. That is below the academic level of a course already completed

4. In which a student has received a grade, i.e. a “W” will be regarded as a grade.

5. In which the student has received Advanced Placement (AP) credit.

TO BEGIN THE CREDIT BY EXAMINATION PROCESS:

1. Confer with the Academic Dean of the course subject area. Credit by Examination is not available for all courses. Check with the Dean to determine if the course you wish to challenge is available for credit by examination. Student must be able to provide evidence of training and/or experience in the subject area. The Dean will give the student a Petition for Credit by Examination to complete. The form is given back to the Division Office. A student who wishes to file for the credit-no credit option must submit this request at the time the credit for examination petition is filed after the Division has approved the Credit by Examination petition.

2. Pay the current per-unit* enrollment fee for each course at the MJC Business Office and bring the receipt to the Division Office.

3. Arrange a time and location for the examination with the Academic Dean or instructor designated by the Dean.

Units earned by examination do not count towards the residence requirement for graduation nor do they count toward full-time status. Petitions must be filed no later than seven weeks before the end of the semester. A current per-unit enrollment fee will be charged for each course challenged. (A waiver of fee may be granted based on Financial Aid Office criteria.) See page 18 for current fee information.

*Fee subject to change pending action by the CA State Legislature
Advanced Placement Credit

Modesto Junior College recognizes the Advanced Placement (AP) Program of the College Entrance Examination Board. Advanced Placement credit will be granted to those students earning a score of 3, 4, or 5 according to the following policy:

<table>
<thead>
<tr>
<th>AP Examination Name</th>
<th>COMPETENCY MET OR ACTIVITIES MET</th>
<th>MJC GE/ACTIVITIES UNIT CREDITED</th>
<th>CSU GE AREA &amp; UNIT CREDITED</th>
<th>UC AREA &amp; UNIT CREDITED</th>
<th>IGETC AREA &amp; UNIT CREDITED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art History</td>
<td>C</td>
<td></td>
<td>3A or 3B</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Biology</td>
<td>A</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Calculus AB</td>
<td>D2 &amp; E</td>
<td></td>
<td>2A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Calculus BC</td>
<td>D2 &amp; E</td>
<td></td>
<td>2A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chemistry</td>
<td>A</td>
<td></td>
<td>3A w/lab</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chinese Language &amp; Culture</td>
<td>C</td>
<td></td>
<td>3B &amp; 6A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Comparative Gov't. &amp; Politics</td>
<td>B</td>
<td></td>
<td>4H</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Computer Science A/B</td>
<td>D2 &amp; E</td>
<td>N/A</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>English Language</td>
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<td></td>
<td>1A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Environmental Science</td>
<td>D</td>
<td></td>
<td>1A or 3B</td>
<td></td>
<td></td>
</tr>
<tr>
<td>European History</td>
<td>C</td>
<td></td>
<td>3B</td>
<td></td>
<td></td>
</tr>
<tr>
<td>French Language</td>
<td>C</td>
<td></td>
<td>3B &amp; 6A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>French Literature</td>
<td>C</td>
<td></td>
<td>3B &amp; 6A</td>
<td></td>
<td></td>
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<tr>
<td>German Language</td>
<td>C</td>
<td></td>
<td>3B &amp; 6A</td>
<td></td>
<td></td>
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<tr>
<td>Human Geography</td>
<td>B</td>
<td></td>
<td>3B</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Italian Language &amp; Culture</td>
<td>C</td>
<td></td>
<td>3B &amp; 6A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Japanese Language &amp; Culture</td>
<td>C</td>
<td></td>
<td>3B</td>
<td></td>
<td></td>
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<tr>
<td>Latin Literature</td>
<td>C</td>
<td></td>
<td>3B</td>
<td></td>
<td></td>
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<tr>
<td>Latin: Vergil</td>
<td>C</td>
<td></td>
<td>3B</td>
<td></td>
<td></td>
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<tr>
<td>Macroeconomics</td>
<td>B</td>
<td></td>
<td>4B</td>
<td></td>
<td></td>
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<tr>
<td>Microeconomics</td>
<td>B</td>
<td></td>
<td>4B</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Music Theory</td>
<td>C</td>
<td></td>
<td>3B</td>
<td></td>
<td></td>
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<tr>
<td>Physics B</td>
<td>A</td>
<td></td>
<td>3B w/lab</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Physics C: Electricity/Magnetism</td>
<td>A</td>
<td></td>
<td>3B w/lab</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Physics C: Mechanics</td>
<td>A</td>
<td></td>
<td>3B w/lab</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Psychology</td>
<td>B</td>
<td></td>
<td>4I</td>
<td></td>
<td></td>
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<tr>
<td>Spanish Language</td>
<td>C</td>
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<td>3B</td>
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<tr>
<td>Statistics</td>
<td>D</td>
<td></td>
<td>2A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Studio Art: 2D Design</td>
<td></td>
<td></td>
<td>3B</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Studio Art: 3D Design</td>
<td></td>
<td></td>
<td>3B</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Studio Art: Drawing</td>
<td></td>
<td></td>
<td>3B</td>
<td></td>
<td></td>
</tr>
<tr>
<td>U.S. Government &amp; Politics*</td>
<td>B</td>
<td></td>
<td>3B or 4F</td>
<td></td>
<td></td>
</tr>
<tr>
<td>U.S. History*</td>
<td>B</td>
<td></td>
<td>3B or 4F</td>
<td></td>
<td></td>
</tr>
<tr>
<td>World History</td>
<td>B</td>
<td></td>
<td>3B or 4F</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Does not contain the California State and Local Government Requirements (US-3) required for American Institution certification. Meet with a counselor for assistance.

1 Students seeking certification in GE Breadths prior to transfer must have passed the test before Fall 09.
2 If a student passes more than one AP exam in physics, only six units of credit may be applied to the baccalaureate and four units of credit may be applied to a certification in GE Breadth.
3 AP exams may be used in either area regardless of where the certifying curriculum’s discipline is located.
4 Students who pass AP Environmental Science exam 4 units of credit. Tests taken Fall 09 or earlier may apply to either (B1 + B3) or (B2 + B3) of GE Breadth. After Fall 09, those credits only apply to (B1 + B3).

NOTE: Each AP exam may be applied to one IGETC area as satisfying one course requirement, with the exception of Language other Than English (LOTE).

■ AP POLICY

• Students must be enrolled at MJC in order to apply for unit credit for AP exams.

• Students will be granted unit credit for AP exam scores of three (3), four (4), or five (5) toward the fulfillment of requirements reflected in the chart.

• Unit credit earned through AP exams will be listed on the transcript based on the AP exam passed.

• Unit credit earned through AP exams to satisfy MJC-GE/Activities/Competencies will be based on the comparable course in the MJC catalog. A list of the comparable courses for each AP exam will be available from the MJC Articulation Officer (MM 205 D) upon request.

• All CSU campuses will accept the minimum units shown toward the fulfillment of the designated general education breadth area if the exam is included in a full or subject area certification.

• Units earned by AP exams will be used to meet IGETC (Interssegmental General Education Transfer Curriculum), with the exception of critical thinking, Area 1B & Speech Communications, Area 1C.

• Official score reports from the College Board AP Program must be sent to Modesto Junior College, Attention: Vice President, Student Services. Official score reports can be requested at (888) 225-5427 (toll-free).

■ FOUR-YEAR UNIVERSITY CAUTION

The applicability & quantity of unit credit for AP exams granted toward major or satisfaction of prerequisites, or baccalaureate degree, and/or GE Breadth requirements continues to be determined by the individual CSU/UC/private campuses. Students should meet with an MJC counselor and/or check with the transfer campus of their choice for its policies on awarding unit credit for AP exams.

■ AP RESTRICTIONS

• Unit credit for AP exams will not be included in the fourteen (14) unit P/NP graduation limitation established by MJC or the thirty (30) unit credit by examination limitation on challenge examinations.

• Unit credit for AP exams will not be used to satisfy the college’s twelve-unit (12) residency requirement.

• Unit credit for AP exams will not be used to satisfy financial aid, veterans, or EOPS eligibility criteria regarding enrollment status.

• Unit credit for AP exams will not be used in lieu of MJC Assessment Tests to satisfy reading, or math prerequisites.

Prerequisite Challenge petitions & Course Substitution forms are available through the respective division office.

LEGEND

- Units earned
- MJC “Math” Competency Met or Exceeded
- MJC “Written Expression” Competency Met or Exceeded
- MJC “Activities Requirement” fulfilled (and units earned as indicated)
Parking

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 the Board of Trustees.

**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 Security. 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:

1. Permits are required anytime a vehicle is parked anywhere on MJC property, except on Saturday, Sunday, School Holidays, and Fridays after 5 p.m.
2. 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.
3. 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).
4. Students can purchase Parking Permits by the semester, at both East and West Campus Business offices. The East and West Campus Business Offices are usually open extended hours for the first two weeks of school.
5. Security 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.

6. 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:
   a. East—Parking Lot B (between Science and Coldwell): Staff (A, T), handicap, or guests until 5:00 PM
   b. East—Baseball Field Parking Lot: Only Semester/Annual permits (A, T, S) until 12:00 Noon.
   c. West—Child Care Lot: Semester/Annual permits (A, T, S) until 12:00 PM.
   d. Area in front of MICL Building: MICL Permit Holders from 8:00 - 2:00 PM

7. 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 you do not cover the permit or knock it to the floor of the car.

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. Security 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.
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 conditions 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 Modesto Police Department reported the following crimes on or adjacent to the Modesto Junior College campus for 2005 - 2007.

<table>
<thead>
<tr>
<th>Crime</th>
<th>2005</th>
<th>2006</th>
<th>2007</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sexual Offenses - Forcible</td>
<td>0</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Murder</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Aggravated Assault</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Robbery</td>
<td>1</td>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td>Burglary</td>
<td>4</td>
<td>12</td>
<td>11</td>
</tr>
<tr>
<td>Arson</td>
<td>1</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>Vehicle Theft</td>
<td>53</td>
<td>15</td>
<td>9</td>
</tr>
<tr>
<td>Weapons Law Violations</td>
<td>0</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Drug Law Violations</td>
<td>1</td>
<td>6</td>
<td>3</td>
</tr>
<tr>
<td>Liquor Law Violations</td>
<td>2</td>
<td>11</td>
<td>4</td>
</tr>
</tbody>
</table>

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 Health Services and Wellness Programs offer education and information on drug use and also can refer students to community agencies for counseling or rehabilitation. Contact Health Services for more information.

According to MJC’s Standards of Conduct, students are subject to disciplinary action for the 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 (1) for a security escort, (2) for a battery jump or door unlock, (3) for any type of emergency service on campus, and (4) to report day pass machine malfunctions.

Escort Service

Campus security officers are available during day and evening hours to escort students to their cars. An escort may be requested by calling Campus Security 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 others and their property.
- Be responsible. Report all crimes and unusual activity to Campus Security.
- Use well-lighted walkways.
- Park in well-lighted areas, away from shrubbery and trees.
- Always lock your car and take your keys.

Sexual Assault

Sexual activity without mutual and expressed consent is sexual assault. Acquaintance/date rape is a serious problem on college campuses. Awareness and clear, assertive communication are the best tools for prevention. For more information, contact the Health Services Office, Morris Building, Room 108.

Date Rape

Sexual activity without mutual and expressed consent is sexual assault. On college campuses, 90% of the women who are raped know their attackers. More than half of these rapes occur on dates.

To prevent date 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 in the Morris Building, Room 108 for more information.

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.
Applying for and Receiving Academic Awards

About MJC Awards
The Board of Trustees of the District shall award the Associate of Arts degree, the Associate of Science degree, and the Certificate of Achievement to applicants upon the satisfactory completion of the requirements as listed in this catalog.

Philosophy of the Associate's Degree
The awarding of an Associate's degree represents more than an accumulation of units. It symbolizes the successful attempt on the part of the student to develop certain abilities and insights by following patterns of learning designed by the college. It is expected that courses used in satisfying the requirements will demand effective study and active involvement on the part of the student and that significant change and growth will result from that study and involvement.

The holder of the Associate's degree will demonstrate college-level skills in reading, writing, and mathematics. In addition to these skills, the student will develop a greater ability to understand the modes of inquiry and expression of the major disciplines in the areas of natural science, social and behavioral sciences, the humanities, English composition, and communication and analytical thinking. Finally, the graduate will evaluate educational opportunities, identify personal goals, explore areas of involvement within the campus community, and develop an understanding of the integrated physiological and psychological human being.

Central to an Associate's degree, these general education requirements are designed to introduce students to the variety of means through which people perceive, describe, and interact with the modern world. Those who earn degrees will be better prepared to address ethical and social problems and to evaluate and appreciate the physical environment, the culture, and the society in which they live.

By completing the requirements of a major, the degree-holder will gain sufficient depth in one field of knowledge to form a basis for more advanced study, to fulfill an occupational objective, or to pursue other lifetime interests.

DIFFERENCE BETWEEN AS AND AA DEGREES
The major difference between the Associate of Science degree and the Associate of Arts degree is in the purpose underlying the programs. The Associate of Arts assumes the completion of a mid-goal in preparation for the bachelor's degree or a termination of an effort which is general education or liberal arts-oriented.

The requirements of the Associate of Science degree approximate a program based upon specific, designated courses which tend to be sequential and lead to the attainment of well-defined performance goals or skill proficiencies.

It is the responsibility of the student to consult with a counselor regarding the proper sequence in which courses should be taken to satisfy graduation requirements.

夤 EARNING MULTIPLE ASSOCIATE'S DEGREES
A student may earn more than one Associate of Arts and/or Associate of Science degree from Modesto Junior College. A course used for a prescribed graduation requirement or to meet general education requirements may count toward more than one degree. However, a student may earn a degree in General College or General Education, but not in both. In addition, a student may not earn an AA and an AS in the same program.

Certificates of Achievement
Students who complete requirements in certain technical and academic programs in Agriculture, Allied Health, Business, Child Development, English, Fire Science, Nursing, and Trade and Technical Education may earn Certificates of Achievement. Certificates are awarded in recognition of completion of requirements specified in each area. Interested students should consult division advisors.

Applying for an Associate's degree or Certificate of Achievement

夤 A candidate for an Associate of Arts degree, Associate of Science degree or a Certificate of Achievement must file an application for the degree or certificate in the Evaluations Office, Morris Memorial Room 107, when a student is in his or her last semester of potential program completion. No student, however, is a candidate for graduation until the degree or certificate application is completed. Graduation ceremonies for degree candidates are held at the end of the spring semester each year. Diplomas will be dated at the end of the semester or summer session in which the qualified student applies. Diplomas and certificates are available to successful candidates approximately two months after term is completed.

Graduation Ceremony for Associate's degree
The Student Development and Campus Life Office is responsible for coordinating the graduation commencement exercise. Instructions for graduating will be outlined in an early spring edition of the Graduation Newsletter. The Graduation Newsletter includes information about commencement exercise, student speakers, graduation luncheon, graduates with honors, graduation fees, caps, gowns and announcements. The Graduation Newsletter includes information about graduate photos, awards, and other accomplishments. Graduation tee-shirts may be purchased from the Student Development and Campus Life office. (209) 575-7991.
Transcripts and Academic Records

**Official Transcripts**

**EAST CAMPUS:** Records Office  
Morris Memorial Building, Room 105  
Website:  [www.mjc.edu/records/transcriptrequest.pdf](http://www.mjc.edu/records/transcriptrequest.pdf)  
Phone: (209) 575-6018  
FAX: (209) 575-6723  
Hours: M-Tu 8:00 AM – 7:00 PM  
W-F 8:00 AM - 5:00 PM  
Summer Hours: M-Th 7:30AM – 5:30 PM  
F CLOSED

Official transcripts will be issued upon written request to the Records Office. Processing time is 3-5 working days. To comply with the student privacy laws, transcripts cannot be sent in response to telephone requests. Transcripts cannot be issued without written consent or release signed by the student with the exception of transcripts being sent directly to another educational institution. Official transcripts are provided for a fee of $5 per transcript payable in advance. The first two transcripts are free of charge. Official transcripts will be provided within 24 hours on an emergency basis for a fee of $10, and on-the-spot transcripts will be available for a fee of $20.

Verifications will not be issued for students who have a financial obligation to the college or any other type of hold on their records. Any financial obligation to the college should be resolved in the Business Office. For information on requesting MJC verifications, students may go to the Admissions Office.

**Student Academic Records Regulations**

Responsibility for student records rests with the Records Office. However, each college department which houses student records is charged with maintaining their privacy and access according to college policy. Division deans are responsible for certain student files when those students are enrolled in majors within the dean’s division. Students may find files that pertain to them in the division office of their academic major.

In addition, student information is maintained under the supervision of the Chief Operations Officer of Business Services (student financial responsibility), Vice President of Student Services (financial aid, counseling materials, placement data), Vice President of Instruction, (apprenticeship, community services, work experience), and the Dean of Matriculation, Admissions and Records (all permanent academic files).

Student records will be reviewed annually, and those which are no longer required to be maintained per Education Code will be destroyed in accordance with Title V regulations.

Student information designated as public directory information may be released at the discretion of the college to anyone at any time unless the college has received a prior written objection from the student specifying information which should not be released. Modesto Junior College will not release directory information for individual use or to private business or commercial firms for use in advertising or publicity. Directory information includes student participation in officially recognized activities and sports, including weight and height of members of athletic teams and high school graduation of athletic team members, degrees and awards received, including honors, scholarship awards, athletic awards, and President’s List recognition.

A student’s records are open to the student, employees of the college acting in the course of their duties, and state and federal officials as defined in Sections 54610 and 54622 of the California Administrative Code.

MJC may grant access to individual student records for educational or emergency purposes and for court orders as permitted in Sections 54620 and 54622 of the California Administrative Code.

Students may ordinarily review their records at any time during working hours. The college will make records available within five to ten working days of a student’s written request.

Students can file a complaint against MJC if they feel a privacy or records access/correction violation has been made. The complaint must be made in writing to the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.
Student Records & Privacy Act

For the purposes of this policy, Modesto Junior College (MJC) uses the following definitions of terms. Student - any person who attends or has attended Modesto Junior College (MJC). Education records - any record (in handwriting, computerized print, tapes, film, or other medium) maintained by MJC or an agent of the college that is directly related to a student, except:

1. A personal record kept by a staff member, if it is kept in the personal possession of the individual who made the record, and information contained in the record has never been revealed or made available to any other person except the maker's temporary substitute.
2. An employment record of an individual whose employment is not contingent on the fact that he or she is a student, provided the record is used only in relation to the individual's employment.
3. Records maintained by MJC Security if the record is maintained solely for law enforcement purposes, is revealed only to law enforcement agencies of the same jurisdiction and does not have access to education records maintained by the College.
4. Records maintained by Health Services if the records are used only for treatment of a student and made available only to those people providing the treatment.
5. Alumni records containing information about a student after he or she is no longer in attendance at the college and the records do not relate to the person as a student.

Procedure to Inspect Records

Students may inspect and review their education records upon request to the appropriate record custodian. Students should submit to the record custodian or an appropriate college staff member a written request identifying as precisely as possible the record or records he or she wishes to inspect.

The record custodian or an appropriate college staff member will make the needed arrangements for access as promptly as possible and notify the student of the time and place where the records may be inspected. Access must be given in 15 days or less from the receipt of the request.

When a record contains information about more than one student, the student may inspect and review only the records that relate to him or her.

Right to Refuse Access to Records

MJC reserves the right to refuse student access to the following records:

1. The financial statement of the student's parents.
2. Letters and statements of recommendation for which the student has waived his or her right of access, or which were placed in file before Jan. 1, 1975.
3. Those records which are excluded from the FERPA definition of education records.

Refusal to Provide Copies of Records

MJC reserves the right to deny transcripts or copies of records not required to be made available by FERPA if the student:

1. lives within commuting distance of the college.
2. has an unpaid financial obligation to the college.
3. has an unresolved disciplinary action against him or her.

Fees for Copies of Records

The fee for copies will be 10 cents per page. The fee for subpoenas is $15.00. For transcript and verification fees, see p. 27.

Disclosure of Records

MJC will disclose information from a student's education records only with the written consent of the student, except:

1. To college officials who have a legitimate educational interest in the records. A college official is:
   a. A person employed by the college in an administrative, supervisory, academic, research or support staff position.
   b. A person elected to the Board of Trustees.
2. A person employed by or under contract to the college to perform a special task, such as the attorney or auditor.
3. A college official has a legitimate educational interest if:
   a. Performing a task that is specified in his or her position description or by a contract agreement.
   b. Performing a task related to a student's education.
   c. Performing a task related to the discipline of a student, or
   d. Providing a service or benefit relating to the student or student's family, such as health care, counseling, job placement or financial aid.
4. Information defined as directory information.
5. To officials of another school or college, upon request, in which a student seeks or intends to enroll.
6. To certain officials of the U.S. Department of Education, the Comptroller General and state and local educational authorities, in connection with certain state or federally supported education programs.
7. In connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the aid.
8. To organizations conducting certain studies for or on behalf of the college.
9. To accrediting organizations to carry out their functions.
10. To comply with a judicial order or a lawfully issued subpoena.
11. To appropriate parties in a health or safety emergency.
Record of Requests for Disclosure of Records

MJC will maintain a record of all requests for and/or disclosure of information from a student’s education records. The record will indicate the name of the party making the request, any additional party to whom it may be disclosed and the legitimate interest the party had in requesting or obtaining the information.

Correction of Records

Any student may file a written request with the President to correct or remove information recorded in his student records which he or she alleges to be (1) inaccurate; (2) an unsubstantiated personal conclusion or interference; (3) a conclusion or interference outside of the observer’s area of competence; or (4) not based on the personal observation of a named person with the time and place of the observation noted. This procedure does not include the correction of a grade.

The Solomon Amendment

Federal statute (public law 104-208 and public law 104-206, commonly known as the Solomon Amendment) requires that community colleges provide student directory information to the Department of Defense, including military recruiters, upon request.

Annual Notifications:

Educational Research and the Privacy of Student Education Records

Educational Research, including assessment and evaluation of the teaching and learning process, is periodically conducted at Modesto Junior College in established or commonly accepted educational settings, involving normal educational practices.

The Family Educational Rights and Privacy Act (FERPA) is a “Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.” (http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html) “No district representative shall release the contents of a student record to any third party without prior written consent of the student, other than directory information as defined in this policy and information sought pursuant to a court order or lawfully issued subpoena, or as otherwise authorized by applicable federal and state laws.” (YCCD Board Policy 5040: http://www.yosemite.edu/trustees/policyandprocedures/5040%20Student%20Records%20and%20Privacy.pdf) FERPA “prohibits the release of student records (verbally, in writing, or by any other means) … unless there is a specific statutory authorization or a legitimate education interest to be used internally, a need to know (as part of fulfilling job duties) or an emergency.” (YCCD Research Work Group Research Request Protocol)

You are protected under both FERPA and the U.S. Department of Health and Human Services, Office for Human Research Protections. (http://www.hhs.gov/ohrp/)
Student Rights and Responsibilities

Standards of Conduct, Academic Integrity Policy, and Discipline Procedures
STUDENT RIGHTS AND RESPONSIBILITIES

Responsibilities relating to attending MJC

Modesto Junior College strives to make students aware of the varied educational programs that it offers and to provide smooth access to these programs. Once enrolled, the college provides many services to ensure success. Each student is required to:

• Express at least a broad educational intent upon admission (educational goal and educational program)
• Declare a specific educational goal by the time 15 units are earned
• Participate in assessment, orientation, counseling and advising prior to registration
• Complete an educational plan with a counselor in the semester following the completion of 15 units
• Diligently attend class
• Complete assigned work
• Abide by the Student Code of Conduct
• Read and obey all published college rules and regulations
• Officially enroll in every class before the "add" deadline date and pay all fees within 24 hours of enrollment
• Complete courses and maintain progress toward an educational goal according to standards established by the college

It is the responsibility of each student to:

• Inform the Admissions and Records Office of changes in personal data (name, mailing address, email address, phone number(s), major goal, educational status, etc.)
• Enroll in each class
• Complete each class or withdraw officially
• Submit legal, not fraudulent documents

Responsibilities relating to class attendance

All students enrolled at Modesto Junior College are expected to be punctual and attend classes regularly. Instructors are encouraged to announce to their students their policies regarding excessive absences or tardiness at the beginning of the semester. When an instructor determines that a student's absences are excessive, the instructor may drop the student from the class. It is the student's responsibility to discuss anticipated and/or extensive absences with the instructor. No absence relieves the student of the responsibility of completing all work assigned. Any student who fails to attend class regularly may be dropped; however, it is the responsibility of the student to complete the course or to officially withdraw from a class. Tardiness may be treated as an absence.

Right to petition for specific consideration

A student may petition for issues related to specific courses (i.e., grade correction, residency, course repeat due for recency). Issues that relate to missed deadlines and graduation requirements are not petitionable. Petitions are reviewed by the MJC Petitions Committee, and in some instances, division deans and/or instructors. Petition forms are available in the Office of Student Success, located on the East Campus in the Library Basement, Room 20. Permission to take excess units and maximum repeats of a course are done through the Counseling Office in the Morris Building, Room 103. Academic Renewal applications are available in the Records Office in the Morris Building, Room 107. Petition forms for Prerequisite/Co-requisite Challenge, No-Show verifications, and Credit-by-Examination petitions are available in division offices.

Right to challenge a prerequisite

Any student may challenge a prerequisite on the grounds that (1) it was not established in accordance with the District's policy; (2) it is in violation of Title 5; (3) it is discriminatory; (4) student can succeed even though student has not completed the prerequisite; or (5) student will be subject to undue delay because the prerequisite has not been made reasonably available. To challenge a prerequisite, the student must complete a prerequisite challenge form (available in the Division Office for the discipline of the course to be challenged) and state the basis for the challenge. A committee from the Division in which the class is offered will review each petition and render a decision within five working days. It is the responsibility of the student to provide information that supports the challenge.

Academic Freedom and the student

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.
Standards of Student Conduct & Behavior

Modesto Junior College under the Yosemite Community College District Board Policy has specified those standards of student behavior which it considers essential to its educational mission and its campus life. These regulations are designed to represent reasonable standards of conduct. The Standards of Conduct govern the behavior of students and guests on campus and at college-sponsored activities. Violations of the codes may subject individuals to disciplinary action, which is consistent with the requirements of due process.

### CAUSES FOR DISCIPLINARY ACTION

<table>
<thead>
<tr>
<th>The following conduct shall constitute good cause for discipline, including, but not limited to, the removal, suspension or expulsion of a student:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Causing, attempting to cause, or threatening to cause physical injury to another person.</td>
</tr>
<tr>
<td>2. Possession, sale or otherwise furnishing any firearm, knife, explosive or other dangerous object, including but not limited to any facsimile firearm, knife or explosive, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from a district employee, which is concurred in by the college president.</td>
</tr>
<tr>
<td>3. Unlawful possession, use, sale, offer to sell, or furnishing, or being under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the California Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5.</td>
</tr>
<tr>
<td>4. Committing or attempting to commit robbery or extortion.</td>
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<tr>
<td>5. Causing or attempting to cause damage to district property or to private property on campus.</td>
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<tr>
<td>6. Stealing or attempting to steal district property or private property on campus, or knowingly receiving stolen district property or private property on campus.</td>
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<tr>
<td>7. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the college or the district.</td>
</tr>
<tr>
<td>8. Committing sexual harassment as defined by law or by district policies and procedures.</td>
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<tr>
<td>9. Engaging in harassing or discriminatory behavior based on race, religion, creed, color, national origin, ancestry, disability, sex (i.e., gender), marital status or sexual orientation or any other status protected by law.</td>
</tr>
<tr>
<td>10. Willful misconduct which results in injury or death to a student or to college personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the district or on campus.</td>
</tr>
<tr>
<td>11. Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, college personnel.</td>
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<tr>
<td>12. Cheating, plagiarism (including plagiarism in a student publication), or engaging in other academic dishonesty.</td>
</tr>
<tr>
<td>13. Dishonesty, forgery, alteration or misuse of college documents, records or identification, or knowingly furnishing false information to the district.</td>
</tr>
<tr>
<td>14. Unauthorized entry upon or use of college facilities.</td>
</tr>
<tr>
<td>15. Lewd, indecent or obscene conduct on district-owned or controlled property, or at district-sponsored or supervised functions.</td>
</tr>
<tr>
<td>16. Engaging in expression which is obscene, lewd or lascivious, which so incites students as to create a clear and present danger of the commission of unlawful acts on college premises, or the violation of lawful district administrative procedures, or the substantial disruption of the orderly operation of the district.</td>
</tr>
<tr>
<td>17. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.</td>
</tr>
<tr>
<td>18. Obstruction or disruption of teaching, research, administration, disciplinary proceedings, or other college activities, including its public service functions, or any other authorized activities. Pagers, cellular telephones and other similar electronic devices must be turned off in classrooms and other campus sponsored events unless authorized by an appropriate faculty or staff member.</td>
</tr>
</tbody>
</table>

### DISCIPLINARY ACTION AND CONSEQUENCES

<table>
<thead>
<tr>
<th>Violators of the Standards of Conduct are subject to the following types of disciplinary action, which will be administered by appropriate College personnel:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Informal Reprimand</strong>: An oral admonition or warning to cease and desist from conduct that has been determined to violate the standards of conduct.</td>
</tr>
<tr>
<td><strong>Formal Reprimand</strong>: Written admonition or warning to cease and desist from conduct that has been determined to violate the standards of conduct.</td>
</tr>
<tr>
<td><strong>Removal from Class</strong>: The involuntary removal of a student from class by an Instructor for a maximum period of two consecutive class sessions.</td>
</tr>
<tr>
<td><strong>Removal from Facility</strong>: The involuntary removal of a student by an administrator from a District or College facility, or facility under the control of the District or College for a maximum period of two consecutive days.</td>
</tr>
<tr>
<td><strong>Loss of Privileges</strong>: Disciplinary action involving the loss of certain student privileges, such as eligibility to participate in extracurricular activities, for a stated period of time.</td>
</tr>
<tr>
<td><strong>Disciplinary Probation</strong>: A status between good standing and suspension or expulsion. It covers a stated trial period and disciplinary conditions required of the Yosemite Community College District.</td>
</tr>
<tr>
<td><strong>Suspension</strong>: The involuntary removal of a student for good cause from one or more classes from the college by action of the Student Discipline Officer for a limited period of time, as follows:</td>
</tr>
<tr>
<td>a. <strong>Short-Term Suspension</strong>: Removal from one or more classes for a period of up to 10 consecutive days of instruction;</td>
</tr>
<tr>
<td>b. <strong>Long-Term Suspension</strong>: Removal from one or more classes for the remainder of the academic term; Removal from one or more classes for one or more academic terms; or Removal from all classes and activities of the College for one or more academic terms.</td>
</tr>
<tr>
<td><strong>Immediate Suspension</strong></td>
</tr>
<tr>
<td><strong>Expedition</strong></td>
</tr>
</tbody>
</table>

The Standards of Conduct Policy and Procedures are available at: [http://www.yosemite.edu/Trustees/boardpolicy.htm](http://www.yosemite.edu/Trustees/boardpolicy.htm)
Maintaining Academic Integrity at Modesto Junior College

« VIOLATIONS OF ACADEMIC INTEGRITY »
The Academic Senate at MJC shares the original jurisdiction for conduct violations in the area of academic integrity. The Academic Senate at MJC has defined academic integrity and identified possible means for maintaining academic integrity at the College. The following are violations of academic integrity.

• CHEATING: Intentionally using or attempting to use unauthorized materials, information or study aids in any academic exercise; misrepresenting or non-reporting of pertinent information in all forms of work submitted for credit.

• FACILITATING ACADEMIC DISHONESTY: Intentionally or knowingly helping, or attempting to help, another to violate a provision of the institutional code of academic integrity.

• PLAGIARISM: The deliberate adoption or reproduction of ideas, words or statements of another person as one’s own, without acknowledgement. This includes all group work and written assignments.

« CONSEQUENCES OF VIOLATIONS »
The grading of a student’s work rests on the fundamental idea that an instructor is evaluating a student’s own work, so cheating or plagiarism demonstrates a failure to complete this most basic requirement of any course. Thus a faculty member may administer academic consequences for violating the Academic Integrity Policy ranging from partial credit to an F on the assignment or exam.

The instructor may also consider that a student’s violation of academic integrity should be a consideration for disciplinary measures. Disciplinary action for violating academic integrity is administered through the Office of Student Success under Board Policy 5500 Standards of Conduct.

« ACADEMIC INTEGRITY IN THE MJC COURSE »
1. Academic areas may develop for their faculty and students a statement of the application of the Academic Integrity Procedure in their courses; and
2. Each faculty member is encouraged to include in his/her introduction to a course:
   a. A statement of the application of the Academic Integrity Procedure within his/her course.
   b. A statement notifying students that violations of the Academic Integrity Procedure will be reported.

« DUE PROCESS FOR VIOLATIONS OF ACADEMIC INTEGRITY »
3. Students shall be given notice of the violation and,
4. Students shall be given an opportunity to respond to the allegations.

Policy on Illegal Distribution of Copyrighted Materials
Modesto Junior College students are prohibited from using the Yosemite Community College District (YCCD) information network to illegally download or share music, video and all other copyrighted intellectual property. Modesto Junior College supports the Higher Education Opportunity Act and Digital Millennium Copyright Act, including efforts to eliminate the illegal distribution of copyrighted material. Under the law, college administrators may be obligated to provide copyright holders with information about users of the YCCD information network who have violated the law. Be aware that illegal forms of downloading and file sharing as well as the unauthorized distribution of copyrighted materials are violations of the law and may subject you to academic sanctions from the college as well as criminal and civil penalties, including a lawsuit against you by the Recording Industry Association of America (RIAA). Learn more at www.campusdownloading.com. In addition to being illegal, file sharing drains the YCCD network’s bandwidth, which slows computer connections for students and employees who are using the network for legitimate academic purposes and ultimately costs the college money. The illegal downloading and sharing of music or other copyrighted intellectual property is a form of theft and is prohibited under the Standards of Student Conduct (see page 45). Additional information is available at www.riaa.com (teacher/student information). There are plenty of easy, affordable ways to get music online legally. To protect their intellectual property, companies have licensed hundreds of digital partners that offer a range of legal downloading options, including download and subscription services, legitimate peer-to-peer services, video-on-demand, podcasts and CD kiosks. For a list of sources that offer legal downloading sites, access www.riaa.com.

Last reviewed: Spring 2007
Nondiscrimination at MJC

It is the policy of Modesto Junior College to provide an environment free of unlawful discrimination. Discrimination on the basis of ethnic group identification, religion, age, sex, sexual orientation, color, or physical or mental disability in the College programs, activities, and work environment is unlawful and will not be tolerated by the College.

The College strongly forbids any form of discrimination and has enacted the following procedures to recognize and eliminate unlawful discrimination. These regulations provide for the investigation of alleged unlawful discrimination in its programs or activities. The College will seek to resolve the complaints in an expeditious manner.

1. "COLOR OR ETHNIC GROUP IDENTIFICATION" means the possession of the racial, cultural, or linguistic characteristics common to a racial, cultural, or ethnic group or the country or ethnic group from which a person or his or her forbears originated. (22 California Administrative Code Section 98210(b).)

2. "RELIGION" includes all aspects of religious observance, practice and belief, including duties of the clergy or elders. A belief is religious if sincerely held and, in the scheme of the believer, holds a place analogous to that filled by the deity of those people whose religion may be more orthodox or more widely accepted. (22 California Administrative Code Section 98220.)

3. "AGE" means how old a person is, or the number of elapsed years from the date of a person’s birth. (22 California Administrative Code Section 98230(b).)

4. "SEX" DISCRIMINATION includes:
   a. any rule, policy, or practice concerning actual or potential parental, family, or marital status which differentiates on the basis of sex or sexual orientation;
   b. any rule, policy, or practice concerning disability due to pregnancy, childbirth, recovery from childbirth or termination of pregnancy, or other psychological conditions related to the capacity to bear children not applied under the same terms and conditions and in the same manner as any other rule, policy, or practice relating to any other temporary disability except as otherwise provided by the Fair Employment Practice Act;
   c. any rule, policy, or practice which treats men and women differently for purposes of any program or activity on the basis of aggregate statistical characteristics of men or women, whether founded in fact, belief or statistical probability;
   d. any rule, policy, practice, or incident which conditions the receipt of any benefit upon entering into, or maintaining, a sexual relationship or participation in sexual activity, or subjects a person to sexual harassment or intimidation such as unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature. (22 California Administrative Code Sections 98240, 98242, 98244.)

5. "SEXUAL ORIENTATION" means a private reference of an individual for heterosexuality, homosexuality, or bisexuality; or a history of such a preference; or an identification with having such a preference.

6. "PHYSICAL OR MENTAL DISABILITY" means any physical or mental impairment which substantially limits one or more major life activities.
   a. "Disabled person" means any person who has a physical or mental impairment which substantially limits one or more major life activities, has a record of such an impairment, or is regarded as having such an impairment.

Sexual Harassment at MJC

Sexual harassment is a form of unlawful sexual discrimination and will not be tolerated by the College.

SEXUAL HARASSMENT INCLUDES:
1. submission to conduct which is explicitly or implicitly made a term or a condition of an individual’s employment, academic status, or progress;
2. submission to, or rejection of, conduct by an individual which is used as the basis of an employment or academic decision affecting the individual or has the purpose or effect of having a negative impact upon the individual’s work or academic performance, or of creating an intimidating, hostile, or offensive educational environment; and
3. submission to or rejection of, conduct by the individual which is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution. (Education Code Section 212.5.)

The College strongly forbids any form of sexual harassment, including acts of nonemployees. Disciplinary action will be taken promptly against any student or employee, supervisory or otherwise, engaging in sexual harassment.
NON-DISCRIMINATION POLICY

Modesto Junior College affirms its commitment to equality of opportunity for all individuals. This commitment requires that no discrimination shall occur regarding admission or access to, or treatment or employment in, any program or activity in the College on the basis of ethnic group identification, religion, age, sex, sexual orientation, color, physical or mental disability, or lack of English language skills. This policy is in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990, and the Age Discrimination Act of 1975. The lack of English language skills will not be a barrier to enrollment in Vocational Programs. Students who believe they have been unlawfully discriminated against because of ethnic group identification, religion, age, sex, sexual orientation, color, physical or mental disability, or lack of English language skills should contact Dr. Robert E. Nadell, Vice President, Student Services, in Morris Memorial Building, Room 212, telephone (209) 575-6060.

Yosemite Community College District and Modesto Junior College have made every reasonable effort to insure that everything stated in this 2007-2008 catalog is accurate. Courses and programs offered, together with other matters contained herein, are subject to change without notice by the administration of the Yosemite Community College District or Modesto Junior College for reasons related to student enrollment, level of financial support, or for any other reason, at the discretion of the District and the College. The District and the College further reserve the right to add, amend, or repeal any of their rules, regulations, policies, and procedures.

Inquiries regarding federal laws and regulations concerning non-discrimination in education or the District’s compliance with those provisions may also be directed to:

Office of Civil Rights Old Federal Building
50 United Nations Plaza, Room 239
San Francisco, CA 94102

No Discriminación

Modesto Junior College reafirma su propósito de ofrecer igualdad de oportunidades a todas las personas. Este compromiso requiere que ningún individuo sufra discriminación en cuanto a la admisión, al acceso, en el trato, o en las oportunidades de empleo, en cualquier programa o actividad en esta institución a causa de su grupo étnico, religión, edad, género, preferencia sexual, color, o incapacidad física o mental. Esta política está conforme con el Título VI del Acta de los Derechos Civiles de 1964, Título IX de las Enmiendas de Educación de 1972, Sección 504 del Acta de Rehabilitación de 1973, el Acta de Americanos con Impedimentos, y el Acta contra la Discriminación en el Empleo a causa de la Edad de 1975. La falta de conocimiento del inglés no será obstáculo a la admisión a los programas de educación vocacional. Los estudiantes que crean haber sufrido discriminación por pertenecer a cualquiera de las categorías anteriormente mencionadas deben comunicarse con el Dr. Robert E. Nadell, Vice Presidente, Servicios Estudiantiles en la oficina número 212 del edificio Morris Memorial, teléfono 575-6060.

Yosemite Community College District y Modesto Junior College han hecho todo lo posible por asegurar que el contenido del catálogo de 2007-2008 sea correcto. La información en este catálogo sobre cursos y programas e información sobre otras actividades está sujeta a cambios sin previo aviso a criterio de la administración de Yosemite Community College District o Modesto Junior College por razones relacionadas con el número de estudiantes matriculados, nivel de apoyo financiero, o por cualquier otra razón, a discreción del Distrito y Modesto Junior College. Estas instituciones además se reservan el derecho de añadir, modificar, o anular cualquiera de sus reglamentos y procedimientos.

Para más información respecto a las leyes federales y regulaciones tocantes a la prohibición de discriminación en la educación, o el cumplimiento de este Distrito con dichas leyes y regulaciones, comuníquese al:

Office of Civil Rights Old Federal Building
50 United Nations Plaza, Room 239
San Francisco, CA 94102

To File a Complaint

In the pursuit of academic studies and other college-sponsored activities that promote intellectual growth and personal development, the student should be free of unlawful discrimination or sexual harassment by any member of the academic community. (Students disturbed by the acts of another student have recourse through the Standards of Conduct.)

Modesto Junior College ensures that its programs and activities, including employment, are available to all qualified persons without regard to ethnic group identification, religion, age, sex, sexual orientation, color, or physical or mental disability.

Complaints may be initiated by a student against an instructor, an administrator, or a member of the classified staff. When a student feels he/she has suffered unlawful discrimination, he/she shall within one year of the occurrence of the incident(s) meet with the Vice President, Student Services.

Students are advised to obtain written instructions for the filing of a complaint from the office of the Vice President, Student Services. You may also contact the Americans with Disabilities Act (ADA) Coordinator (209) 575-6267 (voice) or (209) 575-6863 (TTY).
Student Life at MJC

Activities, services, and programs to help you make the most of your MJC experience.
About the Student Services Division at MJC

Student Services at Modesto Junior College has as its chief function the facilitation of the education, growth and development of students. The vision of student services is to provide exemplary services that support, inspire and empower students to achieve their goals. Our mission is to provide services and programs in partnership with other areas of the college and the community that will maximize each student's success. All student services offices value: access, diversity, honesty, innovation, integrity, kindness, respect, and trust.

The Welcome Center is located in the Student Center on East Campus. The Center houses MJC Outreach and assists students and community members with college information throughout the year. The Center distributes brochures, pamphlets, and literature describing MJC services and programs. Campus and city maps and bus schedules also are available in the Welcome Center.

In addition to providing resource materials, the Welcome Center serves as the college's link with faculty and instructional divisions during registration. The Center can answer registration questions. Staff are knowledgeable about all registration procedures and assist students with the registration process. The Welcome Center provides information and referrals to students regarding campus policies, campus activities, services, and events; assists new students with campus orientation and registration; makes referrals for students needing special assistance from MJC’s support services; and carries out the college’s outreach plan. Students may walk-in without appointments to obtain campus-related information.

CAMPUS TOURS

Tours of both MJC campuses are provided throughout the year by Welcome Center staff.

Office of Student Success

This office oversees student success projects, petitions and student conduct. Programs such as Tutoring, Supplemental Instruction (SI), TRIO/SSS and the Book Loan program are within the Office of Student Success.

Counseling and Guidance

The counseling and guidance program assists students with decisions which affect their career goals. First-time students should enroll in GUIDE 109, 110, 111, 112, 116, or 120 during their first semester. These courses are designed to help students become better acquainted with the education opportunities at MJC and develop a program of study that will help them attain their educational goals.

Counselors are available to assist students in identifying needs, assessing strengths, and overcoming barriers to fulfilling their educational objectives, including transfer to four-year colleges and universities. Counselors may also assist students in the selection of appropriate programs of study relative to their chosen objectives. Individual student-counselor conferences are available by appointment or walk-in.

In addition to a general counselor, the student can work with department advisors to help in program planning. Instructors are also available for individual advising within their subject field.

Lost and Found

Found property should be turned in to Campus Safety at either location listed above within 24 hours. During the first week, property may be claimed at either location. After the first week, property turned in to East Campus Safety will be sent to West Campus Safety, and all lost and found property may be claimed at West Campus Safety only.
Emergency Locating Service

Where: Student Development & Campus Life Office
EAST CAMPUS: Student Center

Phone: (209) 575-6700
Hours: M-Th 8:00 AM – 5:00 PM
F 8:00 AM – 5:00 PM
Summer Hours: M-Th 7:30 AM – 5:30 PM F CLOSED

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 parent in his/her class. To be a part of the Emergency Locating Service, a student provides his/her current class schedule to the Service on a special form. (Class schedules must be updated each semester) Emergency Locating Service Forms are available in the Student Development and Campus Life Office, located in the Student Center. Without an Emergency Locating Service form on file, a message cannot be delivered to a student.

Career Development & Transfer Center

Where: EAST CAMPUS: Library Annex, 103

Phone: (209) 575-6239
FAX: (209) 575-6408
Student Job hotline: (209) 575-6821
Internet: www.mjc.edu/careerdevelopment
Hours: M-F 8:00 AM – 5:00 PM
Summer Hours: M-Th 7:30 AM – 5:30 PM F CLOSED

The Career Development and Transfer Center is a multi-faceted center which houses the Career Development, Job Placement, and Transfer Centers under one roof.

The Career Development Center provides current occupational information to all students and potential students through books, software programs and Internet access. The center offers assessments as well as resources that can help students determine career goals. Referrals are made for career testing and/or career counseling depending on the student's needs and/or requests.

Job Placement: The Job Placement Office can assist MJC students and alumni to connect with local employers looking to hire college students and graduates. The Job Placement Office serves as a liaison with employers throughout the area who are seeking full or part-time personnel. Job placement activities consist of the following services:

- Job Placement Referrals to Full & Part-Time Employment Opportunities
- Employer Recruitment On-Campus
- Internship Opportunities
- Job Fairs (Fall & Spring)
- Labor Market Information
- Resume & Interviewing Tips
- Job Hunting Guide & Resources
- Email Job Alerts

More information can be obtained by visiting our website: www.mjc.edu/jobsforstudents. Student Job Line: (209) 575-6821

The Transfer Center's function is to assist MJC students in making a smooth transition to four-year colleges and universities. The Center supports students who plan to transfer with an array of resources and services. Special support is provided to students who have been historically underrepresented. Some of the Transfer activities sponsored by the Center are:

- Assistance with admission procedures and referral to academic advisement.
- Resources such as college catalogs (1,200 catalogs available for check-out).
- Fee waivers, electronic applications and articulation agreements.
- Field trips to universities and four-year colleges
- Individualized appointments with representatives from four-year colleges and universities
- Transfer Admission Agreements (TAA) to designated four-year universities
- Annual Transfer Day/College Night with over 60 college and universities represented

Scholarships

Where: WEST CAMPUS: Yosemite Hall, Room 151
Phone: (209) 575-7715
Fax: (209) 575-7718 or 575-7719
Website: www.mjc.edu/financialaid/scholarship.html
Hours: M-F 8:00 AM – 5:00 PM
Summer Hours: M-Th 7:30 AM – 5:30 PM F CLOSED

The Modesto Junior College Scholarship Program offers over 150 scholarships annually to eligible students in amounts ranging from $200 to $2,000. Incoming, continuing and students transferring to a four-year college are encouraged to apply for scholarships at MJC. The scholarships are sponsored by the MJC Foundation, private donors, community agencies and businesses whose aim is to help students achieve their educational goals.

To receive scholarship consideration, students must have a minimum grade point average of 3.0 and plan to attend Modesto Junior College full-time. Students currently enrolled in the MJC Nursing Program are considered full-time students. Selections are based primarily on academic performance and may include other criteria such as major, residency, organizational affiliation and community service.

Scholarship applications are available in the Financial Aid/Scholarship Office. The scholarship application will be available beginning October 1, 2009 with the priority deadline being December 11, 2009. The application period will encompass new-incoming, continuing, and transfer students. The deadline for current high school seniors who will be new-incoming freshmen at MJC is March 13, 2010. Students should contact the Scholarship Office for information on applying for scholarships once the deadline has passed. Check with the Scholarship Office for specific dates and deadlines.

The scholarship application will be available beginning October 1, 2009 with the priority deadline being December 11, 2009. The application period will encompass new-incoming, continuing, and transfer students. The deadline for current high school seniors who will be new-incoming freshmen at MJC is March 13, 2010. Students should contact the Scholarship Office for information on applying for scholarships once the deadline has passed. Check with the Scholarship Office for specific dates and deadlines.
CalWORKs Program

Where: WEST CAMPUS: Yosemite Hall, Room 148
Phone: (209) 575-7770
FAX: (209) 575-7778
MJC CalWORKs counselors: (209) 575-7770, 575-7768
Hours: M-F 8:00 AM – 5:00 PM
Summer Hours: M-Th 8:00 AM – 5:00 PM F CLOSED

CalWORKs stands for California Work Opportunity and Responsibility to Kids. CalWORKs is a welfare program that gives cash aid and services to eligible needy California families.

MJC CalWORKs is a state-funded program, which works in conjunction with the Stanislaus County Welfare Office. To qualify for MJC CalWORKs students must be receiving TANF (cash aid) for themselves. In order to ensure academic success, the MJC CalWORKs program provides eligible students with educational opportunities and a variety of support services, including counseling, book loan, child care, work study, and bus passes. Call to make an appointment with a CalWORKs counselor.

CARE Program

Where: EAST CAMPUS: Morris Memorial Building, Room 112
Phone: (209) 575-6838
Hours: M-Th 8:00 AM – 7:00 PM F 8:00AM-5:00PM
Summer Hours: M-Th 7:30 AM – 5:30 PM F CLOSED
Where: WEST CAMPUS: Yosemite Hall Building, Room 152
Hours: Contact East Campus EOP&S Office at (209) 575-6251

The Cooperative Agencies Resources for Education Program (CARE) is a supplemental component of EOPS. The CARE Program strives to enhance self-esteem, develop college success skills and assist students with meeting their educational goals. CARE provides an eligible student a variety of educational and economic support services above and beyond those provided by EOPS, College, State, County and federal aid resources. A student may qualify for childcare reimbursements, bus passes, gas cards, and an additional textbook allowance beyond that provided by EOPS. The Program also provides eligible single parents advocacy and liaison services to facilitate the acquisition of CalWORKs resources, as well as informational workshops, an annual Winter holiday season and Easter cultural events.

To QUALIFY FOR THE CARE PROGRAM A STUDENT MUST:
1. Be EOPS eligible;
2. Hold “Single Parent Head of Household” status;
3. Have one or more children under the age of 14 years;
4. Parent or child must be a recipient of TANF cash aid.

For more information call the CARE Program services representative at (209) 575-6838.

Wawona Child Development Center

Where: West Campus Wawona Child Development Center
Office: John Muir 157
Phone: (209) 575-6398
Fax: (209) 575-6973
Hours: M-Th 7:30 AM - 5:00 PM

The Child Development Center provides high quality child care for children aged 12 months through the time at which they are eligible for kindergarten. Funded programs include Early Head Start and General Child Care. Priority is given to MJC students while they attend class, study and/or work. Fees may be charged based on the family income and size.

Trained teachers provide creative art activities, small group music, movement and stories, outdoor activities; they help promote the child’s social, creative, emotional, and physical development.

Financial assistance for child care is available to qualified students. Additional information may be obtained by calling the Wawona Child Development Center Office.

MeWuk Child Development Lab Preschool

Where: WEST CAMPUS: John Muir, Office 157
Phone: (209) 575-6343
Hours: M-Th 9:00 AM - 12:00 PM
Ages: 2.9 to 5 years of age

Our program is unique in that it offers a parenting course and care and learning opportunities for children in our community including the children of students and staff from MJC while involving child development majors as the classroom teachers.

Our child-centered learning environment builds its philosophy around the belief that “play” is essential to a child’s learning. An anti-bias approach is emphasized and curriculum is selected to make all families feel included and respected. Each family arrives rich with culture and traditions to be shared in our classroom!! Key to our philosophy is building caring and nurturing relationships with the children and their families. It is believed that parents are the child's first and most important life-long teachers and our center works to form partnerships with each family. The parents or grandparents are required to enroll each semester in a ½ unit parenting course facilitated by the lab instructor. Our child development students are actively involved for one semester as the classroom teachers under the supervision of the lab instructor, Pam Guerra-Schmidt, and the lab assistant, Sonya Zaragoza.
### Disability Services

**John Martinez, Dean for Special Programs**

- **Where:** EAST CAMPUS: Journalism Building, Room 160
- **Phone:** (209) 575-6225
- **TTY:** (209) 575-6663
- **Fax:** (209) 575-6852
- **Hours:** M 8:00 AM – 7:00 PM  T-F 8:00 AM - 5:00 PM
- **Summer Hours:** M-Th 7:30 AM – 5:30 PM  F CLOSED
- **ADA Coordinator:** Milan Motroni at (209) 575-6267

**DSPS HIGH TECH CENTER:**

- **Where:** WEST CAMPUS: Yosemite Hall, Room A 145
- **Hours:** M/W 8:00AM-1:00PM T/TH 1:00AM-5:00PM  F Closed
- **Phone:** (209) 575-7733

The Disability Services Program is a system of support services and classes available to students with verified disabilities. Services include a High-Tech Center located on the West Campus.

Disability Services and classes are designed to meet the individual needs of the students, allowing them an equal opportunity to benefit from their educational experiences. Supportive help may include program-planning assistance, priority registration, in-class aides, reader service, note-taking help, sign language interpreting, mobility assistance, and assistance with alternate media. Job development help is available for qualified students, as is an adaptive computer technology training program.

### Extended Opportunity Programs and Services (EOP&S)

**John Martinez, Dean for Special Programs**

- **Where:** EAST CAMPUS: Morris Memorial Building, Room 112
- **Phone:** (209) 575-6251
- **Fax:** (209) 575-6633
- **Hours:** M-TH 8:00 AM – 7:00 PM  F 8:00 AM – 5:00 PM
- **Summer Hours:** M-Th 7:30 AM – 5:30 PM  F CLOSED
- **WEST CAMPUS:** Yosemite Hall Building, Room 152
- **Hours:** Contact the East Campus EOPS Office for information

The goal of EOPS is to promote and facilitate the college enrollment, persistence and retention of students with histories of educational and economic disadvantage.

EOPS provides students pursuing certificate, transfer, and associate’s degree programs of study, new student orientations, assessment services, educational consultation and planning, academic advisement, career and life planning, pre-employment, and university transfer services. The program also provides retention services, supplemental tutoring, an “early alert” service and “priority registration” assistance, as well as economic support services including textbook vouchers, bus passes, UC and CSU application fee waivers, graduation cap and gown service and an emergency loan program. The Program also offers EOPS eligible first-time college students the opportunity to participate in the Summer College Readiness Program, as well as the Career Paths learning community in the Fall and Spring semesters of each academic year.

### Health Services - "We Care for You"

**Where:** EAST CAMPUS: Morris Memorial Building, Room 108

- **Phone:** (209) 575-6037
- **Fax:** (209) 575-6786
- **Hours:** (Call for hours)

**Where:** WEST CAMPUS: Yosemite Hall, Room 114

- **Phone:** (209) 575-6360
- **Fax:** (209) 575-6589
- **Hours:** (Call for hours)

The College Health Services Program was established to contribute to the success of the students by promoting physical and emotional well-being, with strong emphasis on preventative health care.

Registered nurses are available to provide first aid, confidential counseling on communicable diseases, nutrition, exercise and weight management, family planning, and all aspects of personal health. Referrals can be made to local community providers as needed. Health Services provides vision and hearing screening, blood pressure monitoring, tuberculosis screening, pregnancy tests, and immunizations. Non-prescription medications are available for minor aches, pains, colds, sore throats, allergies, and upset stomachs, as are pamphlets and brochures, and health-related video presentations. In case a student is ill or would like to catch up on some needed rest, the cot room is available at various times during the semester.

In case of injury on campus when the college is in session, or in any college-related activity, students should contact Health Services to determine eligibility for insurance coverage.

In case of illness, the College provides care in the form of first aid and/or referral service. Physician services are available on a limited basis to students upon referral of one of the college nurses.

**CONFIDENTIAL SERVICES INCLUDE:**

- **Doctor Clinic:** A doctor is scheduled to be on-campus weekly. The doctor can also write prescriptions and make referrals. Please call ahead to schedule an appointment.
- **Stanislaus County Public Health and Family PACT Group:** provides family planning, and some STD screening once a week.
- **Mental Health:** Referral for group counseling is available for students expressing the need for minor mental health concerns.

**SPECIAL ACCESS FOR STUDENTS WITH DISABILITIES**

Elevator keys are provided by Health Services to students with short or long-term physical disabilities. Special parking permits are provided to students with short-term physical disabilities.

Informational health insurance brochures are available through Health Services Offices. Students may be seen by a nurse on a drop-in basis as well as by appointment at the above locations. Student ID with current semester sticker required. Call for hours.
TRIO Programs

Francisco Banuelos, Director of Pre-College Programs
EAST CAMPUS: Morris Memorial Building, Room 207

Phone: (209) 575-6743 (TRIO/Educational Talent Search)
(209) 575-6743 (TRIO/Upward Bound)
FAX: (209) 575-6243
Hours: M-F 8:00 AM – 5:00 PM
Summer Hours: M-Th 7:30 AM – 5:30 PM F CLOSED

TRIO/EDUCATIONAL TALENT SEARCH

TRIO/Educational Talent Search (ETS), funded by the U.S. Dept of Education, is geared to assist low-income, first generation college bound students complete high school and go on to college. The MJC TRIO/ETS Program serves over 600 students from Hanshaw Middle School, Mark Twain Junior High, Modesto and Downey High Schools. A variety of academic and cultural activities are available to TRIO/ETS students. For more information, please contact the TRIO/ETS office at (209) 575-6743 or visit us on the MJC East Campus in the Morris Memorial Building Room 207.

TRIO/UPWARD BOUND

TRIO/Upward Bound (UB), funded by the U.S. Dept of Education, seeks to identify low income, first generation high school students with the potential for post secondary education. Upward Bound offers a comprehensive program of intervention activities designed to generate the skills and motivation necessary for success in high school and college. TRIO/Upward Bound serves 50 students from Davis, Johansen and Ceres High Schools. The program provides workshops, presentations, tutoring, stipends, field trips, Saturday Academies, and a six week Summer Academic Program with residency at a local University. For more information please contact the TRIO/Upward Bound Program office at (209) 575-6743 or visit us on the MJC East Campus in the Morris Building Room 207.

TRIO/STUDENT SUPPORT SERVICES PROGRAM

Martha Robles, Director of Student Success and Special Projects
EAST CAMPUS: Library Basement, Room 40

Phone: (209) 575-6189
FAX: (209) 575-6886
Hours: M-F 8:00 AM – 5:00 PM
Summer Hours: M-Th 7:30 AM – 5:30 PM F CLOSED

The Student Support Services program is designed for first-generation college students to promote student success, retention, graduation and transfer to a four-year college or university. TRIO/Student Support Services program provides innovative academic and supportive services specifically designed to meet the needs of transfer students. Program services include: academic and personal counseling; tutoring services; cultural activities, college and university campus tours; information about financial aid and scholarships; career advising; and workshops to develop and enhance academic and personal skills. For additional information, visit our office located in Library Basement, Room 40 or call (209) 575-6189.

Student Development & Campus Life

Wendy Byrd, Director

WEST CAMPUS: Mary Stuart Rogers Student Learning Center
Phone: (209) 575-7991

EAST CAMPUS: Student Center
Phone: (209) 575-7991
FAX: (209) 575-6143
Hours: M-F 8:00 AM – 5:00 PM
Summer Hours: M-Th 7:30 AM – 5:30 PM F CLOSED

The Student Development and Campus Life Office is located in the East Campus Student Center and the West Campus Mary Stuart Rogers Student Learning Center. It is home to the student government (Associated Students of Modesto Junior College) and all campus clubs.

Student ID cards are provided free of charge, the Emergency Locating Service, Housing Referral, Student Bulletin, Student Activities Program, Student Leadership Trainings, Student Lobbying and campus advertising posting approvals are located here. The Student Development Office coordinates many campus activities and special events.

STUDENT ID CARDS

Student ID cards are issued free to new students during registration. ID cards are used for transactions in the Admissions and Financial Aid departments, as well as in the Library and Computer Labs.

Students should carry their ID cards to enhance campus safety and security. Students may purchase a $5.00 activity sticker to be placed on the ID card for special discounts with local services and activities. Students may go to the Student Development and Campus Life Office located in the East Campus Student Center, Mon.-Thurs., 8:00AM to 5:00 PM, and Fridays, 8:00 AM-12:00 PM; and the West Campus Student Center, Mon.-Thurs., 8:00 AM-9:00 PM to have an ID card made. Call (209) 575-6700 for more info. (EAST) or (209) 575-7990 (WEST).

HOUSING REFERRAL SERVICE

The Housing Referral Program has been developed to help students and staff find out about affordable and available housing within the city. A Housing Bulletin Board is available for renters seeking student tenants to list rooms, houses or apartments for rent. Students in need of housing check the board regularly.

STUDENT BULLETIN

The Student Development and Campus Life Office produces the Student Bulletin to inform students about important campus sponsored events, services, or important information. Stop by to pick up a bulletin or find out how to announce your activity in the bulletin.

STUDENT BENEFITS STICKER

The Student Benefits Sticker Program is an optional program where students purchase a $5 activity sticker which is placed on the back of your ID card. The special sticker will afford you special discounts. Your Activity Sticker entitles you to free faxes, copies, scantrons, pencils, local phone calls and more in the Student Development Offices both on the East and West Campus.
Assessment Testing at the Testing Center
Where: WEST CAMPUS: Yosemite Hall, Room 147
Phone: (209) 575-7728
Internet: www.mjc.edu/assessment
Hours: M-F 8:00 AM – 5:00 PM
Summer Hours: M-Th 7:30 AM – 5:30 PM F CLOSED
Evening and weekend schedules online at: www.mjc.edu

The Testing Center administers tests for assessment purposes. These tests provide students with results that help them and their counselors understand their individual ability levels.

Testing is one of many measures used by college personnel to assist students in determining course placement in mathematics, English, reading, and ESL courses. Assessment tests are scheduled throughout the year, and should be taken as soon as students are admitted to the college to ensure that the results will be available for advising and registration.

Assessment testing is a free service; however, other tests offered through the Testing Center may require a fee. To inquire about test dates and fees, please contact the Testing Center or the Testing Center website listed above.

Veterans' Services
EAST CAMPUS: Morris Memorial Building, Room 104
Phone: (209) 575-6017
Hours: M-F 8:00 AM – 5:00 PM
Summer: M-Th 7:30 AM – 5:30 PM F CLOSED

The Business Services Offices located on both campuses serve as fiscal focal points for all businesses and fund generating endeavors. Both provide check cashing services for students and staff. Business Services Office offers extended hours during the first 2 weeks of the Fall and Spring semesters.

Veterans Junior College is an approved college for the training of veterans and veterans’ dependents under the various public laws of the United States Department of Veterans Affairs and the California Department of Veterans Affairs. Students eligible for veteran's benefits are urged to contact the MJC Veterans Affairs Office, well in advance of registration, so that necessary arrangements may be made to activate benefits.

Modesto Junior College recognizes credit and grants credit to veterans and reservists for service and training completed in the armed forces. Veterans and reservists will receive three units of Health Education credit and two units of Physical Education credit upon presentation of their separation papers (DD-214). Credit for military schools will be granted if recommended in the "Guide to the Evaluation of Educational Experiences in the Armed Services." Credit for these courses will be granted if appropriate (18 units maximum). Dependents of service-connected disabled or service-connected deceased veterans may be eligible for a waiver of fees. For information or assistance regarding veterans benefits, contact the campus Veterans Services Office.

Food Services
EAST CAMPUS CAFETERIA, Student Center
Regular hours: M-Th 7:30 a.m. - 3:00 p.m.
F 7:30 a.m. - 2:00 p.m.
Summer Hours: M-Th 7:30 a.m. - 2:00 p.m.
Vending machines available in the Student Center.

EAST CAMPUS PIRATES GALLEY/STARBUCKS, Student Center
Regular hours: M-Th 7:30 a.m. - 7:30 p.m.
F 7:30 a.m. - 2:00 p.m.
Summer Hours: M-Th To be determined

WEST CAMPUS CAFETERIA: Mary Stuart Rogers Learning Center
M-Th 7:30 a.m. - 2:00 p.m
Vending machines available.
Summer: CLOSED

WEST CAMPUS CONVENIENCE STORE,
Mary Stuart Rogers Student Learning Center
Regular hours: M-Th 2:00 p.m. - 7:00 p.m.
F 7:30 a.m. - 1:00 p.m.
MJC ID Card and Activities Sticker

All enrolled students are eligible for a free Student ID card. Stop by the Student Development and Campus Life Office in the Mary Stuart Rogers Student Learning Center on West Campus. Paying the $5 benefits fee entitles you to discounts with local businesses and at various campus events and one free Go Print Copy card (while supplies last), usable in participating MJC labs. For more details call (209) 575-6700.

TO OBTAIN AN MJC ID CARD
• Business Office Receipt of current class schedule
• Any pure form of picture identification

BENEFITS FEE ADVANTAGES
• Free $2.00 Go-Print copy card (while supplies last)
• Free faxes, phone calls, scantrons and copies (limitations apply)
• Student discounts from local businesses
• Discounts at football and basketball games, as well as student activities
• Proceeds support student programs and activities.

Student Leadership

The Student Development and Campus Life program offers opportunities for students to develop leadership skills, prepare for civic responsibility, explore diverse cultures and build a strong sense of college community. The program reflects the needs and interests of students. The program is divided into the following areas:

Student Government (ASMJC)

Associated Students of Modesto Junior College (ASMJC) is the official representative body of Modesto Junior College students. Student Government officers and senators must have a 2.3 GPA and have completed at least nine units to meet eligibility requirements. ASMJC is completely student-funded, student-elected, and student-regulated, functioning within the framework of policies adopted by the Yosemite Community College District Board of Trustees. ASMJC is the primary forum through which student concerns are channeled.

Since virtually all major decisions that are made on the Modesto Junior College campus affect students in some way, student input into the various decision-making bodies has become increasingly relevant, necessary and welcomed. ASMJC is the officially recognized “student voice” to the faculty and administration.

ASMJC is also responsible for planning, budgeting and coordinating activities for student enjoyment outside the classroom. Activities range from free noon-time concerts on the Quad, to current events, lectures, recreational trips, cultural presentations, comedy shows, and more. ASMJC’s goal is to expose students to a diverse calendar of events for their enjoyment and leadership development.

Clubs & Organizations

The Office of Student Development and Campus Life is responsible for advising and coordinating the activities and programs of student clubs and organizations. Students are encouraged to broaden their horizons by participating in club activities at Modesto Junior College. Clubs are organized to involve students in specialized fields of interest or service to the college and community. If a club does not exist which deals with a student’s special interest, a new club can be formed. Ten MJC students and a faculty advisor are needed to charter a new club. There are approximately 24 existing clubs on campus.

ASMJC CLUBS
• Alpha Gamma Sigma
• Amnesty International
• Anime Otaku
• Art
• Black Student Union
• Drama Ink
• Gamers
• Geology
• Human Services
• Indian Student Association
• International
• Kappa Kappa Psi
• MeChA
• Phi Theta Kappa
• Radio (International Radio)
• Red Nations and Friends
• Spirit Club
• Students for Academic Freedom
• Student Environmentalists Organization
• STEPS Club
• Students with all Abilities
• United Rainbow Alliance (PRISM)
• Veterans’ Club
• Young Farmers

East Campus: Student Center

The East Campus Student Centers are the focal point of campus life. The Welcome Center, Admissions Office, Business Office, Bookstore, Cafeteria, Student Lounge and Student Development and Campus Life Office are located there. Video games, ATM machine, vending machines, and a coin changer are also available. Whether you are sharing a meal, attending a noon-time concert or lecture, volunteering for ASMJC, or just socializing with friends, the Student Center provides numerous opportunities for personal development of students.
West Campus: Mary Stuart Rogers Student Learning Center

The new Mary Stuart Rogers Student Learning Center includes four multipurpose rooms, TV lounge, game room and computer lab. The Associated Students of Modesto Junior College has an office in the West Campus Student Center as well as the East Campus Student Center.

Student Representation

The Student Representation Fee was amended into the California Education Code by Assembly Bill 2576 in late 1988. The student representation fee is a $1 optional fee that can be implemented on any California Community College campus through a student body election. In April of 1993, the Associated Students held a general student body election with the Student Representation Fee on the Ballot. The fee passed. Eight hundred forty-five (845) students voted in the election, and 563 were in favor of the Student Representation Fee.

The Student Representation Fee is collected together with all other fees at the time of registration, and is deposited in a separate fiduciary fund. Money collected is used by ASMJC to represent student concerns at local, state and federal government levels. A student may refuse to pay the Student Representation Fee for religious, political, financial or moral reasons. The refusal must be put in writing.

Honor Societies

**ΑΓΣ**

**ALPHA GAMMA SIGMA - UPSILON CHAPTER**

The Upsilon Chapter of Alpha Gamma Sigma, Inc., the California Community College Honor Society, is open to qualified MJC students.

AGS fosters academic excellence through local and state scholarship opportunities. AGS students build leadership skills, work together on community service activities and network with other motivated students.

Initial membership requires completion of 12 units in a maximum of 3 semesters with a cumulative grade point average of 3.0. First semester students with a cumulative high school GPA greater than or equal to 3.5 are eligible to become temporary members. Continuing membership requires a cumulative GPA of at least 3.0 and a current term GPA of 3.0 or above. Active participation in club activities is required.

Permanent membership is granted to students with greater than or equal to 60 units completed as well as a cumulative GPA of 3.5 or above who have at least one semester of previous membership, or with a cumulative GPA of 3.25 or above who have 2 or more semesters of membership in AGS. Membership information and applications are available in the Student Development and Campus Life Office or at www.mjc.edu/ags.

**ΦΘΚ**

**PHI THETA KAPPA - BETA MU CHAPTER**

Phi Theta Kappa is present at MJC with the Beta Mu Theta chapter. Phi Theta Kappa is the largest international honor society in American higher education with more than 1.5 million members and 1,200 chapters located on community college campuses throughout the fifty states, U.S. territories, Canada, and Germany. Phi Theta Kappa’s mission is twofold: 1) recognize and encourage the academic achievement of two-year college students and 2) provide opportunities for individual growth and development through participation in honors, leadership, service, and fellowship programming. New members will receive a membership pin, diploma seal, and transcript notation of membership. Members are automatically nominated for inclusion in the prestigious National Dean’s List biographical publication and are accorded the privilege of wearing the society’s gold stole and tassel at graduation. Chapter members will be eligible for Phi Theta Kappa scholarships and are automatically enrolled in the society’s transfer database, one of the nation’s leading scholarship engines that links four-year institutions offering scholarships to Phi Theta Kappa members. For more information, call Jim Beggs, program advisor at (209)-575-6164.

Study Abroad Program

Modesto Junior College students enjoy the opportunity to pursue their studies at a number of international locations. Regularly scheduled semester long programs take place in London, Paris, and Florence, Italy. Courses offered at each of these locales meet General Education Transfer Pattern and graduation requirements, so while spending a semester in an international setting, progress continues toward completing major educational goals.

Students in the full semester programs are required to complete 12 units while the summer students earn 6-7 units of credit. For information, contact the Instruction Office at (209) 575-6058.

Art Gallery

Located within the Art Department on the East Campus across from Founder’s Hall, the Art Gallery is the college’s original exhibition space. Each year the Art Gallery presents an average of six exhibits representing a wide range of art styles, media, techniques and conceptual ideas. The exhibitors include emerging and more established artists from California and elsewhere, as well as annual exhibit events for MJC art students and the art faculty.

Students enrolled in Gallery Operation and Management (ART 150) assist in the gallery operations and learn techniques of gallery preparation and art installation for the various exhibits. Students awarded in Federal Work-Study may apply for positions as attendants.

Music Performance

Students from all areas are welcomed to participate in MJC’s active performance program. Instrumental performance opportunities include Guitar Orchestra, Community Orchestra, Symphonic Band, Community Concert Band, Jazz Bands and Pep Band, plus brass, percussion, woodwind, and string ensembles. Vocal performance opportunities include Masterworks Chorus, small vocal ensembles, Musical Theatre, and vocal jazz/pop ensembles. Elementary, intermediate and advanced piano, organ, guitar, instrumental, and voice are classes available to both music majors and non-music majors. The music theory and musicianship programs are among the strongest in the area. Students wishing to transfer as music majors to a four-year institution are strongly encouraged to enroll.
CLUBS AND ACTIVITIES

Athletics

Modesto Junior College is a member of the Big Eight Conference for both men’s and women’s sports. The men compete in baseball, basketball, cross country, football, golf, soccer, swimming, tennis, track and field, water polo and wrestling. Women compete in basketball, cross country, soccer, softball, swimming, track and field, tennis, volleyball, water polo and golf.

Other Big Eight Conference members are American River College, Sacramento; Cosumnes River College, Sacramento; Diablo Valley College, Pleasant Hill; Sacramento City College, Sacramento; San Joaquin Delta College, Stockton; Santa Rosa Junior College, Santa Rosa; and Sierra College, Rocklin. Since 1937, MJC has hosted an annual statewide basketball tournament in December. It is the oldest community college invitational basketball tournament in the state.

Pirates’ Log Campus Newspaper

The Pirates’ Log is MJC’s award-winning campus newspaper, a biweekly publication written, edited and produced by students enrolled in journalism classes. In recent years, Pirates’ Log staffers have won many writing and layout awards, competing with other student journalists from around the state. The local media has picked up stories first covered in the Log. Working on the Log provides an invaluable opportunity to experience the rhythms, challenges, pressures and rewards of newspaper journalism, to build a portfolio of published stories or photographs, to gain work experience and form lasting friendships. Students also produce an online version of the Pirates’ Log, reflecting the real world of multimedia journalism. The editorship of the Pirates’ Log is now a paid Work-Study position for qualified applicants. Many former Log writers and editors are found today in the ranks of local media professionals. Participation is open to any student enrolled in Journalism 146 (photographers) or 120 (writers) who has passed Journalism 100.

Quercus Review

Established in 1999, Quercus Review has quickly become a prominent literary arts journal, publishing numerous nationally recognized, award-winning authors and artists from around the world. Published annually in the spring, each issue is edited by experienced MJC poetry students. In addition, Quercus Review Press publishes one book of poetry per year by an individual author through its contest publications. Information is available at www.quercusreview.com

Student Arts Competition: The Celebration of the Humanities

The Arts, Humanities and Communications Division and the Literature and Language Arts Division sponsor an annual campus-wide student competition in eight major categories: Visual Arts, Photography, Theater, Writing, Speech, Dance, Music, Film/Video. MJC students registered in the current summer, fall or spring term can enter to win awards and cash prizes. Visit www.mjc.edu/celebration for details.

Forensics - Competitive Speech

With a proud tradition of state champions, Modesto Junior College competes with other colleges and universities in forensics. Students participate in various debate formats and individual events. The competition occurs in state, and national arenas.

Theatre Productions

Four to five productions make up the performance season for MJC theatre. Shows are produced in the 946-seat auditorium, the 94-seat Little Theatre, and the black box theatre, Cabaret West. A show is usually produced during the summer session. Students are active in all aspects of the theatrical arts with academic credit available in acting, lighting, costuming, and scenic techniques.

TV - Film Productions

Television and film students produce a variety of work which may air on local cable television and is ready for submission into film festival competitions. Students will learn to produce, direct, act as talent, shoot and edit film projects and television programs. In addition, qualified students can secure internships with the MJC TV-FILM production company or with local/regional television stations and production companies. The MJC television and film facilities include a 3-camera television studio and control room, along with cameras and editing equipment to produce professional caliber projects. Film students produce a variety of work, which is aired on cable and online.

Pirates’ Radio

MJC students operate an on-line radio station, MJC Pirates’ Radio as part of a professionally oriented program. Each student programs his/her own radio hour each week. MJC Pirates’ Radio, which is located in the Performing and Media Arts Center on the East campus, can be heard campus wide and also picked up on the local cable network and online. MJC Pirates’ Radio also features a recording studio. Many former student DJ’s have gone on to professional radio work on the West Coast from Seattle to Los Angeles.
Learning Resources Department
Tobin Clarke, EdD
Dean of Library and Information Technology
MJC Library (East)
(209) 575-6235

DISTANCE EDUCATION
James Clarke,
Coordinator of Instructional Technology & Distance Education

Library

EAST CAMPUS: Library Building
Phone: (209) 575-6230
FAX: (209) 575-6669
Hours: M-Th 8:00 AM – 9:00 PM F 8:00 AM – 5:00 PM
Sat 9:00 AM – 5:00 PM
Summer Hours: M-Th 7:30 AM – 5:30 PM F & S (CLOSED)

WEST CAMPUS: Yosemite Hall A 235
Phone: (209) 575-7761
FAX: (209) 575-7796
Hours: M-F 8:00 AM – 5:00 PM S (CLOSED)
Summer Hours: CLOSED

Distance Education

EAST CAMPUS: Library, Room 120
Phone: (209) 575-6236
FAX: (209) 575-6669
Hours: M-F 8:00 AM – 4:30 PM S CLOSED
Summer Hours: M-Th 7:30 AM – 5:30 PM F & S CLOSED

LIBRARY FACULTY
Sue Adler, Coordinator of Collection Development
Iris Carroll, Coordinator of Reference Services
Kathleen Ennis, Coordinator of Library Instruction
Ellen Dambrosio, Coordinator of Library Systems
Wendy Griffiths-Bender, Coordinator of Outreach
Michael Akard, Computer Lab Instructor/Coordinator

LIBRARY SUPPORT STAFF
Lolanda Carson
Sandy Gallardo
Mary Beth Gish
Dodie Larson
Prasad Mathai
Linda Occhipinti
Charlene Olivera
Yia Vang
Manuel Vargas
Isabelle Lacazotte

LIBRARY INSTRUCTION
Learning Resources offers a variety of learning opportunities to support the information competencies applicable to college-level research and lifelong learning. Students can participate in curriculum-specific instructional sessions arranged by their instructors or enroll in formal Library Research courses emphasizing skills that can be used in many research and information applications.

TELE COURSES (TELEVISIONED COURSES)
The Telecourse Office, located on the East Campus, Library 120, assists students with MJC telecourses. A drop-box is located just outside the office door for students who need to turn in assignments.

Telecourse classes are listed in the MJC Schedule of Classes each semester. Several telecourses are available for viewing on Charter Cable and/or Comcast Cable. DVDs and videos may also be checked out for the entire semester at the MJC Library Reserve Area. On-campus meetings are usually required, but most assignments can be done at home or elsewhere. For more information, view the orientation videotape in the MJC Library, contact the Telecourse Office, or check the most recent Schedule of Classes for MJC.
ONLINE COURSES

Online learning at MJC is a quality alternative to traditional classes. No distinction is made between the requirements and expectations for traditionally taught courses and online courses. This means that 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. 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 basic understanding of Internet browsers (Internet Explorer); using file attachments and basic word processing programs. They should also be good problem solvers who are not intimidated by technology.

Online students must have access to the Internet at home and/or in their place of employment. 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 web site for further information.) For additional information on all MJC online courses, point your Internet browser to: mjc.edu/distance_ed/online_info.html

Academic Computer Labs

There are three open computer labs to support student computing: all three labs have general programs for word processing, spread-sheets, or databases. Many computers within the labs also have course-related programs for math, computer programming, or ESL. All labs have Internet access; and are available to any MJC student for academic purposes.

The college also has specialized computer labs associated with instructional divisions such as agriculture, computer graphics, ESL, and engineering. These labs may have scheduling periods when any student can use them. Check with the division or lab supervisor for available hours.

The three open labs are listed below. Because the labs are updated frequently, check ahead of time if you need to use a specific software program.

East Campus Library Open Computer Lab: Located in Room 116 of the MJC Library, this lab has Windows computers equipped with Microsoft Office Suite, 2007. The lab is open Monday through Thursday from 8:00 a.m - 9:00 p.m.; Friday, 8:00 a.m - 5:00 p.m.; Saturday, 9:00 a.m - 5:00 p.m., with special hours during the summer session. Student aides are available to assist and answer questions.

West Campus Library Open Computer Lab: Located in the West Campus Library, Yosemite 235, the lab is open Monday-Friday, 8:00AM - 5:00PM. Closed during the summer session.

STaR Lab: This lab is located in Room 124, Founders Hall. The lab has 30 computers, and laser printers are also available. The hours are Monday through Thursday from 7:30 a.m. - 8:30 p.m. and Friday from 7:30 a.m. - 4:30 p.m.
The East Campus Pirates Bookstore carries textbooks for classes on the East Campus as well as school and office supplies, general books, MJC collegiate fashions, gifts, greeting cards, newspapers, candy, snacks, jewelry and calculators. We offer computer software at educational prices. The Artists’ Cove in the back section of the store carries a wide variety of artist materials and supplies. The West Campus Pirates Bookstore carries textbooks for the West Campus, as well as school and office supplies, candy, snacks, MJC collegiate fashions, gifts, greeting cards, newspapers, jewelry and calculators. MJC catalogs and class schedules may be obtained through both bookstores and can be mailed prepaid. Bookstore hours are extended during the beginning of each semester. Visit us at our website: bookstore.yosemite.cc.ca.us.

The VTEA Book Loan Program is available to assist eligible students with the purchase of textbooks each semester. Eligibility guidelines include minimum GPA, unit requirements, income level, and major. Students borrow books for the semester and are required to return them at the end of the semester for future student use. Funds are limited, so students should apply early. For more information and specific eligibility requirements, please contact the Book Loan office.

The Tutoring Center is a free service for MJC students who need extra help with academic work, no matter what the subject or class. Tutors are experienced learners, and will be happy to provide students with the kind of help and support they need. Tutors will assist students who are preparing for specific examinations, as well as those who wish to strengthen their overall study skills. Students who seek help at the Tutoring Center often improve their overall academic performance by learning to study more efficiently.

First-Year Experience Learning Communities

Learning communities are designed to help first-year students as they begin college. Learning communities are clusters of pairs of courses which are offered as a package. The learning community packages revolve around different themes, and the teachers work together so students can make connections between the classes. The instructors plan readings, assignments, and extra activities that are incorporated into all of the learning community courses.

Currently, MJC offers basic skills and transfer-level learning communities. Students can register early for a learning community package by using a special registration form available from the counseling office. To find the learning communities that are being offered, look for the learning community pages in the MJC Schedule of Classes.
At the Math Drop-In Center, math assistants are available to help understand your math homework, as well as aid you in understanding math concepts. This is the place where you can bring your short, quick questions, and get prompt responses. The goal of the Drop-In Center is to help you get your homework finished as quickly and accurately as possible.

The CLA is a computer learning center which offers self-paced, computer-based courses for students who want to work to improve their English grammar, sentence and paragraph writing abilities, reading comprehension, and ESL skills. CLA courses include PLATO modules or other computer-based modules, and a scheduled weekly study group for students to discuss course exercises and ask questions.

Many CLA courses are paired with basic skills learning community courses to review and reinforce what students are studying in their learning community courses. Call the CLA for more information about CLA courses or to receive a CLA brochure.

At the Writing Center, you can get the support you need to improve your writing skills. Tutors will work with you on any writing-related task for any subject to help you understand your assignment, gather ideas, focus on the topic, and organize the paper.

The college is a center for community functions of various kinds. College facilities are available for use by recognized community groups when such use does not interfere with the regular educational program.
Planning Your Education

Make educational choices to support your goals.
Planning Your Education

Why are you attending MJC?
We all have unique interests and goals. You may be attending Modesto Junior College for any number of reasons. MJC offers courses in an array of disciplines that can prepare you for skilled trades, specialized careers, job advancement, and transfer to major four-year colleges or universities to further your education. Your goals should have a direct influence on the courses and programs you choose to complete while at MJC. It is important to keep your goals in mind at all times when selecting classes and programs and to remain informed about requirements specific to your goals.

Planning is Critical
You may already know what you want to accomplish while enrolled at MJC, or you may be trying to explore your options and may be unsure of what is necessary to reach your goals. MJC offers Guidance classes which are designed specifically to help you identify your goals and to plan accordingly. Guidance classes are taught by MJC counselors who are informed about education and career options that await successful MJC students. The purpose of Guidance courses is to assist you in reaching your goals as quickly as possible.

Proof of Your Success
Regardless of what you choose to accomplish at MJC, you can take proof of your hard work with you in an award. MJC offers awards showing educational achievement in an array of academic or vocational areas (see p. 67). If you are hoping to apply skills and knowledge to the job market once you have finished at MJC, having proof of your accomplishments can be an asset.

Skills Recognitions are locally recognized awards which indicate that you have received training needed by employers in our community, but completion of a Skills Recognition does not appear on your transcript. Record of completion will be stored in the MJC Records Office.

Certificates of Achievement are state-approved and show that you have successfully completed one or more courses in a targeted career or skills area. Completion of a certificate of achievement will appear on your transcript.

Associate's degrees are awards that are more rigorous than certificates, because—in addition to concentrated study in a specific skill or knowledge area—they require coursework in an array of disciplines to broaden your learning experience and strengthen your critical thinking skills. This is referred to as General Education. As an Associate's degree candidate, you will complete one of three General Education patterns, MJC-GE, CSU-GE, IGETC.

- Associate degree majors are a specific collection of courses designed to give you more knowledge or mastery in a specific subject matter. Some of these majors are designed to help you prepare for transfer to a baccalaureate degree program at a four-year college or university (see .
- Associate degree emphases allow you to select from a list of courses within an area. These programs, with the exception of the General Studies program, are designed to help you prepare to transfer to a baccalaureate degree program at a four-year college or university.

What do you want to do at MJC?
- Earn an Associate's degree in a specialized field of study
- Transfer to a four-year college or university to further your education
- Improve basic skills in reading, writing, and math
- Gain skills for job placement or advancement through a Certificate of Achievement or Associate's degree.
Educational Plans

An Educational Plan (see p. 73) is developed with a counselor to provide you with a map that lists courses and support services that are required or recommended for successful completion of a student’s goals. It is to your advantage to develop an Educational Plan as soon as possible. Guidance courses offered by the Counseling Center are designed to assist students in developing Educational Plans. A Guidance course is also required for graduation. All students should have an Educational Plan by the time they have earned 15 units. If a student is undecided as to his/her goal, a counselor can provide timely and updated information to help the student choose a realistic goal.

Which path is right for you?

✓ Earn an Associate’s degree

MJC offers Associate’s degrees in numerous subject areas. If you’ve decided that you want to earn an Associate’s degree, meet with a counselor to ensure that your courses are appropriate for your short and long-term goals. Associate’s degree holders have the option to progress to bachelor’s degree programs, but not all courses for Associate’s degree are applicable to the bachelor’s degree. Depending on the major you choose from those available in the catalog, you and your counselor will select courses from the MJC-GE pattern to fulfill the General Education requirement, and choose a major that aligns with your short and long term goals.

✓ Earn an Associate’s degree and apply to a university

MJC has an outstanding means through which you can earn an Associate’s degree while completing coursework that applies toward a bachelor’s degree. Transfer students may complete one of two transferable General Education patterns: CSU-GE (California State University General Education) on p. 76, or IGETC (Intersegmental General Education Transfer Curriculum) on p. 78. Meet with a counselor to determine which pattern is right for your goals.

✓ Improve Basic Skills

Basic skills courses will help you to improve skills in reading, math, writing, and English, to prepare you for further coursework in college. If you feel that you are in need of basic skills courses, and complete the MJC Assessment tests in reading, English, and math for appropriate course placement and meet with a counselor who can help you identify which courses are best for your skills level.

✓ Prepare for job placement/advancement

If you are hoping to apply skills and knowledge to the job market once you have finished at MJC, you have two choices. You may choose to earn a Certificate of Achievement, or an Associate’s degree in a specialized field of study, or major. Certificates of Achievement are a way to quickly gain targeted skills for a job. Most associate’s degree majors at MJC are also applicable to the local job market, in that your General Education experience will be valuable to prospective employers who need your critical thinking skills. Regardless of your job placement goals, you will want to meet with a counselor to plan accordingly.
PLANNING YOUR EDUCATION

Which educational award is right for you?

Use this chart to get a better sense of what is needed to help you meet your unique goals. Choose the type of award you wish to earn. This sheet is not intended to be used in place of a one-on-one counseling session. See page 67 for a list of all awards offered at MJC.

Earn an Associate's degree

Do you want to transfer to a four-year school or go into the workplace upon completion of your associate's degree? Check out the options below to get an overview of what is required for either educational path.

Take a Certificate to work

Browse the catalog and find the Certificate Of Achievement that best suits your career goals. Meet with a counselor to set up your educational plan. You may also want to talk to a faculty advisor to learn more about career opportunities and prospective employers.

Take an Associate's degree to work

Make an appointment with a counselor or enroll in a Guidance class. You may be advised to follow the Career Technical Education Pathway (p. 71): Occupational and Technical Studies for Associate's degree. Browse the catalog and identify which of the many Associate's degree majors might interest you.

Transfer to a four-year school

Make an appointment with a counselor or enroll in a Guidance class. In the meantime, review the University Preparation Pathway (p. 69). Review the two transferable GE patterns to get a sense of what courses you may need to support your educational goals. You will choose a major or an area of emphasis from the MJC Catalog.
# Educational awards offered at MJC

Modesto Junior College confers the following educational awards to students who have met the requirements for each as listed in this catalog. For more information about the requirements for a specific award, see the page listed. The following awards may be awarded to students with catalog rights to the 2009-2010 MJC Catalog.

<table>
<thead>
<tr>
<th>Title of Award</th>
<th>Type</th>
<th>Page</th>
</tr>
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<tbody>
<tr>
<td>Accounting</td>
<td>C</td>
<td>83</td>
</tr>
<tr>
<td>Accounting Clerk</td>
<td>C</td>
<td>83</td>
</tr>
<tr>
<td>Administration of Justice</td>
<td>AA</td>
<td>84</td>
</tr>
<tr>
<td>Adv. Heavy Equipment Technician</td>
<td>SR</td>
<td>87</td>
</tr>
<tr>
<td>Agricultural Business</td>
<td>AS</td>
<td>85</td>
</tr>
<tr>
<td>Agriculture-Sales, Service</td>
<td>AS</td>
<td>87</td>
</tr>
<tr>
<td>Agric. Sales, Service Technician</td>
<td>C</td>
<td>87</td>
</tr>
<tr>
<td>Agricultural Laboratory Technician</td>
<td>C</td>
<td>86</td>
</tr>
<tr>
<td>Agricultural Science</td>
<td>UPE</td>
<td>174</td>
</tr>
<tr>
<td>Agricultural Science</td>
<td>AS</td>
<td>83</td>
</tr>
<tr>
<td>Animal Science</td>
<td>AS</td>
<td>88</td>
</tr>
<tr>
<td>Architectural Drafting</td>
<td>C</td>
<td>89</td>
</tr>
<tr>
<td>Architecture</td>
<td>AS</td>
<td>89</td>
</tr>
<tr>
<td>Art</td>
<td>AA</td>
<td>89</td>
</tr>
<tr>
<td>Art: Photography</td>
<td>AA</td>
<td>113</td>
</tr>
<tr>
<td>Art and Design</td>
<td>UPE</td>
<td>174</td>
</tr>
<tr>
<td>Art Gallery/Museum Studies</td>
<td>SR</td>
<td>90</td>
</tr>
<tr>
<td>Artificial Insemination Technician</td>
<td>C</td>
<td>91</td>
</tr>
<tr>
<td>Athletic Training/Sports Medicine</td>
<td>C</td>
<td>91</td>
</tr>
<tr>
<td>Autobody/Collision Repair</td>
<td>C</td>
<td>92</td>
</tr>
<tr>
<td>Autobody/Refinishing</td>
<td>SR</td>
<td>92</td>
</tr>
<tr>
<td>Automotive Technician</td>
<td>C</td>
<td>93</td>
</tr>
<tr>
<td>Basic Heavy Equip. Technician</td>
<td>SR</td>
<td>91</td>
</tr>
<tr>
<td>Behavioral and Social Sciences</td>
<td>AA</td>
<td>117</td>
</tr>
<tr>
<td>Biological Sciences</td>
<td>UPE</td>
<td>174</td>
</tr>
<tr>
<td>Bookkeeping</td>
<td>C</td>
<td>94</td>
</tr>
<tr>
<td>Business Administration</td>
<td>AS</td>
<td>153</td>
</tr>
<tr>
<td>Business Operations: Management</td>
<td>AS</td>
<td>124</td>
</tr>
<tr>
<td>Chemistry</td>
<td>UPE</td>
<td>175</td>
</tr>
<tr>
<td>Chemical Dependency Counseling</td>
<td>AA</td>
<td>118</td>
</tr>
<tr>
<td>Child Devt.</td>
<td>AA</td>
<td>134</td>
</tr>
<tr>
<td>Child Devt. Assoc. Teacher</td>
<td>SR</td>
<td>135</td>
</tr>
<tr>
<td>Child Devt. Teacher</td>
<td>C</td>
<td>135</td>
</tr>
<tr>
<td>Child Devt. Master Teacher</td>
<td>C</td>
<td>135</td>
</tr>
<tr>
<td>Child Devt. Site Supervisor</td>
<td>C</td>
<td>135</td>
</tr>
<tr>
<td>Child Devt. Early Intervention Asst. 1</td>
<td>C</td>
<td>135</td>
</tr>
<tr>
<td>Child Devt. Early Intervention Asst. 2</td>
<td>C</td>
<td>135</td>
</tr>
<tr>
<td>City and Regional Planning</td>
<td>AS</td>
<td>147</td>
</tr>
<tr>
<td>Clerical</td>
<td>AA</td>
<td>124</td>
</tr>
<tr>
<td>CNC Operator</td>
<td>SR</td>
<td>161</td>
</tr>
<tr>
<td>CNC Programmer</td>
<td>SR</td>
<td>161</td>
</tr>
<tr>
<td>Commercial Floristy Technician</td>
<td>C</td>
<td>87</td>
</tr>
<tr>
<td>Communications</td>
<td>UPE</td>
<td>175</td>
</tr>
<tr>
<td>Computer Applications Specialist</td>
<td>C</td>
<td>125</td>
</tr>
<tr>
<td>Computer Graphics Applications</td>
<td>C</td>
<td>125</td>
</tr>
<tr>
<td>Computer Information Systems</td>
<td>AA</td>
<td>126</td>
</tr>
<tr>
<td>Computer Network Administration</td>
<td>C</td>
<td>129</td>
</tr>
<tr>
<td>Computer Network Technician</td>
<td>C</td>
<td>129</td>
</tr>
<tr>
<td>Computer Programming Specialist</td>
<td>C</td>
<td>126</td>
</tr>
<tr>
<td>Computer Science</td>
<td>AA</td>
<td>127</td>
</tr>
<tr>
<td>Construction: Carpentry</td>
<td>SR</td>
<td>154</td>
</tr>
<tr>
<td>Construction: General</td>
<td>SR</td>
<td>154</td>
</tr>
<tr>
<td>Construction Management</td>
<td>AS</td>
<td>148</td>
</tr>
<tr>
<td>Crop Science</td>
<td>AS</td>
<td>87</td>
</tr>
<tr>
<td>Culinary Arts</td>
<td>C</td>
<td>137</td>
</tr>
<tr>
<td>Dairy Industry</td>
<td>AS</td>
<td>88</td>
</tr>
<tr>
<td>Dairy Industry Technician</td>
<td>C</td>
<td>88</td>
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<td>Dairy Science</td>
<td>C</td>
<td>88</td>
</tr>
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<td>Dental Assisting</td>
<td>C</td>
<td>88</td>
</tr>
<tr>
<td>Drafting Technology</td>
<td>C</td>
<td>97</td>
</tr>
<tr>
<td>Electrons Tech-Comp Electronics</td>
<td>C</td>
<td>150</td>
</tr>
<tr>
<td>Emergency Medical Technician(EMT)</td>
<td>SR</td>
<td>155</td>
</tr>
<tr>
<td>Engineering</td>
<td>AS</td>
<td>148</td>
</tr>
<tr>
<td>Engineering Technology</td>
<td>AS</td>
<td>149</td>
</tr>
<tr>
<td>English</td>
<td>AA</td>
<td>140</td>
</tr>
<tr>
<td>Environmental Horticultural Science</td>
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<td>Environmental Science</td>
<td>UPE</td>
<td>175</td>
</tr>
<tr>
<td>Ethnic Studies</td>
<td>SR</td>
<td>118</td>
</tr>
<tr>
<td>Film</td>
<td>SR</td>
<td>111</td>
</tr>
<tr>
<td>Film (Basic Fire Academy)</td>
<td>SR</td>
<td>145</td>
</tr>
<tr>
<td>Forestry</td>
<td>C</td>
<td>90</td>
</tr>
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<td>Forestry</td>
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<td>90</td>
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<td>Fruit Science</td>
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<td>Food Science</td>
<td>C</td>
<td>159</td>
</tr>
<tr>
<td>General Plant Maintenance</td>
<td>C</td>
<td>158</td>
</tr>
<tr>
<td>Geography</td>
<td>UPE</td>
<td>175</td>
</tr>
<tr>
<td>Graphic Design</td>
<td>C</td>
<td>157</td>
</tr>
<tr>
<td>Health and Physical Education</td>
<td>UPE</td>
<td>176</td>
</tr>
<tr>
<td>Heavy Machinery Management</td>
<td>SR</td>
<td>97</td>
</tr>
<tr>
<td>Home Building Technologies</td>
<td>C</td>
<td>154</td>
</tr>
<tr>
<td>Humanities</td>
<td>UPE</td>
<td>176</td>
</tr>
<tr>
<td>Human Services</td>
<td>C</td>
<td>119</td>
</tr>
<tr>
<td>Industrial Electronics</td>
<td>C</td>
<td>159</td>
</tr>
<tr>
<td>Industrial Technology/Electrician</td>
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<td>159</td>
</tr>
<tr>
<td>Industrial Technology/Maintenance</td>
<td>C</td>
<td>159</td>
</tr>
<tr>
<td>Industrial Technology/Systems</td>
<td>C</td>
<td>159</td>
</tr>
<tr>
<td>Interior Design</td>
<td>C</td>
<td>138</td>
</tr>
<tr>
<td>Journalism</td>
<td>SR</td>
<td>112</td>
</tr>
<tr>
<td>Journalism (Print)</td>
<td>AA</td>
<td>112</td>
</tr>
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<td>Landscape Architecture</td>
<td>C</td>
<td>112</td>
</tr>
<tr>
<td>Landscape Architecture/Design</td>
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<td>150</td>
</tr>
<tr>
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<td>C</td>
<td>129</td>
</tr>
<tr>
<td>Language and Rationality</td>
<td>GSE</td>
<td>171</td>
</tr>
<tr>
<td>Liberal Studies (Teacher Prep)</td>
<td>UPE</td>
<td>177</td>
</tr>
<tr>
<td>Machine Tool Technology</td>
<td>AS</td>
<td>161</td>
</tr>
<tr>
<td>Machine Tool Technology 1</td>
<td>SR</td>
<td>161</td>
</tr>
<tr>
<td>Machine Tool Technology 2</td>
<td>C</td>
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</tr>
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<td>C</td>
<td>163</td>
</tr>
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<td>Maintenance Machinist 1</td>
<td>SR</td>
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</tr>
<tr>
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<td>162</td>
</tr>
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<td>Maintenance Mechanic</td>
<td>C</td>
<td>153</td>
</tr>
<tr>
<td>Mathematics</td>
<td>UPE</td>
<td>178</td>
</tr>
<tr>
<td>Marketing</td>
<td>AA</td>
<td>128</td>
</tr>
<tr>
<td>Mechanized Agriculture</td>
<td>AS</td>
<td>133</td>
</tr>
<tr>
<td>Mechanized Agriculture Technician</td>
<td>C</td>
<td>93</td>
</tr>
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<td>Medical Assisting</td>
<td>C</td>
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</tr>
<tr>
<td>Music</td>
<td>AA</td>
<td>110</td>
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<td>Natural Sciences</td>
<td>GSE</td>
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<td>Nursery Production</td>
<td>C</td>
<td>94</td>
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<tr>
<td>Nursing Assistant (for CNA)</td>
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## Legend

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<thead>
<tr>
<th>Type</th>
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<tr>
<td>AA</td>
<td>Associate of Arts Degree</td>
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<tr>
<td>AS</td>
<td>Associate of Science Degree</td>
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<td>C</td>
<td>Certificate of Achievement</td>
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<td>GSE</td>
<td>General Studies Emphasis</td>
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<td>UPE</td>
<td>University Preparation Emphasis</td>
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<td>SR</td>
<td>Skills Recognition</td>
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AS: Associate of Science Degree
AA: Associate of Arts Degree
GSE: General Studies Emphasis (Non-transfer)
UPE: University Preparation Emphasis (for Transfer)
C: Certificate of Achievement
SR: Skills Recognition
ALL ABOUT THE University Preparation PATHWAY

What is the University Preparation pathway?

Many students attend MJC to start their pursuit of an expansive college experience, often culminating in a bachelor’s degree, masters degree, PhD, or other professional degree conferred by another institution.

By attending MJC you can complete courses that apply toward a bachelor’s degree granted by another institution. By following the University Preparation pathway on page 69, you will be able to complete coursework that is not only applicable to an Associate’s degree at MJC, but can also fulfill lower-division requirements for Bachelor’s degree at UC and CSU, and some other schools in California.

Transferable Courses

Transferable courses are those MJC courses that will apply toward baccalaureate credit at the institution to which you plan to transfer. For CSU, all courses numbered 100-299 are considered transferable, while UC accepts some - but not all- 100-299 courses. For more information on transferring and which MJC courses are UC or CSU transferable meet with an MJC counselor and visit www.assist.org. CSU and UC will accept a maximum of 70 transferable units completed prior to transfer.

General Education Transfer Patterns

MJC, California State University (CSU), the University of California (UC), and other colleges and universities have created a process through which community college students can complete requirements for bachelor’s degree while attending California Community Colleges. At MJC, two General Education Patterns (CSU-GE and IGETC) are in place to allow you to complete most, if not all “lower-division” general education breadth requirements for bachelor’s degree as an MJC student. The CSU-GE and IGETC patterns are lists of MJC courses that you can take to fulfill certain requirements of the CSU and UC systems.

Completion of either pattern will fulfill the general education requirement for an Associate’s degree. Please note that completion of the IGETC pattern is not preferred for all schools and majors within the UC system. For the most current information, see IGETC Considerations on page 79 or refer to www.assist.org for the most current course statuses. Most importantly, you should meet with a counselor to help you choose the appropriate pattern and coursework for your target school.

Certification of General Education

After completing the IGETC or CSU-GE patterns, or the University Preparation Pathway, you will need to request that your transfer pattern coursework be certified by the Records Office (Morris, 105). MJC General Education certification means that your transfer pattern coursework at MJC is officially recognized by the transfer institution as fulfillment of the corresponding General Education requirement(s) for baccalaureate degree when all coursework is completed with a C or better. If you do not have your MJC coursework certified, you can be held accountable for the target institution’s General Education requirements upon commencing your study at that institution. Please note that the IGETC pattern allows only the entire pattern to be certified, while the CSU-GE pattern can be certified by individual “area.”

Many MJC students apply to transfer to UC and CSU systems and are able to start classes at junior status.

The MJC Transfer Center, located on the East Campus, is a comprehensive resource for transfer-oriented MJC students.
Earn an associate's degree while preparing for a bachelor's degree 2009-2010

Successfully complete* the following steps to earn an associate's degree from MJC while simultaneously satisfying lower-division general education requirements for bachelor's degree at many universities throughout California. While satisfactory completion of these requirements does not guarantee admission to a specific college or university, it will demonstrate that you have satisfied many "lower-division" requirements in preparation for upper-division study. Enroll in a Guidance class or meet with a counselor so that you complete each step accurately and efficiently. To learn more about the University Preparation Pathway, see page 68.

To earn an Associate Degree:

1. Complete 60 units in courses numbered 100 to 299, twelve (12) of which must be completed "in-residence" at MJC. All courses numbered 100-299 will transfer to CSU, while some 100-299 transfer to UC. Please note that not all transfer units are accepted by every university. Consult an MJC Counselor or www.assist.org for information on transferable MJC courses. Only one degree may be awarded in any one program.

2. Earn an overall GPA of 2.0 or higher (C average) based on all work attempted in college courses numbered 50 to 399.

3. Complete the MJC Guidance and Activities Requirements* (see p. 74).

4. Fulfill the general education requirement* for the school you plan to attend by successfully completing the appropriate General Education (GE) Transfer Pattern (with a C or better in each course) as indicated below. Upon completion of the GE pattern you select, you will be eligible for a Certificate of Achievement in CSU-GE or IGETC from MJC. For more information, visit the Evaluations Office (Morris Memorial Building Room 107). Successful completion will also demonstrate that you have met or exceeded state-required competencies for reading, writing, and mathematics.

5. Select and complete an Associate's Degree major or an Area of Emphasis

   - Associate's Degree with Associate in Arts (AA) or an Associate in Science (AS) major: The associate's degree with an AA or AS major will demonstrate that you have taken courses in many college disciplines in order to gain critical thinking skills, in addition to completing a series of courses in a focused subject area. Your final transcript will show that you have earned an AA or an AS in the chosen area. Please note that some AA and AS majors include more courses than the required lower-division preparation for bachelor's degree at the targeted college or university, so they may not be effective for bachelor's degree preparation. Please see a counselor to carefully select courses for MJC and your target institution. You may complete any AA or AS in this catalog. Students who complete the University Preparation Pathway with an AA/AS major will earn a degree in the major. For example the student who completes the University Preparation pathway who chooses to complete the AS major in Physical Science, will receive a degree that reads: AS Degree: Physical Science.

   - Associate's Degree in University Preparation with an Area of Emphasis Like the associate's degree major, the emphasis will demonstrate that you have taken courses in many college disciplines in order to gain critical thinking skills. The emphasis, however, is a set of courses that you complete at MJC to prepare you for the major in which you plan to earn a bachelor's degree. Courses in the emphasis are carefully selected to fulfill major requirements and to prepare you for your bachelor's degree major at the transfer institution. For University Preparation emphases options, see page 173. Students who complete the University Preparation Pathway with an emphasis will earn an A.A. degree in "University Preparation: [emphasis]." For example, a student who completes the University Preparation "Humanities" emphasis would earn a degree that reads AA: University Preparation: Humanities.

6. Earn a grade of C or Better* in every course completed for the Area of Emphasis or the AA/AS Major.

7. Apply for your degree. The Associate in Arts Degree (AA), Associate in Science Degree (AS) and/or the Certificate of Achievement in CSU-GE or IGETC are not automatically awarded when you complete the requirements. You will need to file an Application for Associate's degree in the Evaluations Office (Morris Memorial Building Room 107) after enrolling in courses for the semester in which you intend to graduate. Requirements may be completed during any semester or summer session. Please note the graduation ceremony is held only at the end of spring semesters. Certification of general education requirements for transfer: CSU and UC systems accept full certification or subject-area certification upon completion of lower-division GE requirements. When applying to the transfer institution and requesting MJC transcripts, students should request GE certification.

*Students who possess a baccalaureate or higher degree completed at a regionally accredited college or university will have satisfied general education and competency requirements including guidance and activities for AA or AS Degree.
What is Career & Technical Education?

If you have visions of working in a skilled trade, occupation, or area in the community, you might consider the Career and Technical Education pathway. This educational pathway allows you to earn a Certificate of Achievement and/or an Associate's degree which will give you targeted instruction and hands-on training for employment. Either award you choose will prepare you for employment in the community.

Associate's Degree or Certificate of Achievement?

Your educational experience will vary depending on which award you target in the Career and Technical Education pathway. The certificate requirements are designed to provide you a fast, immersive learning experience in a skilled trade or vocation. The associate's degree in Career and Technical Preparation is geared to help you move swiftly through MJC's general education requirements (MJC-GE) for an associate's degree and to immerse yourself in learning a trade or vocation so that you have an associate's degree and evidence of skills in a trade. Upon completion of your degree, you will not only have completed general education component, you will have considerable knowledge and skills in a specific area of study. This plan is most beneficial for individuals who would like to explore career opportunities upon earning their associate's degrees, and who may not have plans to earn a bachelor's degree.

Career Options

MJC provides an array of associate's degrees that can prepare you for jobs in the community. Programs like nursing, welding, administration of justice, business administration, and dairy science are designed with input from local employers to give you the training local employers are seeking. For more information on available programs, see page 70.

Choosing Courses

Course numbers can tell you a great deal about the type of course you are completing. Courses numbered 50-399 will apply toward your Associate's degree if you are completing the Career and Technical Education pathway. The MJC-GE pattern includes courses numbered 50 and higher, whereas the Transfer General Education patterns only include courses numbered 100 to 299 for the purposes of transfer.

Types of Associate's Degrees

The Career and Technical Education pathway is unique in that it offers two types of Associate's degrees: Associate of Science (AS) and Associate of Arts (AA). The AS degree requires more coursework in the major (minimum 30 units) and fewer electives to total 60 units for an Associate's degree. The AA degree requires a minimum of 20 units in the major, and therefore allows you to complete more elective units outside the major for the degree.

Is a Bachelor's Degree in Your Future?

If you think that you may want to pursue a Bachelor's degree at any point in the future, be sure to meet with a counselor to evaluate your goals. Not all courses completed for the Career and Technical Education pathway will transfer to a four-year university.

See page 67 for a list of career-oriented associate's degrees and certificates of achievement
Successfully complete the following steps to earn a Certificate of Achievement or Associate’s degree from Modesto Junior College. Enroll in a Guidance class and meet with a counselor to ensure that you complete each step accurately and efficiently. You may earn a Certificate of Achievement and an Associate’s degree in many programs; however only one degree (AA or AS) can be awarded in any one program. To learn more about the Career & Technical Education pathway, see page 70.

**Earn a Certificate of Achievement:**

1. **Select a Certificate of Achievement** from the catalog and complete the requirements as listed.
2. **Earn a grade of C or better** in every course in the Certificate of Achievement.
3. **Apply for your Certificate.** The Certificate of Achievement is not automatically awarded when you complete the requirements. File an application for Certificate of Achievement during the same semester in which you plan to finish requirements (Evaluations Office, Morris Memorial Building, Room 107).

**Earn an Associate’s degree:**

1. **Complete 60 units in courses numbered 50 to 399** Twelve (12) units must be completed “in-residence” at MJC.
2. **Earn an overall GPA of 2.0 or higher** (C average) based on all work attempted in college courses numbered 50 to 399.
3. **Demonstrate competence in reading, writing, and mathematics.**

   - **READING:** Meet one of the following requirements:
     - Completion of the applicable General Education pattern (MJC-GE, CSU-GE, and/or IGETC) with a C average or better (2.0)
     - Completion of READ 184 with a C or better
   - **WRITING:** Meet one of the following requirements:
     - Completion of ENGL 101 or equivalent course from another institution with a C or better
     - Score of 3, 4, or 5 on AP Exam: Language & Composition OR Literature & Composition
   - **MATHEMATICS:** Meet one of the following requirements:
     - Eligibility for entrance into any 100-level MATH course through MJC Assessment Process
     - Score of 3, 4 or 5 on AP Exam: Calculus AB OR Calculus BC OR Statistics
     - Completion of MATH 80 or higher-level MATH course, or equivalent course from another institution with a grade of C or higher.

4. **Complete the MJC Guidance and Activities Requirements** as part of the 60 units required for associated degree. See page 74.
5. **Fulfill the general education requirement** as part of the 60 units required for associated degree by completing the MJC-GE Pattern (page 75) with a GPA of 2.0 or higher.
6. **Complete a MAJOR** from those listed in the catalog from which you plan to earn your degree:
   - **Associate of Arts Degree (AA)** (Minimum 20 units in the major):
     - Complete requirements for any AA Major listed in the MJC Catalog. Your AA degree will be in that major.
   - **Associate of Science Degree (AS)** (Minimum 30 units in the major):
     - Complete requirements for any AS Major listed in the MJC Catalog. Your AS degree will be in that major.
7. **Earn a grade of C or Better** for every course in the major.
8. **Apply for your degree.** The Associate of Arts Degree (AA) and the Associate of Science Degree (AS) are not automatically awarded when you complete the requirements. File an Application for Associate’s degree in the Evaluations Office, Morris Memorial Building, Room 107, the same semester in which you plan to complete the requirements. Requirements may be completed during any semester or summer session. The graduation ceremony is held only at the end of the spring semester.

*Students who possess a baccalaureate or higher degree completed at a regionally accredited college or university will have satisfied general education and competency requirements including guidance and activities for AA or AS Degree.
What is the MJC Honors Program?

If you are a highly motivated or an accomplished student and would like your education at MJC to prepare you to compete well at the highest university levels, then the MJC Honors Program may be for you. This program is meant to further promote excellence by honing the skills and talents of our intellectually gifted, uniquely creative, and/or academically committed students. Honors students are challenged and guided by honors faculty to delve deeper, think more critically, and argue more persuasively. These students also have the opportunity to meet other gifted students and experience the spirit and encouragement of such a like-mindedly determined cohort.

What are the benefits of participating in the MJC Honors Program?

Besides the experience of an enhanced education and being better prepared to compete at the university level, students who graduate from the program will gain any number of perks through enhanced transfer agreements.

HONORS PROGRAM BENEFITS

- Priority admission and registration at transfer institutions
- Scholarships granted by some CSU and UC institutions
- Continuation of the honors experience at the transfer institution
- Invitations to College and university and receptions and special events
- Guaranteed housing
- Priority admission into English 101 at MJC for students who meet appropriate Honors Program deadlines

What are Honors units?

Honors units are units of coursework that you complete in order to demonstrate that you are academically competent in strategically challenging courses. Honors Units are not additional units to be completed, but rather overlap your existing educational plan. You will work with a counselor and the Honors Program Coordinator to select appropriate courses. There are two ways to earn such units.

HONORS CONTRACTS

Many instructors at MJC are willing to give you individual attention by enhancing a course to be at honors level. Once an agreement is established this is referred to as an honors contract. Once you are accepted into the honors program, you will be expected to initiate contracts with instructors. A list of participating instructors is available from the Honors Program Coordinator. Honors contracts may only be established in 3 unit or more courses numbered 100-299 (transferable).

HONORS COURSES

Honors courses are developed from courses which appear on the IGETC transfer pattern. Each semester certain courses will offer a section of a course at honors level in a seminar format, meaning there will be a great deal of facilitated discussion. Enrollment will be limited to 25 students, with honors program participants getting prefered registration.

PROOF OF PARTICIPATION

Honors courses completed will be noted on your official MJC transcript.

To apply to the program:

1. Make an appointment with the Honors Program Coordinator in Founders Hall 173
2. Download and complete an Honors Program Application packet at [www.mjc.edu/honors](http://www.mjc.edu/honors) In this application you will need to demonstrate the following*:
   a. Eligibility for English 101 or higher at time of application
   b. 3.25 community college GPA (12 units) or 3.5 credentialed High School GPA or recent 1050 SAT or recent 25 ACT*
   c. One letter of recommendation (see application)
   d. One ‘statement of purpose’ 500 word-essay (see application)
3. Attend honors orientation before starting your first honors semester.
   * If you have not recently attended community college or high school, or if you do not meet the entrance requirements, see the honors coordinator for alternate requirements.

To maintain enrollment:

1. Complete English 101 by the end of your first honors semester.
2. Maintain a 3.25 or higher cumulative GPA
3. Attempt at least one honors contract or course per year.

To complete the program:

1. Complete 15 units of honors coursework
2. Maintain a 3.25 cumulative GPA
3. File an application to graduate from the Honors Program
4. Complete an Honors Program Experience Survey
# Modesto Junior College Educational Plan

NAME _____________________________________________ W# _________________  
COUNSELOR ______________________________________ DATE _________________  
☐ Major Change  ☐ CalWORKS  ☐ Ed. Goal Change  ☐ Veteran  
☐ Catalog Rights

## Educational Goal

- ☐ Career and Technical Education A.A. or A.S. (non-transfer)  Major ____________________________  
- ☐ University Prep A.A.  Emphasis ____________________________ Transfer Major ____________________________  
- ☐ Certificate/Skills Recognition ____________________________ Transfer Univ. ____________________________

<table>
<thead>
<tr>
<th>Graduation Requirements</th>
<th>Assessment Tests</th>
<th>Basic Skills Needed</th>
<th>Competency Requirements</th>
</tr>
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<tr>
<td>Met</td>
<td>Taken</td>
<td>☐ READING _______</td>
<td>☐ READING _______</td>
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<tr>
<td>☐ GUIDANCE _______</td>
<td>Need</td>
<td>☐ ENGLISH _______</td>
<td>☐ ENGLISH _______</td>
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<tr>
<td>☐ ACTIVITIES _______</td>
<td>Placement</td>
<td>☐ MATH _______</td>
<td>☐ MATH _______</td>
</tr>
</tbody>
</table>

### A.A./A.S. Non-Transfer

#### General Ed.
- Met
  - ☐ A. Natural Sciences (3)
  - ☐ B. Social Sciences (3)
  - ☐ C. Humanities (3)
  - ☐ D.1 English Composition (3)
  - ☐ D.2 Comm. & Anal. Thinking (3)
  - ☐ E. Health Education (3)
  - Major Requirements:  
    - A.A. 20; A.S. 30 units

#### General Ed. (6-9)
- Area A (9)
  - ☐ A.1
  - ☐ A.2 English 101
  - ☐ A.3
  - Area B (9)
    - ☐ B.1
    - ☐ B.2
    - ☐ B.3 Lab (*)w. ☐ B.1 or ☐ B.2
    - ☐ B.4
  - Area C (9)
    - ☐ C.1
    - ☐ C.2
    - ☐ C.1 or 2
    - Area D (9 units, from areas 0-9)
      - ☐ D.
      - ☐ D.
      - ☐ D.
      - Area E (3)
    - ☐ E.1
      - U.S. History, Const. & Amer. Ideals 6 units req.

#### Area of Emphasis
- (18 units required for A.A)

----

### A.A. Cal. State Univ.

#### General Ed.
- Met
  - 1. English Comp. (6-9)
    - ☐ A. English 101
    - ☐ B.
    - ☐ C. (CSU Only)
  - 2. Math/Quant. Reasoning (3)
  - 3. Arts & Humanities (9)
    - ☐ a.
    - ☐ b.
    - ☐ a. or b.
  - 4. Social & Behav. Sci. (9)
  - 5. Physical/Biological Sci. (7)
    - ☐ a.
    - ☐ b.
    - Foreign Language (UC only)
      - ☐ U.S. History, Const. & Amer. Ideals (CSU Only) 6 units req.

### A.A. IGETC UC or CSU

#### Transfer Major prep
- Refer to www.assist.org

<table>
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<tr>
<th>Tentative Program</th>
<th>Term _________</th>
<th>Units</th>
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### Notes

- ☐ Ideals 6 units req.
I. Guidance Requirement: Complete one course (which should be completed during first semester).

II. Activities Requirement: Complete two (2) units

*Veterans or reservists who submit proof of U.S. military Basic Training will receive two (2) units of activities. File copy of DD214 with MJC Veterans Office.*
Area A. Natural Sciences:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>AG 376</td>
<td>Basic Sci &amp; Lab Techniques (3)</td>
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<td>BIOS 100</td>
<td>Human Anatomy (5) (SU07)</td>
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<td>BIOS 202</td>
<td>Intro to Animal Science (3)</td>
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<tr>
<td>ANTH 101</td>
<td>Physical Anthropology (3)</td>
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<td>ANTH 103</td>
<td>Physical Anthro Lab (1)(F98)</td>
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<tr>
<td>AP 50</td>
<td>Elem Human Physiol &amp; Myofi (3)(SU08)</td>
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<td>AP 150</td>
<td>Investigative Anat &amp; Physiology (5)</td>
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<td>ASTRO 140</td>
<td>Intro to Astrophysics (3)</td>
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<td>AS 150</td>
<td>Intro to Modern Astronomy (3)</td>
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<td>BIO 63</td>
<td>Basic Biology (3)(F97)</td>
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<tr>
<td>BIO 101</td>
<td>Biological Principles (5)</td>
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<td>BIO 111</td>
<td>General Biology (4)</td>
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<tr>
<td>BIO 115</td>
<td>Genetics, Evolution &amp; Society (3)(F97)</td>
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Area B. Social & Behavioral Sciences:

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<tr>
<td>ADJU 201</td>
<td>Intro to Admin of Justice (3)</td>
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<td>ADJU 235</td>
<td>Introduction to Corrections (3)(SU07)</td>
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<td>AGCH 125</td>
<td>Elem of Ag Communications (3)</td>
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<td>AGCH 146</td>
<td>Ag. Environment &amp; Soc (3)(F97)</td>
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<td>ANTH 102</td>
<td>Cultural Anthropology (3)</td>
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<tr>
<td>ANTH 103</td>
<td>Therapeutic Aids (3)(SU07)</td>
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<tr>
<td>ANTH 140</td>
<td>Magic, Witchcraft &amp; Religion (3)(F97)</td>
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<td>BUSAD 240</td>
<td>Principles of Mgmt (3)</td>
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<td>CLDDV 103*</td>
<td>Child Growth and Devt (3)(SU07)</td>
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<td>CLDDV 160</td>
<td>Intro to Cultural Diversity Chem (5)</td>
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<td>CLDDV 262</td>
<td>Diversity in Ed Settings (3)</td>
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<td>ECON 102</td>
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<td>Western Civilization (3)</td>
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<td>MATH 106</td>
<td>Structure of Mathematics 2 (4)</td>
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<td>Pre-Calculus 1 (5) (F98)</td>
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<td>MATH 138</td>
<td>Calc for Bus &amp; Soc Sci (3)</td>
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<td>MATH 171</td>
<td>Calculus: 1st Course (5)</td>
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<td>MATH 200</td>
<td>Calculus: 2nd Course (5) (SU08)</td>
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<td>MATH 201</td>
<td>Calculus: 3rd Course (5)</td>
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<tr>
<td>MATH 204</td>
<td>Calculus: 4th Course (5)</td>
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Area C. Humanities:

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<td>ANTH 104</td>
<td>Lang.,Culture &amp; Comm. (3)(SU07)</td>
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<td>ARCH 117</td>
<td>History of Architecture 1 (3)</td>
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<td>ARCH 118</td>
<td>History of Architecture 2 (3)</td>
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<td>ART 124</td>
<td>Color and Design 1 (SU07)</td>
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<td>ART 160</td>
<td>Appreciation of Art (3)</td>
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<td>ART 161</td>
<td>American Art (3)</td>
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<tr>
<td>ART 162</td>
<td>Appreciation of Art (3)</td>
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<td>ART 163</td>
<td>History of Modern Art (3)</td>
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<td>ART 164</td>
<td>History of Art 1 (3)</td>
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<td>ART 165</td>
<td>History of Art 2 (3)</td>
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<td>ART 166</td>
<td>Survey of Photography (3)</td>
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<td>ART 169</td>
<td>History of Non-Western Art (3)(F99)</td>
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<td>CMGR 201</td>
<td>Animation: Global View (3)(F97)</td>
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<td>ENGL 102</td>
<td>Adv. Comp. &amp; Intro to Lit. (3)(SU07)</td>
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<td>ENGL 121</td>
<td>Intro to Shakespeare (3)</td>
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<td>ENGL 134</td>
<td>History of Chicano Lit (3)</td>
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<td>ENGL 137</td>
<td>Survey Engl Lit 18th Cnty (3)</td>
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<td>Survey Engl Lit 18th Cnty to Prntg (3)</td>
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<td>ENGL 151</td>
<td>English Literature (3)</td>
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<td>ENGL 156</td>
<td>Bible as Lit-Hebr-Canon (3)</td>
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Area D. Language & Raciality:

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<tr>
<td>ENGLISH 264</td>
<td>Publishing on WWW (3)(F97)</td>
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<tr>
<td>ENGLISH 265</td>
<td>Multimedia on WWW (3)(F97)</td>
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<tr>
<td>CMGR 901</td>
<td>Film Studies (3)</td>
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<td>ENGL 108</td>
<td>Adv. Anim. &amp; Prod (3)</td>
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<td>ENGL 116</td>
<td>Introduction to Poetry (3)</td>
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<td>ENGL 119</td>
<td>History of Drama (3)</td>
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<td>ENGL 131</td>
<td>Intro to Western Literature (3)</td>
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<td>ENGL 132</td>
<td>Intro to World Literature 1500 to Prntg (3)</td>
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<td>ENGL 135</td>
<td>American Lit to 1850 (3)</td>
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<td>ENGL 136</td>
<td>American Lit to 1850 (3)</td>
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<td>Survey Engl Lit 16th Cnty (3)</td>
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<td>Survey Engl Lit 18th Cnty to Prntg (3)</td>
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<td>Bible as Lit-Hebr-Canon (3)</td>
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Area E. Health Education:

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<tr>
<td>CLDDV 103*</td>
<td>Child Growth &amp; Devt (3)(SU07)</td>
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<tr>
<td>CLDDV 111*</td>
<td>Child Growth/Dev&amp;Child Stdy (3)(SU08)</td>
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<tr>
<td>HE 111</td>
<td>Child Growth/Dev&amp;Child Stdy (3)(SU08)</td>
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</table>

- **Veterans or reservists** who submit proof of U.S. military Basic Training will receive three (3) units of health education. File copy of DD214 with MJC Veterans Office.
- **Allied Health Majors** (ADN, VN) satisfy the Health Ed requirement by completion of major requirements.
### AREA A
Communication in the English Language and Critical Thinking

Complete one course in each category for a total of nine (9) units.

### A.1 ORAL COMMUNICATION
- SPCOM 100 Fund of Public Speak (3)
- SPCOM 102 Intro Human Comm (3)
- SPCOM 110 Persuasion (3) (F03)

### A.2 WRITTEN COMMUNICATION
- ENGL 101 Comp and Reading (3)

### A.3 CRITICAL THINKING
- CMPSC 103 Symbolic Logic (3)
- ENGL 103 Adv. Comp. & Crit. Think. (3)
- PHIL 103 Symbolic Logic (3)
- PHIL 105 Reasoning (3)
- PHIL 107 Philo of Science (3) (F93)
- SPCOM 104 Argumentation (3)
- SPCOM 107 Intro to Debate (3) (F90)

### AREA B
Physical Universe, its Life Forms & Mathematical Concepts

Nine (9) units with one course from B.1, B.2, and B.4 required. One course from B.1 or B.2 must be a laboratory course (marked with an asterisk *) for B.3.

#### B.1 PHYSICAL SCIENCE
- ASTRO 141 Intro Astrophysics (3)
- ASTRO 141-151* Intro Astro/Lab (3-1)
- ASTRO 160 Intro to Modern Astro (3)
- ASTRO 160-151* Intro to Mod Astro/Lab (3-1)
- CHEM 101* Gen. Chemistry 1 (5)
- CHEM 102* Gen. Chemistry 2 (5)
- CHEM 112* Organic Chem 1 (5) (F91)
- CHEM 113* Organic Chem 2 (5) (F91)
- CHEM 142 Pre-General Chemistry (3)
- CHEM 142-164* Pre-General Chemistry/Lab(3-2)(F07)
- CHEM 143* Intro College Chem (5)
- CHEM 144* Fund of Organic & Biochem (4)
- CHEM 150 Exploring Chem Environment (3)

#### B.2 LIFE SCIENCE
- ANAT 125* Human Anatomy (5)
- ANSC 200 Intro to Animal Science (3) (S06)
- ANTHR 101* Phys Anthropology (3) (F90)
- ANTHR 101-105 Phys Anthro/Lab (3-1) (F90)/(F09)
- AP 150* Intro to Bio/Phys (5) (F96)
- BIO 101* Biological Principles (5)
- BIO 111* General Biology (4)
- BIO 115 Genetics, Evol & Soc (3) (F97)
- BIO 130 Introduction to Marine Vertebrates (3) (S07)
- BIO 130-130L* Intro to Marine Vertebrates (3-1) (S07)
- BIO 140* Intro to Marine Biology (4)
- BIO 145* Intro to Freshwater Biology (4)
- BOT 101* General Botany (4)
- BOT 110* Plant Biology (3)
- ENSCI 108 Env. Conservation (3) (F97)
- MICRO 101* Microbiology (4) (F94)
- PHYS 101* Intro Human Physio (5)
- PHYS 103 Introduction to Neurosciences (3) (SU08)
- PLSC 200 Intro to Plant Science (3) (SU04)
- PSYCH 103 Introduction to Neurosciences (3)/(F90)
- ZOO101* General Zoology (4)
- ZOOL 110* Animal Biology (3)

#### B.3 LABORATORY
Take one course from B.1 or B.2 with a laboratory, as indicated by the asterisk (*).

#### B.4 QUANTITATIVE REASONING AND MATHEMATICS (continued)
- MATH 101 Math Ideas and Applications (3) (F90)
- MATH 105 Structure of Mathematics 1 (4)
- MATH 106 Structure of Mathematics 2 (4) (F93)
- MATH 111 Applied College Algebra (3) (F02)
- MATH 121 Pre-Calculus 1 (5) (F98)
- MATH 122 Pre-Calculus 2 (5) (F98)

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### AREA C
Arts, Literature, Philosophy, and Foreign Language

Nine (9) units required. Three (3) units from C.1 and three (3) units from C.2. Three (3) additional units from C.1 or C.2.

#### C.1 ARTS
- ARCH 117 History of Architecture 1 (3)
- ARCH 118 History of Architecture 2 (3)
- ART 102 Intro to Computer Graphics (3)(F95)
- ART 120 Basic Drawing 1 (3)
- ART 140 Sculpture 1 (3)
- ART 165 Appreciation of Art (3)
- ART 161 American Art (3) (F90)
- ART 162 Hist of Renaissance Art (3) (F92)
- ART 163 Hist of Modern Art (3) (F94)
- ART 164 History of Art 1 (3)
- ART 165 History of Art 2 (3)
- ART 166 Survey of Photography (3)
- ART 169 History of Non-Western Art (3)(F99)
- ART 170 Basic Photography (3) (F89)
- CMPGR 202 Intro to Computer Graphics (3)(F95)
- ENGL 161* Film Appreciation (3) (F05)
- FILM 154 Movies with a Message (3)(F07)
- FILM 155 The Documentary Film (3) (SU07)
- INTS 150 Hist. of Interiors-Dec. Arts 1 (3) (SU07)
- MUSG 101 Music Appreciation (3)
- MUSG 102 Intro to World Music (3)(F99)
- MUSG 111 Intro to Amer Pop Music (3)
- MUSG 121 History of Western Music (3)(F95)
- MUSG 122 History of Western Music 2 (3) (F93)
- MUST 123 Music Theory 3 (3) (F93)
- PE 194 Intro to World Dance (3) (F01)
- SOCSS 154 Movies with a Message (3)(F07)
- SPCOM 120 Oral Read & Interpretation (3)
- SPCOM 122 Intro to Readers’ Theatr (3)
- SPCOM 123 Storytelling (3)(F00)
- SPCOM 124 Advanced Readers’ Theatre (3)
- THETR 100 Intro to Theatre Arts (3)
- THETR 102 World Theatre (3) (F05)
- THETR 120 Oral Read & Interp(3)
- THETR 122 Intro to Readers’ Theatr (3)
- THETR 123 Storytelling (3)(F00)
- THETR 124 Advanced Readers’ Theatre (3)
- THETR 150* Elements of Playwriting (5) (F94)
- THETR 160* Fundamentals of Acting (3)
- THETR 161 Intermediate Acting (3)
- THETR 165 History of American Music Theater(3)(F92)
- THETR 194 Intro to World Dance (3) (F01)

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The CSU-GE Transfer Pattern 2008-2009

MJC's General Education Pattern for Transfer to the California State University System

The CSU-GE pattern is one option that allows California community college transfer students to fulfill the lower-division general education requirements of any California State University (CSU) campus. The curriculum consists of a 39-unit pattern with five areas of concentration (Area A-E). The CSU History, Constitution, and American Ideals requirement may also be completed at MJC prior to transfer. All courses must be passed with a grade of “C” or higher, “P”, or “CR”. CSU-GE is not the only way to fulfill the lower division GE requirements of a CSU campus prior to transfer. It is recommended that students consult with a counselor or enroll in a Guidance class to ensure their individual educational goals are being met. Request for complete or partial area CSU-GE Certification must be made in the Records Office (Morris, Room 105). For more information see pages 68 and 80 in the 2009-2010 MJC catalog. Patterns reflecting new CSU-GE approvals for 2009-2010 will be available in Counseling, July 2009.
C.2 LITERATURE, PHILOSOPHY, AND FOREIGN LANGUAGE

ANTHR 104* Language, Culture and Comm. (3)(SU07)
ENGL 102 Adv Comp & Intro to Lit (3)
ENGL 105 Creative Writing: Poetry (3)
ENGL 106 Creative Writing: Short Fiction (3)
ENGL 112 Intro to Novel & Shrt Story (3)
ENGL 114 Intro to Poetry (3)
ENGL 116 Intro to Drama (3)
ENGL 131 Intro to World Lit to 1500 (3)
ENGL 132 Intro to World Lit 1500 to Present (3)
ENGL 135 American Lit to 1850 (3)
ENGL 136 Am. Lit 1850 to Present (3)
ENGL 137 Survey of Eng Lit. to 18th Century (3)
ENGL 138 Survey of Eng Lit. 18th Cent-Present (3)
ENGL 151 Introduction to Folklore (3)
ENGL 156 Bible as Lit. - Hebrew Canon (3)
ENGL 157 Bible as Lit-New Testament (3)
ENGL 161* Film Appreciation (3)(F05)
ENGL 162 History of Cinema (3)(F03)
ENGL 163 Intro to Shakespeare (3)
ENGL 168 Adolescent Lit (3)(F90)
ENGL 169 Children's Lit (3)
ENGL 171 Intro African-American Lit (3)(F90)
ENGL 172 Intro to Chicano Lit (3)(F93)
ENGL 173 Latin American Lit (3)(F93)
ENGL 174 Intro Modern Asian Lit (3)(SU07)
ENGL 175 Introduction to Women's Literature (3)(F07)
ENGL 176 Intro to Mexican Lit (3)(F04)
ENGL 179 Intro Nv Amer Lit, Myth & Oral Trd (3)(F95)

D.1 ANTHROPOLOGY & ARCHAEOLOGY

ANTHR 101* Physical Anthropology (3)(F90)
ANTHR 102 Cultural Anthropology (3)
ANTHR 104* Language, Culture and Comm. (3)(SU07)
ANTHR 130 Arch and Cultural Prehis (3)
ANTHR 140 Magic, Witch & Relig (3)(F97)
ANTHR 150 Native People of N. Amer (3)

D.2 ECONOMICS

AGEC 210 Elem. of Ag Econ (3)(F98)
ECON 101 Principles of Macroeconomics (3)
ECON 102 Econ Princ: Microeconomics (3)
ECON 115* Econ Hist of the US (3)
ECON 105* Economic Geog (3)(F00)
HIST 115* Econ Hist of the US (3)

D.3 ECONOMIC STUDIES

INDIS 105 Intro to Women's Studies(3)(F96)
POLSC 151* Women and Politics (3)(F04)
PSYCH 111* Psychology of Gender (3)(S07)
SOC 150* Ethnicity and Culture in America (3)
SOC 156* Afr-Culture & Communities (3)
SOC 156* Mex Culture in the US (3)

D.4 GENDER STUDIES

HIST 125* History of Mexico (3)
HIST 145* Latin American History (3)
HIST 154* Afr. Amer thru 19th Century(F05)
HIST 155* Afr. Amer in 20th/21st Cents. (3)(F99)
SOCIO 150* Ethnicity and Culture in America (3)
SOCIO 154* Afr-Culture & Communities (3)
SOCIO 156* Mex Culture in the US (3)

D.5 GEOGRAPHY

GEOG 105* Economic Geog (3) (F00)
GEOG 110* World Regional Geog(3)(F97)

D.6 HISTORY

ECON 115* Econ Hist of the US (3)
HIST 101 History of US thru Reconstruction(3)
HIST 102 History of the US- Post Civil War (3)
HIST 103 Western Civilization (3)
HIST 105 Western Civilization (3)
HIST 106* World Civ. to the 16th Century (3)(F02)
HIST 107 World Civ. from the 16th Century (3)(F02)
HIST 112 Twentieth Century Amer (3)
HIST 113 Soc & Cult Hist of US Prior to 20th Cent(3)
HIST 115* Econ History of the US(3)
HIST 116 Women in Amer History (3)
HIST 119 Soc & Cult Hist 20th Cent Amer (3)(F00)
HIST 125* History of Mexico (3)
HIST 128 History of Amer Far Western Frontier (3)(F94)
HIST 129 History of California (3)
HIST 145* Latin American History (3)
HIST 154* Afr. Amer thru 19th Century (3)(F95)
HIST 155* Afr. Amer in 20th/21st Cents (3)(F99)

D.7 INTERDISCIPLINARY SOCIAL OR BEHAVIOR SCIENCE

AGGE 146 Ag, Envir & Soc. (3)(F97)
ENGL 178 Mass Media & the Public (3)(SU07)
ENSCI 110 Calif Water (3)(F98)
ENGL 171 Intro to Drama (3)

D.8 POLITICAL SCIENCE, GOVERNMENT AND LEGAL INSTITUTIONS

PHILO 130 Political Theory (3)
POLSC 101 American Politics(3)
POLSC 102 The Const. & the Rights of Americans (3)
POLSC 110 International Relations (3)
POLSC 111 War & Peace: From Lenin to Al Qaeda (3)
POLSC 120 Calif Politics & Problems(3)

D.9 PSYCHOLOGY

PSYCH 101 General Psychology (3)
PSYCH 105 Abnormal Psychology (3)(S07)
PSYCH 111* Psychology of Gender (3)(S07)

Total Units required for General Education: 39
IGETC is a general education pattern that, upon full or partial completion (defined as “all but two courses”), will fulfill some or all lower-division general education requirements at California State University (CSU) campuses and most University of California (UC) campuses/majors. It is also accepted by some private/independent or out of state universities. IGETC is not the only way to fulfill the lower division GE requirements of a UC or CSU campus prior to transfer. It is recommended that students consult with a counselor or enroll in a guidance class to ensure their individual educational goals are being met. Requests for complete or partial IGETC certification must be made in the MJC Records Office (Morris, 105). For more information, see pages 66 and 79 in the 2009-2010 MJC catalog. All courses must be passed with a grade of “C” or higher, “P,” or “CR.” Patterns reflecting new IGETC approvals for 2009-2010 will be available in Counseling in July 2009.

<table>
<thead>
<tr>
<th>AREA 1: English Composition</th>
<th>AREA 3: Arts and Humanities (cont’d)</th>
<th>AREA 4: Social and Behavioral Sciences</th>
</tr>
</thead>
<tbody>
<tr>
<td>If you plan to attend CSU, choose 3 courses, 1 from each group. If you plan to attend UC, choose 2 courses, 1 from Group A, and 1 from Group B.</td>
<td>THETR 165 Hist of American Musical Theatre (3)(S07)</td>
<td>Group 4B. Economics</td>
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<tr>
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<td>THETR 194 Intro to World Dance (3)(S01)</td>
<td>ECON 101 Principles of Macroeconomics (3)</td>
</tr>
<tr>
<td><strong>Group 1A: English Composition</strong></td>
<td><strong>Group 3B. Humanities</strong></td>
<td>ECON 102 Econ Principles: Microeconomics (3)</td>
</tr>
<tr>
<td>One course, or three (3) semester units.</td>
<td>ANTHR 104 Language, Culture &amp; Comm (3)(SU07)*</td>
<td>ECON 115 Econ History of the US (3) *</td>
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<td>ENGL 101 Composition &amp; Reading (3)</td>
<td>ENGL 102 Adv Comp &amp; Intro to Lit (3)(S07)</td>
<td>HIST 115 Econ History of the US (3) *</td>
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<td>ENGL 112 Intro Novel &amp; Short Story (3)</td>
<td><strong>Group 4C. Ethnic Studies</strong></td>
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<td>ENGL 114 Intro to Poetry (3)</td>
<td>HIST 155 Afr-Amer in 20th &amp; 21st Cent. (3)(F02)** ^</td>
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<td>ENGL 116 Intro to Drama (3)</td>
<td><strong>Group 4D. Gender Studies</strong></td>
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<td>ENGL 131 Intro to World Lit to 1500 (3)</td>
<td>POLSC 151 Women and Politics(3)(S04)*</td>
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<td>ENGL 132 Intro to World Lit 1500 to Present (3)</td>
<td>PSYCH 111 Psychology of Gender (3)(S07)* ^</td>
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<td>ENGL 135 American Lit to 1850 (3)</td>
<td><strong>Group 4E. Geography</strong></td>
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<td>ENGL 136 American Lit 1850 to Present (3)</td>
<td>GEDG 102 Cultural Geography (3)</td>
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<td>ENGL 137 Survey of English Lit to 18th Cent(3)</td>
<td>GEDG 105 Economic Geography (3)(S00)</td>
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<td>ENGL 138 Survey of English Lit 18th Cent.-Present (3)</td>
<td>GEDG 110 World Regional Geography (3)(S07)</td>
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<td>ENGL 151 Introduction to Folklore (3)(F01)</td>
<td><strong>Group 4F. History</strong></td>
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<td>ENGL 156 Bible as Lit: Hebrew Canon and... (3)</td>
<td>ECON 115 Econ History of the US (3)*</td>
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<td>ENGL 157 Bible as Lit: New Testament (3)</td>
<td>HIST 101 Hist of the US (3) (R)*</td>
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<td>ENGL 161 Film Appreciation (3)(S05)</td>
<td>HIST 102 Hist of the US-Post Civil War (3)</td>
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<td>ENGL 162 History of Cinema (3) (F03)</td>
<td>HIST 104 Western Civilization (3)</td>
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<td>ENGL 163 Intro to Shakespeare (3)</td>
<td>HIST 105 Western Civilization (3)</td>
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<td>ENGL 168 Adolescent Literature (3)(S07)</td>
<td>HIST 106 World Civ. to the 16th Century (3)(F02)*</td>
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<td>ENGL 169 Children's Literature (3)(S07)</td>
<td>HIST 107 World Civ. from the 16th Century (3)(F02)</td>
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<td>ENGL 171 African-Amer. Lit. (3)</td>
<td>HIST 112 20th Century America (3)**</td>
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<td>ENGL 172 Intro to Chicano Lit (3) (F95)</td>
<td>HIST 113 Soc/Cult Hist. of US prior to 20th Cent.(3)</td>
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<td>ENGL 173 Intro to Latin American Lit (3) (F95)</td>
<td>HIST 115 Economic Hist of the US ^</td>
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<td>ENGL 174 Intro to Modern Asian Lit (3) (S05)</td>
<td>HIST 116 Women in American Hist (3)</td>
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<td>ENGL 175 Introduction to Women's Literature (3)</td>
<td>HIST 119 Soc/Cult Hist. 20th Cent Amer (3)(F00)**</td>
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<td>ENGL 176 Intro to Mexican Literature (3) (S05)</td>
<td>HIST 125 History of Mexico (3)</td>
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<td>ENGL 179 Intro Nat Amer Lit-Myth-Oral Trad(3)(F99)</td>
<td>HIST 128 History of American Far Wstrn Front (3) (F95)</td>
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<td>FREN 102 French 2 (5)(S07)</td>
<td>HIST 129 History of California (3)</td>
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<td>FREN 103 French 3 (5)</td>
<td>HIST 145 Latin American History(3)</td>
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<td>FREN 104 French 4 (5)</td>
<td>HIST 154 Afr-Amer thru 19th Cent. (3)(F99)</td>
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<td>GERM 102 German 2 (5)(S07)</td>
<td>HIST 155 Afr-Amer in 20 and 21st Cent. (3)(F02)** ^</td>
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<td>HIST 106 World Civ to 16th Century (3)(S07)*</td>
<td><strong>Group 4G. Interdisciplinary, Social &amp; Behavioral Sciences</strong></td>
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<td>HUMAN 101 Early Humanistic Traditions (3)</td>
<td>ENSI 110 California Water (3)(F98)</td>
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<td>HUMAN 105 Early Humanistic Traditions (3)</td>
<td>FAML 131 Family Relationships (3)(S07)</td>
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<td>HUMAN 106 Human in Modern World (3)</td>
<td>SPCM 130 Intercultural Comm. (3)(F97)</td>
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<td>HUMAN 110 East Meets West (3)</td>
<td><strong>Group 4H. Political Science, Government &amp; Legal Institutions</strong></td>
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<td>HUMAN 130 Intro. to Western Religions (3) (S03)</td>
<td>PHIL 130 Political Theory (3)*</td>
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<td>HUMAN 140 Intro to World Mythologies (3) (S06)</td>
<td>POLSC 101 American Politics (3)</td>
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<td>PHIL 101 Philosophy (3)</td>
<td>POLSC 102 Const &amp; Rights of Americans (3)</td>
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<td>PHIL 102 Ethics: Theory &amp; Appl (3)</td>
<td>POLSC 110 International Relations (3)</td>
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<td>PHIL 103 Philosophy of Art (3)(F07)</td>
<td>POLSC 111 War &amp; Peace: From Lenin to Al Qaeda (3)</td>
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<td>PHIL 110 Religion: Philo &amp; Comp Inq (3)</td>
<td>POLSC 120 Calif Politics &amp; Problems (3)</td>
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<td>PHIL 111 Religion: Philo: Ancient (3)</td>
<td>POLSC 130 Political Theory (3)*</td>
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<td>PHIL 120 History of Philosophy: Modern (3)</td>
<td>POLSC 131 American Political Thought (3)(S07)</td>
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<td>PHIL 121 History of Philosophy: Medieval (3)</td>
<td>POLSC 140 Comparative Politics (3)</td>
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<td>PHIL 122 History of Philosophy: Early Modern (3)</td>
<td>POLSC 145 Third World in Intl Politics (3)(SU07)</td>
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<td>PHIL 123 History of Philosophy: Modern (3)</td>
<td>POLSC 151 Women and Politics(3)(S04)*</td>
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<td>PHIL 124 History of Philosophy: Ancient (3)</td>
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<td>MATH 101 Math Ideas &amp; Application (3)</td>
<td>PSYCH 101 General Psychology (3)</td>
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<td>MATH 111 Applied College Algebra (3) (F02)**</td>
<td>PSYCH 104 Social Psychology (3)</td>
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<td>MATH 121 Pre-Calculus 1 (5)(F96)**</td>
<td>PSYCH 105 Abnormal Psychology (3)(S07)</td>
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<td>MATH 122 Pre-Calculus 2 (5)(F96)**</td>
<td>PSYCH 110 Human Sexuality (3)**</td>
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<td>MATH 130 Finite Mathematics (3)</td>
<td>PSYCH 111 Psychology of Gender (3)(S07)* ^</td>
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<td>MATH 134 Elementary Statistics (5)</td>
<td>PSYCH 141 Human Lifespan (3)**</td>
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<td>MATH 138 Calculus for Business/Soc Sci (3)**</td>
<td><strong>Group 4J. Sociology &amp; Criminology</strong></td>
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<td>MATH 171 Calculus: First Course (5)**</td>
<td>ENGL 178 Mass Media and the Public (3)(SU07)</td>
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<td>MATH 172 Calculus: Second Course (5)</td>
<td>PSYCH 141 Human Lifespan (3)**</td>
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<td>MATH 173 Calculus: Third Course (5) (S07)</td>
<td><strong>Group 4K. History</strong></td>
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<td>MATH 174 Intro-Linear Algebra Ord Diff Eq (5)(S07)</td>
<td>POLSC 151 Women and Politics(3)(S04)*</td>
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<tr>
<td><strong>AREA 3: Arts and Humanities</strong></td>
<td><strong>Group 4L. Anthropology &amp; Archaeology</strong></td>
<td><strong>Group 4M. Historical Studies</strong></td>
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<tr>
<td>For UC and CSU, choose at least (3) courses/ nine (9) semester units. One course must be from 3A and one from 3B, &amp; one additional course from either 3A or 3B.</td>
<td>ANTHR 102 Cultural Anthropology (3)</td>
<td><strong>Group 4N. Social &amp; Behavioral Sciences</strong></td>
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<tr>
<td><strong>Group 3A. Arts</strong></td>
<td>ANTHR 104 Language, Culture &amp; Comm (3)(SU07)*</td>
<td><strong>[Content continues]</strong></td>
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<tr>
<td>ARCH 117 Hist of Architecture 1 (3)**</td>
<td>ANTHR 130 Archaeology &amp; Cult Prehist (3)</td>
<td><strong>[Content continues]</strong></td>
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<td>ARCH 118 Hist of Architecture 2 (3)**</td>
<td>ANTHR 140 Magic, Witchcraft, and Religion (3)(S07)</td>
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<tr>
<td>ART 160 Appreciation of Art (3)</td>
<td>ANTHR 150 Native People of North America (3)</td>
<td><strong>[Content continues]</strong></td>
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</tbody>
</table>
IGETC is not recommended for certain UC colleges and majors. Please see IGETC Considerations on page 81 of the 2008-2009 Catalog.

IGETC Transfer Pattern

The CSU US History, Constitution, and American Ideals (AI) graduation requirement is not part of IGETC. Courses used to satisfy this requirement may also be listed in Areas 3B and/or 4F. However, CSU campuses have the discretion whether to allow courses used to satisfy the CSU AI graduation requirement to count in both Area 3B/4F and to meet the AI graduation requirement. In the absence of specific knowledge of a CSU campus policy for double-counting, MJC will certify IGETC using the courses in areas 3B/4F and the CSU AI graduation requirement.

Complete six (6) units prior to transfer. Three (3) units from Group a. and three units from Group b. OR six (6) units from Group c.

For CSU

6. Achieve a score of 3 or better on a College Board Advanced Placement (AP) examination in a language other than English.

7. Achieve a score of 5 or higher on an International Baccalaureate (IB) Higher Level Examination in a language other than English.

8. Satisfactory completion of achievement test (credit by exam) administered by a community college, university or other college in a language other than English. The test must assess the student proficiency at a level equivalent to at least two years of high school language. This conclusion must be posted on a transcript indicating unit, course title, and grade; or on a document with letterhead of the institution granting proficiency stating that the student has mastered proficiency in the language equivalent to two years of high school language.
California State University System

The campuses vary in size and are located in communities ranging from small towns to large metropolitan areas. They include the following campuses:

- California Maritime Academy
- California State Polytechnic University, Pomona
- California State Polytechnic University, San Luis Obispo
- California State University, Bakersfield
- California State University, Channel Islands
- California State University, Chico
- California State University, Dominguez Hills
- California State University, East Bay
- California State University, Fresno
- California State University, Fullerton
- California State University, Long Beach
- California State University, Los Angeles
- California State University, Monterey Bay
- California State University, Northridge
- California State University, Sacramento
- California State University, San Bernardino
- California State University, San Marcos
- California State University, Stanislaus
- Humboldt State University
- San Diego State University
- San Francisco State University
- San Jose State University
- Sonoma State University

CSU Admission

Students who were eligible to enter a California State University upon graduation from high school are eligible to transfer on a space available basis from a community college at the close of any semester with a cumulative grade point average of 2.0 (C) or better.

Students who were not eligible to enter a California State University upon graduation from high school must satisfy specific course requirements and complete 60 units in courses certified for baccalaureate credit with a grade point average of 2.0 (C) or better.

MJC Students and the CSU System

The California State University system depends on community college transfers for a large portion of its upper-division enrollment. More than 66% of CSU Bachelor's degrees are awarded to community college transfers. By proper program planning, students may complete lower division preparation at MJC and transfer to the campus of their choice without loss of units. Information on the major transfer fields for which students may prepare at MJC is available in the Counseling or Transfer Center.

Lower Division Transfer Patterns (LDTP)

The Lower Division Transfer Patterns (LDTP) is a program sponsored by the California State University (CSU) and supported by the California Community Colleges that presents potential transfer students with the most direct path to a bachelor’s degree in the CSU system. The ultimate goal of the LDTP is to identify a set of “road maps” for students to follow that will increase their academic preparation and decrease their time to graduate once they enter the CSU. Students may enter into an LDTP agreement up to the time they have completed 45 transferable units. Students who elect to follow the LDTP option will receive the highest priority for admission to a CSU campus.

“Highest priority for admission”—defined as a written guarantee of admission to a particular CSU campus and major—goes into effect when both the student and the CSU campus ratify an LDTP agreement. The guarantee is subject to both the satisfactory completion of the agreement’s requirements and the ability of the particular campus to accommodate the student. Students will be asked to successfully complete a specified set of general education courses and some major courses that will be common to all CSU campuses offering that major. Students will also be asked to successfully complete an additional set of courses identified by the particular CSU campus named in the LDTP agreement. The student’s coursework in the systemwide and campus-specific LDTP pattern must total at least 60 semester units, the number needed to transfer to CSU as an upper-division student.

Through CSUMentor (www.csumentor.edu) and ASSIST (www.assist.org) students and counselor will be able to find road maps online detailing coursework preparation by CSU campus and major. Effective Spring 2010 term, CSU campuses will be able to provide LDTP admission agreements for CCC students via CSUMentor.

MJC LDTP Courses

CSU faculty representatives from appropriate disciplines created course descriptions for various elements of the statewide LDTP. The list below reflects the MJC courses that have been reviewed and approved by the LDTP faculty to receive LDTP course IDs (TCSU [DISCIPLINE] ###).

<table>
<thead>
<tr>
<th>MJC COURSE ID</th>
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Planning to Transfer to CSU

Students planning to transfer to one of the California State Universities must keep the following requirements in mind when selecting courses:

1. **General Education Breadth**: Required for graduation from CSU. Select either option to complete lower division requirements at MJC.
   a. Complete the CSU-GE Transfer Pattern on p. 76
   b. Complete the IGETC Transfer Pattern on p. 78

2. **Prerequisite courses for major**: Some lower division courses in the student’s area of specialization must be taken prior to transfer. The student should consult his/her advisor/counselor to determine divisional course requirements.

3. **Requirements for the minor**: In some programs a minor is also required; the student is advised to check carefully to include lower division courses which may be the prerequisite to upper division work in the minor.

4. **Impacted majors**: High demand majors have very specific criteria such as course work and GPA requirements. Check with a counselor to determine if major or university has impaction status.

5. **Transferability of courses**: Only courses certified as appropriate for baccalaureate credit are transferable. 100 to 299 are accepted by all campuses of the California State University.

In planning a lower division program at MJC, bear in mind that a minimum of 120 semester units of college work for a B.A. or B.S. degree is required. By state law the State University may accept for transfer from a community college a maximum of 70 semester units of credit.

The University of California System

The University of California (UC) has established campuses throughout the state of California. All campuses have uniform entrance requirements and certain other features in common. However, each campus is distinctive and not all majors are offered on all campuses. Students should study the list of undergraduate colleges, schools, and majors available on each campus to determine which campuses will best satisfy their educational needs. Students are encouraged to discuss with their counselors the particular advantages each campus has to offer.

- University of California, Berkeley
- University of California, Davis
- University of California, Irvine
- University of California, Los Angeles
- University of California, Merced
- University of California, Riverside
- University of California, San Diego
- University of California, San Francisco (Health Sciences)
- University of California, Santa Barbara
- University of California, Santa Cruz

Planning for UC while attending MJC

Students who plan to transfer to the University of California must keep the following requirements in mind when selecting courses:

- **General Education Breadth**:
  a. **Option 1**: Complete the campus-specific General Education breadth requirements. Lists of approved courses which may be used to satisfy breadth requirements are available in the Counseling Center.
  b. **Option 2**: Complete the IGETC Transfer Pattern (p. 78).

- **Transfer credits**: The University grants transfer credit only for courses on its approved list which is available in the Counseling Center. Visit www.assist.org for details.

- **Major**: Certain majors require completion of specific courses for admission. Advisors or counselors will assist students in selecting appropriate courses for their given majors.

In planning a lower division program at MJC, the student should bear in mind that a minimum of 120 semester units of college work for a Bachelor of Arts or Bachelor of Science degree is required. By state law, the University may accept a maximum of 70 semester units of credit for transfer from a community college.

Many prospective transfer students know which UC campus and program they wish to attend and have a general knowledge of University requirements. They also must research the specific requirements of their intended major and campus and the community college courses that are approved to meet those requirements.

Along with www.assist.org and uctransfer.universityofcalifornia.edu, other sources of information helpful to prospective transfer students include UC’s admissions website (www.universityofcalifornia.edu/admissions), its publication Answers for Transfers (available on the website), and the campus General Catalogs, which can be found on the campus websites. Community college UC Transferable Course Agreements and their articulation agreements with UC campuses are also available online at www.assist.org. Campus admissions offices also can offer information and assistance.

IGETC Considerations

Students with a substantial amount of coursework from institutions outside the United States should consult with a community college counselor to determine whether they should complete IGETC or the lower-division breadth/general education requirements at the campus they plan to attend. In addition, some colleges or majors prefer that transfer students follow a more prescribed lower-division curriculum, as described here:

- **BERKELEY**: The College of Letters and Science requires either full completion of the IGETC pattern or the Letters and Science Requirements as selection criteria for admission into the college. The Haas School of Business and the Colleges of Engineering, Environmental Design and Chemistry have extensive, prescribed major prerequisites. In general, IGETC is not appropriate preparation for majors in these colleges. Although IGETC satisfies breadth requirements for most majors in the College of Natural Resources, specific lower division major requirements must still be satisfied; check with the college or visit www.assist.org for more information.

- **DAVIS**: IGETC works well for students planning for Bachelor of Arts majors with few units of lower-division preparation. Bachelor of Science degree and high-unit majors often have many courses of lower-division preparation. In these cases, the UC Davis GE pattern is the best choice.

- **IRVINE**: All schools accept IGETC. However, selection by the campus is...
based on demonstrated academic achievement and preparation for the intended major.

**LOS ANGELES:** The Henry Samueli School of Engineering and Applied Science does not accept IGETC.

**MERCED:** The School of Engineering and the School of Natural Sciences accept IGETC but do not recommend it.

**RIVERSIDE:** The Marlan and Rosemary Bourns College of Engineering (BCOE) accepts completion of IGETC as satisfying the majority of the college’s breadth requirement for transfer students. Some additional breadth coursework may be required after enrollment at Bourns. For more information, go to www.engr.ucr.edu/studentaffairs/policies/breadth.shtml. The College of Natural and Agricultural Sciences does not accept IGETC, although any courses taken to satisfy IGETC may be applied toward the college’s breadth pattern. The College of Humanities, Arts, and Social Sciences accepts IGETC.

**SAN DIEGO:** IGETC is accepted by John Muir, Earl Warren, Sixth and Thurgood Marshall Colleges only. Students completing IGETC are welcomed at Eleanor Roosevelt and Revelle Colleges; however, they must fulfill the specific general education requirements of those colleges. At UCSD, all majors are available to students in each college, so students who choose IGETC will not be restricted in their choice of major as a result.

**SANTA BARBARA:** Transfers into the College of Letters and Science and the College of Creative Studies may use IGETC to substitute for general education requirements. Transfers into the College of Engineering may also use IGETC to substitute for general education requirements. In addition to general education, all students in the College of Engineering are required to complete a depth requirement. Students who wish to satisfy the depth requirement prior to transfer must complete a yearlong sequence in the history of world civilization, history of Western civilization, history of the United States, history of Western philosophy or history of Western art. Students may want to choose courses for IGETC that will concurrently satisfy the depth requirement. Students may also complete the depth requirement with upper division coursework after transferring. Note that students planning to transfer into a major in engineering, computer science or the biological or physical sciences must be careful to complete lower division major prerequisites to ensure competitiveness for admission and make normal, timely progress through the major.

**SANTA CRUZ:** Transfer students intending to pursue any major in the physical and biological sciences or the Jack Baskin School of Engineering should not follow IGETC because it will not provide them with enough lower-division preparation for their majors.

*Source: University of California 2009-2010: Quick Reference for Counselors*

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**Transfer to Private Schools and Schools Outside of California**

Students who plan to transfer to private colleges or universities outside the UC and CSU systems are advised to consult the catalog of the college to which they plan to transfer for specific lower-division requirements which may be completed at MJC. For assistance in planning a transfer program to private institutions, students should contact a counselor, or visit the MJC Career Development & Transfer Center.
Interdistrict Course Equivalencies

Between Modesto Junior College and Columbia College

Columbia College and Modesto Junior College, as members of the Yosemite Community College District, have established articulation agreements allowing students to use specific courses taken at either college to satisfy prerequisites and program requirements at either institution. Below is a partial list of equivalent courses. If you are interested in learning whether another course taken at either institution is equivalent to a specific course, you should contact and MJC counselor at (209) 575-6080.
Success through self expression...

“MJC really opened up a lot of doors for me. I have had amazing professors, and the experience has opened my eyes and helped me to mature.”

Missy Aguilar realized early the importance of higher education in getting a good job and being independent, and didn’t waste a minute getting started on a college path. The summer of 2005, immediately after graduating from Beyer High School, she began attending classes at Modesto Junior College. Although still deciding whether to become a financial advisor, accountant, or other professional, she wanted a career that dealt with managing money, and planned to earn an Associate degree in business administration before transferring to San Francisco State University. However, life has a way of changing the most carefully laid plans. Following the birth of her son in 2006 and her mother’s health issues, Missy had to flex her dreams around her family’s needs. In order to help her mom, Missy temporarily put aside moving to San Francisco and after graduating from MJC, transferred instead to nearby California State University, Stanislaus, where she is a business major.

Being a full time student, part time employee and a single mother is difficult, but Missy meets each challenge with clearly defined priorities and a sense of purpose. “I have a huge responsibility that looks up at me every morning. It is not a choice to be a full time parent.” She also realizes the power of determination and self-motivation in pursuing her educational goals, and offers this advice to other students, “Stay focused and remember what you are coming to school for.”

Missy works for Estée Lauder and is an accomplished make-up artist, providing her services to wedding groups and for individual make-overs. She gains deep satisfaction in helping others to look their best. “A face is like an empty canvas on which I can create a whole new look for someone. I find a strong feature in everyone and then highlight it, helping them to feel good about themselves. Because of me their special day will be more beautiful, and their self esteem strengthened.”

Every summer Missy travels to Guatemala, the country her mother is from and where her grandmother, father and a huge extended family still live. She enjoys the colorful, vibrant culture and the slower pace of life she finds there. “While it teaches you to appreciate running water, paved roads and other things we take for granted, you realize you don’t need them to be happy. Everyone there is so happy while living in a shack!” Missy also relishes her favorite Guatemalan dish called “paches,” a spicy tamale-like dish served on special occasions, and is pleased that the trips are helping her son to learn Spanish.

Missy commends the learning environment she experienced while attending MJC. “People respect you for what you offer intellectually at MJC, and the things I read inspired me. You can have a conversation on campus about politics and people really listen. They are interested in talking about deeper things.” Her favorite class was Women’s Literature with Professor Kimberly Manner and she also enjoyed English 102 with Professor Theron Westrop. “I really like to write, and these classes provided the opportunity for me to express myself.”

Missy Aguilar
Educational Programs

Associate's degrees, Certificates of Achievement, and Skills Recognition Awards offered at Modesto Junior College