



2014 - 2015
CATALOG

Mission Statement

MJC is committed to transforming lives through programs and services informed by the latest scholarship of teaching and learning. We provide a dynamic, innovative educational environment for the ever-changing populations and workforce needs of our regional community. We facilitate lifelong learning through the development of intellect, creativity, character, and abilities that shape students into thoughtful, culturally aware, engaged citizens.

Vision Statement

MJC will enrich lives by challenging all students to become successful, lifelong learners who strengthen their community in a diverse and changing world. The college is the first choice for educational excellence in our community.

Values

Education is the reason our institution exists. To this end, we value innovation, professionalism, integrity, and responsible stewardship. We foster respect for and interest in the diverse individuals and histories of our community. These values are foundational to the way we shape our programs and services, make and communicate decisions, reinforce collaborative relationships within our community, and promote civic engagement

Goals

1. Modesto Junior College will continue to foster the success of all students by providing access to a broad array of quality, relevant teaching and learning programs, and appropriate services.
2. MJC will tie Program Review, including all instructional and student services programs, to resource allocation decision: staffing, technology, instructional equipment, and facilities.
3. MJC will develop and assess Student Learning Outcomes (SLOs) used for student learning improvement, at the course, program, and institutional levels.
4. Leadership responsible for governance at MJC will create a climate that empowers all MJC employees to be engaged in the campus community and that encourages respect, trust, and integrity through open communication and professional development.
5. MJC will collaboratively develop a staffing plan that includes realistic outcomes of program review for both instructional and student services programs, including attention to potential growth areas, program decline, and impending retirements.
6. MJC will expand and enhance outreach to business, industry, and the community based on identified needs and opportunities.
7. MJC will create a culture of evidence and measurable improvements.
8. MJC will expand and enhance the learning environment and delivery options for students.
9. MJC will develop a plan to increase student engagement in order to improve overall student success.
10. MJC will improve the planning and budget process to foster an environment of informed participation and budgetary understanding.

Accreditation

Modesto Junior College is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges, 10 Commercial Boulevard, Suite 204, Novato, CA 94949, (415) 506-0234 by the authority of the U.S. Department of Education. Accreditation provides assurance that education earned is of value to the student; acceptable to employers, trade or profession-related licensing agencies; and other colleges and universities can accept a student's credential as legitimate.

Non-Discrimination Policy

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, gender, 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.

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 5I 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, gender, sexual orientation, color, physical or mental disability, or lack of English language skills should contact the Vice President of 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 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.

POLÍTICA DE 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 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 2012-2013 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.

WELCOME TO MJC.EDU



MODESTO JUNIOR COLLEGE
SUMMER 2014 - SPRING 2015

435 College Avenue,
Modesto, California 95350
www.mjc.edu

Price: \$3.00

Modesto Junior College is a college of the
Yosemite Community College District, and accredited by the
Accrediting Commission for Community and Junior Colleges (ACCJC)
of the Western Association of Schools and Colleges (WASC)
10 Commercial Boulevard, Suite 204, Novato, California 94949
PHONE (415) 506-0234 FAX: (415) 506-0238

ACCJC/WASC is an institutional accrediting body recognized by the
Commission on Recognition of Postsecondary Accreditation
and the U.S. Department of Education.

*The Modesto Junior College Catalog is published annually by the
Modesto Junior College Office of Instruction.
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Photos: David Todd and credited sources*



Welcome!

I'm so glad you are considering MJC for your educational journey. Modesto Junior College has a proud 90 year history of excellence in transfer preparation and career technical education. The college has student clubs and activities that range from fine and performing arts, civic engagement, science, academic honors, and athletics. Our programs are designed with an eye on the future; we are preparing the workforce of tomorrow with new technology, state of the art facilities, and outstanding faculty. Come visit MJC and explore the options that await. Your educational success starts here!

Jill Stearns

A handwritten signature in cursive script that reads "Jill".

President

FREQUENTLY CALLED NUMBERS

<i>Area code 209</i>	<i>Bookstore</i>	<i>575-6840</i>	<i>Health Services</i>	<i>575-6037 (East)</i>
	<i>Business Services</i>	<i>575-6829</i>		<i>575-6360 (West)</i>
<i>Admissions (Enrollment Services)</i>	<i>Campus Safety</i>	<i>575-6351</i>	<i>Helpdesk (PIRATES NET)</i>	<i>575-7900</i>
<i>Registration Help Line</i>	<i>Career Development & Transfer Center</i>	<i>575-6239</i>	<i>Library & Learning Center</i>	<i>575-6346 (East)</i>
<i>ASMJC (Student Government)</i>	<i>Community Education</i>	<i>575-6063</i>		<i>575-6676 (West)</i>
<i>Athletics</i>	<i>Counseling Center</i>	<i>575-6080</i>	<i>President's Office</i>	<i>575-6067</i>
	<i>Disability Services</i>	<i>575-6225</i>	<i>Veterans Office</i>	<i>575-6017</i>
	<i>Financial Aid</i>	<i>575-7700</i>	<i>VP of Student Services</i>	<i>575-6060</i>
			<i>VP of Instruction</i>	<i>575-6058</i>

**YOSEMITE COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

- Don Viss
Trustee Area 2
- Lynn Martin, Ph.D
Trustee Area 1
- Anne DeMartini
Trustee Area 4
- Linda Flores
Trustee Area 5
- Tom Hallinan
Modesto, Trustee Area 7
- Mike Riley
Modesto, Trustee Area 6
- Abe Rojas
Turlock, Trustee Area 3
- Aiko Gonzalez
Student Trustee (through May 2014)

**YOSEMITE COMMUNITY COLLEGE DISTRICT
EXECUTIVE ADMINISTRATION**

- Joan E. Smith, Ed.D.
Chancellor
- Teresa Scott
Executive Vice Chancellor, Fiscal Services
- Victoria Simmons
Vice Chancellor, Human Resources
- Tim Nesmith
Director of Facilities Planning & Operations
- Nick Stavrianoudakis
Director of Public Affairs
- Marty Gang
Assistant Chancellor, Information Technology

**MODESTO JUNIOR COLLEGE
EXECUTIVE ADMINISTRATION**

- Jill Stearns
President
- Susan Kincade
Vice President, Instruction
- Brenda Thames
Vice President, Student Services
- Albert Alt
Vice President, College & Administrative Services

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SUMMER 2015

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Parking

Campus Safety, Security Operations
Becky Crow, Director of Campus Safety
Dispatch (209) 575-6351

To purchase permits:
West Campus, Business Office
East Campus, Student Center, Business Services

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

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

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

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

PARKING RULES

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

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

- Make sure to read Parking Lot signs carefully. Parking lots may be restricted as to which parking permits are valid during specific time periods. (If so, there are no special restrictions after the times indicated.) The following lots/areas are restricted during specific hours:
- East—Lot 101 (near Baseball Field): Only Semester/Annual permits (A, T, S) until 12:00 Noon.
- West—Lot 209 (near Child Care): Semester/Annual permits (A, T, S) until 12:00 PM.
- Area in front of MICL Building: MICL Permit Holders from 8:00 AM-2:00 PM.
- Permits must be displayed in such a way as to be clearly visible through the front windshield. If you use a sun shield, be sure not to cover the permit or knock it to the floor.

CITATIONS:

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

PARKING ENFORCEMENT HOURS/DAYS:

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

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

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

LOST AND FOUND

East Campus: Campus Safety Operations, Journalism 160;

Hours 9:00 am to 1:00 pm, M-Th.

Phone: (209) 575-6429

West Campus: Campus Safety Operations, John Muir, 151;

Hours 8:00 am to 8:00 pm, M-F

Phone: (209) 575-6351

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

EMERGENCY LOCATING SERVICE +

East Campus, Student Center

Student Development & Campus Life Office

Phone: (209) 575-6700

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



Safety

Becky Crow, Director of Campus Safety

Campus Safety, Security Operations

West Campus: John Muir Hall, Room 151

Phone: (209) 575-6351,

Hours: Sun. - Sat. (24 hours)

East Campus: Journalism, Room 160

Phone: (209) 575-6429,

Hours: Mon. - Thurs. (9:00 am - 1:00 pm)

EMERGENCIES: DIAL 911

Phone: (209) 575-6351

CAMPUS SAFETY

Campus Safety officers provide 24-hour protection throughout the college's East and West campuses, including parking areas. Each student is asked to assist in the control of vandalism, burglary and other crimes by reporting suspicious activity to the Campus Safety Department.

CAMPUS SAFETY STATISTICS

The Crime Awareness and Campus Security Act of 1990 requires institutions to report data for certain criminal acts that occur on or adjacent to the campus. The Yosemite Community College District's Campus Safety Department and local law enforcement reported the following crimes on or adjacent to the Modesto Junior College campus for 2010-2012.

2010-2012 Crime Statistics For MJC East and West Campuses Combined			
Crime	2010	2011	2012
Sexual Offenses - Non-Forcible	0	0	0
Sexual Offenses - Forcible	0	0	0
Murder	0	0	0
Aggravated Assault	0	0	1
Robbery	0	0	2
Burglary	5	11	13
Arson	0	0	0
Vehicle Theft	8	9	12
Weapons Law Violations	0	0	1
Drug Law Violations	2	5	3
Liquor Law Violations	1	0	1
Hate Crimes	0	0	0

CAMPUS SECURITY ACT

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

DRUG AND ALCOHOL ABUSE PREVENTION

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

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

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

EMERGENCY CALL BOXES

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

- for a security escort,
- for a battery jump or door unlock,
- for any type of emergency service on campus, and (4) to report day pass machine malfunctions.

ESCORT SERVICE

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

PERSONAL SAFETY TIPS

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

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

OPERATION ID

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

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.

Welcome to Modesto Junior College



OFFICE OF THE PRESIDENT

Jill Stearns

President

Morris Memorial Building, 201
(209) 575-6067, FAX: (209) 575-6630

Support Staff

Carolyn Hart, Executive Secretary
Linda Hoile, Marketing and
Public Information Officer
Sherri Potts, Graphic Arts Specialist

ABOUT MODESTO JUNIOR COLLEGE

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

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

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

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

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

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

A COMPREHENSIVE COMMUNITY COLLEGE

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

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

OPEN ENROLLMENT AT MJC

Unless specifically exempted by statute, every course, course section or class, the average daily attendance of which is to be reported for state aid, wherever offered and maintained by the district, shall be fully open to enrollment and participation by

any person who has been admitted to the college and who meets such prerequisites as may be established pursuant to Chapter II, Division 2, part VI, Title 5 of the California Administrative Code, 51820-51823.

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

TRANSFER AND COMPLETION RATES

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

Student Right-to-Know Rates for Fall 2009 Cohort

Completion Rate: 18.75 %

Transfer Rate: 13.73 %

Fall 2009 - Spring 2012 COHORT Data

Based upon the cohort defined above, a Completer is a student who attained a certificate or degree or became 'transfer prepared' during a three-year period, from Fall 2009 to Spring 2012. Students who have completed 60 transferable units with a GPA of 2.0 or better are considered 'transfer-prepared'. Students who transferred to another post-secondary institution, prior to attaining a degree, certificate, or becoming 'transfer-prepared' during a five-semester period, from Spring 2010 to Spring 2012, are transfer students. For more information, visit: <http://srtk.cccco.edu/592/09index.htm>

Curriculum & Instruction at MJC

OFFICE OF INSTRUCTION

Susan Kincade
Vice President of Instruction

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

Articulation

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

Distance Education

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

Support Staff

Melissa Beach, Administrative Secretary
Amy Bethel, Executive Secretary
Lilia Gerasimchuk, Administrative Technician
Letitia Miller, Curriculum Process Specialist
Nora Seronello, Research Analyst
Joshua Sigman, Front-End Web Developer
Heather Townsend, Accreditation/
Assessment Process Specialist
Patricia Wallace, Instruction Office Specialist

OFFICE OF INSTRUCTION

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

A COMPREHENSIVE CURRICULUM

The college offers courses designed to meet many diverse interests, educational needs, and vocational needs of its students. College programs are designed to meet particular needs and may consist of one course or a series of courses leading to a certificate or an associate's degree. Many MJC courses can apply towards the first two years of a bachelor's degree. Courses in art, literature, humanities, 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

WELCOME TO MJC.EDU

Masterworks Chorus and Jazz Ensemble are examples of the cultural events offered to the community. All students are encouraged to participate in college community activities such as student government, athletics, forensics, art shows, music programs, and tutoring.

Those who wish to broaden their horizons and to become more aware of themselves and the world about them will be drawn to offerings in health education, consumer education, psychology, child development, sociology, 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 that meet occupational requirements of the community are offered in office administration, clerical training, accounting, computer science, computer graphics applications, and business operations. Certificate programs are available in several areas. Administration of Justice, emergency service instruction, and fire science are also offered and can lead to an Associate's degree.

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

Other courses are designed to assist the individual in skills development. These include, among others, reading improvement, effective study skills, listening improvement, career awareness, job employment skills, introduction to mathematics, and pre-algebra. English as a

Second Language is offered for non-native speakers of English who desire to learn English or to improve their proficiency.

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

ASSOCIATE DEGREES OFFERED

ASSOCIATE'S DEGREE

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

ASSOCIATE'S DEGREES FOR TRANSFER

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

Students are given guaranteed admission into the California State University (CSU) system, and further are given priority consideration when applying to a particular program that is similar to the student's

community college major. The law prohibits the CSU from requiring a transferring student to repeat courses similar to those taken at the community college that counted toward their associate degree for transfer. It is expected that community college students will be able to declare an interest in pursuing specific transfer AA/AS degrees beginning the Fall 2011-12 academic year. For more information, visit www.sb1440.org.

OTHER AWARDS OFFERED

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

- Certificate of Achievement
- Skills Recognition Award
- Subject Mastery

CERTIFICATES OF ACHIEVEMENT

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

MJC certificate of achievement programs range in units from 12-60 and are offered in many areas such as agriculture, supervisory management, real estate, and medical assisting. Students should apply for their certificates during the semester in which they are completing their final program requirements.

SKILLS RECOGNITION AWARDS

Skills recognition awards are granted for the completion of a specified program whose total requirement is between 5½ and 17 units. These locally-approved programs are offered by community colleges to provide training needed in the community. Students should apply for their awards during the semester in which

they are completing their final program requirements. Because these programs are locally approved and not formally recognized by the State of California, these awards do not appear on official student transcripts.

SUBJECT MASTERY

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

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 in arts degree in University Preparation with emphasis in Liberal Studies. By following the requirements for this degree, 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.

CATALOG RIGHTS

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

and including the semester when the student petitions for graduation or transfer certification.

CONTINUOUS ENROLLMENT AND CATALOG RIGHTS

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

PROGRAM RIGHTS FOR ALLIED HEALTH AWARDS

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

COURSE OUTLINES OF RECORD

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

ACADEMIC FREEDOM

Students have the right to listen, the right to decide, the right to choose, the right to reject and the right to express and defend individual beliefs. As members of the

MJC community, students are encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth.

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

COURSE EXAMINATIONS AND ASSESSMENTS

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

MJC'S COURSE NUMBERING SYSTEM

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

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

TYPES OF COURSES OFFERED AT MJC

MJC ONLINE COURSES

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

Online courses require a self-disciplined student—one who is an active learner and does not procrastinate. Courses require participation through frequent online communication with instructors and other students. These courses are best suited for those who can manage time and take responsibility for their education.

The student enrolled in an online class should have a solid understanding of Internet browsers (for example, Safari, Internet Explorer or Firefox) and using file attachments and word processing programs. They should also be good problem solvers who are not intimidated by technology.

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



SPECIAL TOPICS AND PROBLEMS COURSES

Courses dealing with special topics and problems are offered with the course number of 198, 298 or 398. Each discipline may offer a special topics or problems course. The course title in the schedule of classes will identify the topic. Such courses allow participation in discussion, analysis and evaluation of a special topic or problem in a specific area of study. Topics are announced each semester in the schedule of classes. The courses are variable in hours per week and number of weeks according to the topic. The unit value may be 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.)

TRANSFERABILITY OF MJC COURSES

HECCC: PARTNERS FOR ACADEMIC EXCELLENCE

The Higher Education Consortium of Central California (HECCC), established in 1981, is a partnership of two universities and four community colleges committed to the advancement of academic excellence in a distinctly diverse region. Through dynamic and evolving collaborations, member institutions combine resources, share intellectual capital, facilitate innovative projects, promote professional development, and increase equitable access to higher education. HECCC members include California State University, Stanislaus; Merced College; San Joaquin Delta College, University of California, Merced; and the Yosemite Community College District, which includes Modesto Junior College and Columbia College.

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

RECIPROCITY OF

GENERAL EDUCATION REQUIREMENTS

General Education (GE) breadth courses that have been completed at Columbia College, Merced College, or San Joaquin Delta College in fulfillment of a GE category for an associate in arts or associate in science degree will be accepted in

lieu of the corresponding GE category requirement at MJC and, therefore, satisfy that requirement.

ARTICULATION OF COURSES

BETWEEN INSTITUTIONS

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

TECHNICAL EDUCATION

& WORKFORCE DEVELOPMENT

Pedro Mendez, Dean Workforce Development and Technical Education

West Campus. El Capitan Center,

Phone: (209) 575-6386

Email: mendezp@mjc.edu

Website: mjc.edu/instruction/teched/workforcedev

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

ACCELERATED CAREERS

IN TECHNOLOGY PROGRAM

Phone: (209) 575-7842

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

Careers and Training Program for specialized technical education and training opportunities.

**CORPORATE TRAINING
& CORPORATE COLLEGE**

Phone: (209) 575-6595

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

GRANT INNOVATIONS OFFICE

Phone: (209) 575-6985

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

INTERNATIONAL CONTRACT PROGRAMS

Phone: (209) 575-6635

The International Contract Programs Unit coordinates grant funds that 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 Scholarships for Education & Economic Development (SEED) from Central America, Mexico, and the Caribbean. This unit also contracts with other international agencies to conduct specialized training programs for international students.



Community & Economic Development

**Pedro Mendez, Dean of
Career Technical Education,
Workforce Development, Public
Safety and Community Education**

Phone: (209) 575-6386

Email: mendezp@mjc.edu

Website: <http://www.mjc.edu/instruction/teched/>

SERVING THE COMMUNITY

For the past 90 years, MJC has positively impacted the lives of thousands of individuals in the region. For nearly as long, MJC has served the continuing education needs of local residents as well. Our Community Education program began in the 1930's as Modesto Evening Junior College. Since then, thousands have trained for a new career (Pharmacy Technician, Phlebotomy, Paralegal), enhanced a hobby, or taken a trip with Community Education. Annually, Community Education serves approximately 8,000 individuals through not-for-credit, fee based offerings for all ages. Some of the highlights of our unit include:

COLLEGE FOR KIDS

From summer camps to swimming lessons to robotics competitions, children can participate in a wide variety of offerings that engage all the senses. Through these offerings children from 4 to 17 learn to dance, act, sing, play an instrument, cook, model, scrapbook, sew or plan a party. Summer camps provide weeklong experiences for children as well.

MODESTO INSTITUTE FOR CONTINUED LEARNING (MICL)

One of hundreds of similar emeritus colleges for mature learners around the world, MICL has been a popular learning experience for its entire 29-year history at MJC. 200+ members of MICL engage in

COMMUNITY EDUCATION

East Campus, Morris Building, Room 204

Phone: (209) 575-6063

Email: commedoffice@mjc.edu

Website: Registration: www.mjc4life.org

Information: www.mjc.edu/commed

Support Staff

Kelley Addington, Administrative Technician

Patricia Brennan, Community Education
Specialist

Martha Rice, Community Education Specialist

Vicki Vander Veen, Community Education

Travel Coordinator

Angela Vizcarra, Administrative Secretary

WELCOME TO MJC.EDU

weekly learning programs with titles such as Travels Around the World, Modern & Contemporary Art, Play Reading, French, Birding, the US Constitution, What in the World, MICL Book Club and Friday at the Movies. Many of the topics for classes change each semester.

EDUCATIONAL TRAVEL PROGRAM

A loyal following of repeat travelers, as well as first-time travelers, enjoy Community Education's day trips, overnight short trips, and extended trips, to experience and learn about destinations both far and near. Day trips can include Carmel or the San Francisco Bay Area, expositions, fairs, museums, and more. Extended trips have include the United States and other countries, including – Europe, South Africa, India, China, Canada, Africa and Asia. Each year new destinations are made available.

COMMUNITY EDUCATION REFUNDS

No refunds will be issued after a class, seminar, trip, or tour has started. All student-requested refunds are subject to a \$20 processing fee. Refund requests for classes/seminars must be received by the Community Education Office at least seven (7) working days prior to the start date. If a class, trip, or activity is full at time the registration is received, or if the college finds it necessary to cancel a class, trip, or activity, a full (100%) refund will be given. For trips/tours, refund advance notice must be given within the following guidelines:

One-day excursions with no pre-purchased tickets or meals, notify office 7 days before trip date. All trips with pre-purchased tickets or meals, notify the office 30 days prior to trip date. For trips with overnight accommodations, notify the office 45 days prior to the date of the trip. The refund policy for extended trips varies, please contact the Community Education office for information.

CENTER OF EXCELLENCE

Michelle Marquez, Director

East Campus, Morris Memorial, B

Phone: (209) 575-6908

Contact: marquezm@mjc.edu, Website: www.coeccc.net

As part of the California Community Colleges' Economic and Workforce Development Program, MJC hosts one of four, regionally-based Centers of Excellence. These Centers conduct environmental scanning on high growth, emerging, and economically-critical industries and their related workforce and occupational needs. Information from the scans is intended to assist the strategic planning and decision-making efforts of regional colleges in addressing local and regional workforce needs. The Centers also support regional and statewide marketing activities to increase employer awareness of the economic development services available from community colleges. The Central Region Center of Excellence serves the entire San Joaquin Valley Region of California.

Getting Started at Modesto Junior College

Applying for Admission

ENROLLMENT SERVICES (ADMISSIONS, RECORDS, EVALUATIONS, ASSESSMENT, PETITIONS)

Martha Robles

Dean of Matriculation, Admissions, and Records

Phone: (209) 575-6013 (209) 575-6853

East Campus Admissions: Student Services Building, Room 102

West Campus Admissions: Yosemite Hall, Room 147

Website: www.mjc.edu/admissions

Help Desk: (209) 575-7800

Mailing Address:

MJC Enrollment Services

435 College Avenue

Modesto, CA 95350-5800

ELIGIBILITY FOR ADMISSION

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 and is able to benefit from instruction.

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- 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.
- An international student who has completed the international student admission procedure.

HOW TO APPLY FOR ADMISSION

Individuals who have never attended MJC as well as students who have not attended within the past year, must submit an Admissions Application via **PiratesNet**, the college's online system on the Internet at www.mjc.edu. As soon as the application has been processed by the Admissions Office, students are provided with information regarding assessment, orientation, and advising. This information will be mailed only to the **student's personal email address**. Students must complete application and core matriculation services by the college established deadline in order to be eligible for enrollment priority.

STEPS FOR ADMISSION:

1. Complete the application for admission at www.mjc.edu.
2. Set up college email account.
3. Complete College Orientation
4. Complete the Placement Assessment tests.
5. Schedule an Advising appointment.
6. Submit any previous high school and/or college transcripts.
7. Apply for financial aid.

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

TRANSCRIPTS

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 to their official transcript. 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. These transcripts become the property of MJC and cannot be returned to the student, copied, nor forwarded to other colleges. The MJC Records Office will accept hand-carried transcripts that are in an unopened and sealed envelope.

CONCURRENTLY ENROLLED COLUMBIA COLLEGE STUDENTS

Students who are concurrently enrolled at Columbia College and who wish to enroll at MJC should consult with the Columbia College Admissions Office. Columbia College Admissions staff will make arrangements with MJC for authorization. Columbia students may use Columbia College assessment scores and/or course completions to satisfy MJC assessment requirements. See "Intradistrict Course Equivalencies Between Modesto Junior College and Columbia College" on page 111 for more information.

CALIFORNIA RESIDENCY

It is not necessary to be a resident of California (as defined in the Education Code) to attend MJC. New and returning students are classified as either a California resident or a California non-resident for out-of-state tuition purposes. In order to determine California residency during the application process, students are sometimes required to submit copies of INS documentation or documentation proving physical presence and showing intent to make California their permanent residence. Students must be residing in California at the time the request for consideration is made. The burden of proof to establish residence is on the student. For more information, contact the Enrollment Services (see previous page for contact information).

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 \$219 per unit tuition, in addition to their other fees. Non-resident fees may be exempted for students who qualify under AB 540. For more information, see “Student Fees and Expenses” on 43.

DETERMINING CALIFORNIA RESIDENCY

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 also prove “intent” to become a California resident. To prove intent, students who have lived in California fewer than two years must submit two proofs from the following list with their Admissions Application:

- Owning/renting residential property in California for personal use;
- California voter registration;
- California State income taxes;
- California driver’s license or identification card;
- California motor vehicle registration;
- Having an active California checking and/or savings account;
- Other proofs of intent may be considered by the college.
- 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 CREDENTIALLED EMPLOYEES/MIGRANT WORKERS

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.

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 (p. 26) 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.

AB 540: NON-RESIDENT TUITION EXEMPTION

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. The student must currently live in California.
- 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 AB540 Form from the MJC Admissions Office.

APPEALING 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 decisions will be final. International students whose visas preclude establishment of residency will not be granted an appeal. For questions about residency, telephone the Admissions Office: (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. The burden of proof to establish residency is on the student.

ADMISSION OF 7TH / 8TH GRADE STUDENTS

(WHO ARE AT LEAST 14 YEARS OF AGE)

Advanced admission is granted for academically superior seventh and eighth 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), seventh and eighth 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 48880, 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 and eighth 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/superintendent, and proof that they have demonstrated an English 101 ability on the MJC Assessment Test. All students must satisfy class prerequisites, if necessary. To obtain these forms, go to the Admissions Office or to online forms at www.mjc.edu/forms.

Seventh and eighth 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 (11.5 units or more) will be required to pay their enrollment fees.

Home-study seventh and eighth 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 (see above) a certification letter (Private School Affidavit) from their County Schools' Office or the State of California. Home-study seventh and eighth grade students who are at least 14 years old must also demonstrate an English 101 ability level by completing the MJC Assessment.

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All seventh and 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 W's in relationship to attempted units will also be taken into consideration.

NOTE: It is expected that all seventh and eighth 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, 9th-12th 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 488800, 488003, 48002, 76001, and 76002.

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

High School students must submit a Modesto Junior College Admissions Application, the completed Petition for Advanced Admission form, a Health Consent form. All students must satisfy class prerequisites, if necessary. High school students must complete these forms each semester they attend while still in high school. To obtain these forms, go to the Admissions Office or www.mjc.edu/forms.

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, Student Services Building, Room 102, during final exam week or later. Each high school will make the determination whether or not college credits can be used to satisfy requirements at the high school.

Home-study students must include with their Admissions packet (see above) 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.

EARLY COLLEGE PROGRAM

East Campus, Morris Memorial, 207
Phone: (209) 575-7858

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. By enrolling in regular classes or in after-school or summer sessions, 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, students have the opportunity 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).
Go to www.mjc.edu for more information.

2+2 PROGRAM

East Campus, Morris Memorial, 207
Phone: (209) 575-7858

BENEFITS OF PARTICIPATION

- Students receive college credit for course work completed in high school. A student must complete a fall or spring MJC Advanced Admission application before the articulated college credit is placed on his/her MJC transcript. Additional requirements exist for courses taken in agriculture, mathematics or foreign language.
- 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 INTO SPECIAL ACADEMIC PROGRAMS

Programs such as Nursing, Respiratory Care, Medical Assisting, and the Fire Academy require special program admission in addition to college admission. After submitting a completed Admissions Application to the Admissions Office, contact either the Allied Health Division (209) 575-6362 for information about admission into Nursing, Respiratory Care, and Medical Assisting, or contact the Public Safety division at (209)549-7028 for information about the Fire Academy.

YCCD INTER-DISTRICT ATTENDANCE

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” on page 53) 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. Petitions will be reviewed by the Dean of Counseling & Student Services and counselors. The student may be readmitted if there is strong evidence showing promise of success.

The Dean of Counseling & Student Services, and/or a 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 & Student Services. If the petition is denied, the student may apply for readmission after one year has passed since dismissal.

Matriculation Core Services (Orientation, Assessment, Advising & Educational Planning)

Students must complete the core services, (orientation, assessment, Abbreviated ed plan) by the college established deadline in order to be eligible for priority registration.

ORIENTATION

Website: www.mjc.edu/orientation

Phone: (209) 575-6087

All new and returning students, who do not have an associate degree or higher and who have not previously attended an MJC college orientation 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.

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

IN PERSON ORIENTATION SCHEDULE

Orientation workshops are scheduled before each new and returning student registration period. Go to www.mjc.edu/orientation to find current orientation/advising workshop sessions. Reservations are required for in person orientation. Service is on a first come first serve basis.

ASSESSMENT

MJC Testing Center

West Campus, Yosemite Hall, Room 147

Phone: (209) 575-7728

Website: www.mjc.edu/assessment

ABOUT ASSESSMENT

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. These tests are intended to measure skills which research has shown to be closely related to academic success. In combination with other measures, test results represent student strengths and capabilities.

IMPORTANCE OF THE ASSESSMENT PROCESS

Math and English/Reading or English-as-a-Second Language (ESL) assessments are required of ALL STUDENTS who are completing courses to earn an associate degree, certificate, transfer to a university, to improve job skills, 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 counselors and students in selecting the appropriate level of course work. 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, an 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. All tests are computerized except for the CASAS

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ESL test. 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 are welcome to take the assessment tests and to participate in the assessment process. See “Assessment Exemptions” on page 32 for more information.

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

The mathematics assessment consists of three different exams:

- Arithmetic
- Elementary Algebra
- College Level Math

The number of questions a student will answer will vary based on the student’s individual skill level and ACCUPLACER’s internal adaptive feature.

ENGLISH AND READING ASSESSMENT

Two sections make up the English/Reading exam:

- Reading Comprehension
- Sentence Skills

Students who are taking the test for English advisory and placement purposes must take both sections. The Reading section alone will only be given to students who have previously taken the English assessment, or who have completed an English course, but still need a reading recommendation. Check with a counselor for other program needs.

ESL ASSESSMENT(ENGLISH AS A SECOND LANGUAGE)

Students who plan to enroll in credit ESL classes must take the Accuplacer ESL assessment test prior to registration. The assessment consists of:

- Online multiple choice test background information questionnaires

Students who plan to enroll in English for Life and Work courses (ESL 901-906 and ESL 01-06) must take the CASAS placement test. Both tests are administered in the MJC Testing Center.

ASSESSMENT EXEMPTIONS

Students may be exempt from testing 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 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 one time after 60 days from the original test date. Students may not retest if they have:

- Completed a college or MJC English, reading or math class or
- Earned a “W” in an MJC English, reading, or math class

ADVISING AND EDUCATIONAL PLANNING

COUNSELING SERVICES

Lorena Dorn, Dean of Counseling and Student Services
East Campus, Student Services Building, Room 226
Phone: (209) 575-6080

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 without an educational goal or major.

BEFORE SEEING A COUNSELOR

Students must complete the following steps before making an appointment to see a counselor:

- Apply for admission;
- Attend an orientation;
- Complete the assessment process.

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 IS ELIGIBLE FOR COUNSELING?

All current or returning MJC students are welcome to meet 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; or
- Plan to earn an associate’s degree; or
- Plan to earn a certificate; or
- Plan to earn a skills recognition award; or
- Plan to transfer to a four-year university; or
- Plan to learn job skills or prepare for career advancement; or
- Are undecided about their educational and career goals.

Educational counseling is available in the Counseling Center. New student advising sessions are pre-scheduled during peak periods. Students should sign up prior to the new student’s registration date and time. Returning students may drop-in or call the Counseling Center. Students who are exempt from educational counseling are also welcome to meet with a counselor.

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:

- Each student will develop a comprehensive educational plan
- Acquire, organize, and demonstrate problem-solving and decision-making skills;

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- 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: International Students/New American Focus; Educational Planning; Career Awareness; Job Development Skills; Orientation for Re-entry Adults; Success Strategies for Transfer Students.

EARLY ALERT

MJC utilizes 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

ENROLLMENT SERVICES (ADMISSIONS)

Martha Robles, Dean of Matriculation, Admissions, and Records

East Campus: Student Services Building, Room 102

West Campus: Yosemite Hall, Room 147

Phone: (209) 575-6853

Website: www.mjc.edu/admissions

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 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.

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REGISTRATION GROUPS (IN ORDER OF PRIORITY)

At MJC, the Priority Registration System is used to determine the order in which Matriculated students will register. A Matriculated student is one who has completed Orientation, Placement Assessment and an abbreviated Ed Plan during an Advising session. To maintain priority, Matriculated students must not have more than 100 degree applicable MJC units and be in good academic status.

Registration priorities shall be based on the following criteria:

For registration priorities 1 through 4, the following academic standards apply: students who are fully matriculated by the college established deadline and who have no more than 100 degree applicable units, and who are not on academic and/or progress probation, 2nd semester.

Level 1. Students who meet eligibility and participation requirements for programs with mandated registration priority: Member or former member of Armed Forces or Military Reserves; Foster youth of former foster youth; CalWorks; DSPS; and EOP&S.

Level 2. New and Continuing students meeting eligibility and participation requirements for programs designated by the college.

Level 3. Continuing and New students who are fully Matriculated

Level 4. Continuing and New students who:

- a. Are not fully matriculated*
- b. Have no more than 100 degree-applicable units*
- c. Are not on academic and/or progress probation, 2nd semester*

Level 5. Open Enrollment

Students based on date their completed admissions packets are received.

HOW TO REGISTER

To register for classes, on the registration date/time provided to you, use **PiratesNet** at www.mjc.edu or go to the Admissions Office, either in the East Campus Student Services Building or West Campus Yosemite Hall. Make sure your class schedule is planned with alternative courses, in case your first choice is closed.

TO FIND OUT YOUR REGISTRATION DATE

Student registration dates and times are posted each term on PiratesNet during the following months; however, prior to being posted on PiratesNet, students will receive their registration date and time in an email sent to them at their college issued PiratesLink email address. All students are encouraged to activate their PiratesLink email account and to check it often. This is the only way MJC communicates with students. **Activate your PiratesLink email** address at www.yosemite.edu/studentemail/.

TERM	REGISTRATION DATES POSTED
Summer	March
Fall	April
Spring	October

New and returning students receive their registration dates and times as soon as their admissions application is processed. Students can also check PiratesNet.

REGISTRATION BLOCKS (OUTSTANDING OBLIGATIONS)

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.

“PAY 2 STAY”

Students who do not have a zero balance at the end of a day, within 10 days of registering for any class(es), will be dropped for non-payment of fees. Students must have a zero balance at the end of the day in which they add any class(es) to ensure they are not dropped for non-payment. Students, who have a current active BOG fee waiver before registering, will not be dropped. Student accounts may become frozen and registration will be blocked if payment is not made.

The college will not drop students from full term classes after the semester begins. Students that register for full term classes within 10 days of the start of the semester will be responsible for either paying their fees or dropping their classes. Students that use add cards to enroll in classes are responsible for either paying their fees or dropping their classes.

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 that are still open, provided prerequisites have been met. 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 the student has met the prerequisites (if required), the instructor may give the student an Add Card. Adds must be processed by the add deadlines.

WAITLISTS

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.

During registration, students who are on a waitlist are notified via their college e-mail when a vacated spot in the class occurs. Once students receive their e-mail notification, they will have five days to register for the class. Students who do not register within 5 days will be dropped from the waitlist. Directions to register for the open spot are provided in the e-mail notification.

When classes begin, the students who are still on a wait list must 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 or by taking the add card to the Admissions Office on either campus. Be sure to drop yourself from the wait list prior to adding the class.

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 Request on the first day of term. 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.

LIMITATIONS ON ENROLLMENT

Some courses must restrict who may enroll in the course. Limitations on enrollment advise if or how students can qualify for a particular course or program. These limitations can apply to courses that include public performance or intercollegiate competition where a try-out or audition is necessary. Additionally, some courses require formal admission to a particular program in order to enroll (e.g., Associate Degree Nursing Program, Respiratory Therapy Program). Limitations on enrollment are enforced by the instructor. A student will be blocked from enrolling if the student does not meet the stated limitation (see below for the procedure to challenge prerequisites).

PREREQUISITES AND REGISTRATION

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 in the course at MJC. "Satisfactory completion" means a grade of A, B, C, or CR/P (pass). Grades of D, F, or NC/NP indicate that the student did not satisfactorily complete the course, and therefore, cannot use the course to fulfill the prerequisite.

CHALLENGING PREREQUISITES

Any student may challenge a prerequisite on the grounds that:

- It was not established in accordance with the District's policy
- It is in violation of Title 5
- It is discriminatory
- A student feels that they can succeed even though they have not completed the prerequisite (It is the student's responsibility to provide additional documentation that demonstrates they have satisfied the prerequisite).
- Student 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.

MJC EMAIL ACCOUNTS

MJC only uses the college issued student email to communicate with students by sending correspondence through a district-provided student email system. New students are advised to set up their email accounts as soon as they are admitted to the college and check it 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 the day after they are admitted to MJC. Student email accounts are 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. Most offices on campus have eliminated U.S. mail service and use PiratesLink exclusively to communicate with students.

It is the student's responsibility to activate a PiratesLink connection now. For more information, point your browser to www.yosemite.edu/student_email/.

REPEATING COURSES

The Board of Trustees of the Yosemite Community College District has adopted a policy which permits a student to repeat certain courses. In these cases, a course is designated as repeatable in the college catalog, and a student may take the course and then repeat it the allowed number of times and earn college credit for each completion. These courses have been approved by the Curriculum Committee as repeatable. These courses are designated in the College Catalog as repeatable. Courses without that designation may not be repeated. Repeatable courses may not be repeated to improve a substandard grade.

COURSE REPETITION FOR GRADE IMPROVEMENT

Per *Title 5, Section 55042* and the *YCCD District Procedure on Repetitions*, a student who has earned a grade of D, F, NC, or NP in a non-repeatable course taken in the Yosemite Community College District may repeat the course once for the purpose of grade improvement. This allows a student a maximum of two attempts to successfully complete the course. A “W” counts as the one attempt to improve the grade. The most recent completion (grade, grade points, and units) will replace the earlier course, even if the more recent completion results in a lower grade.

A student who fails a non-repeatable course two times must discuss enrollment possibilities with a counselor. Should a student be approved to enroll a third time, the counselor may require/recommend that student limit total units, participate in tutoring, or enroll in Supplemental Instruction classes. The third completion will replace the second completion, even if the third completion results in a lower grade.

Students may be approved to repeat a class after three attempts only if a documentable extenuating circumstance exists relating to the third enrollment. Examples of extenuating circumstances are accidents, serious illness, death in the family, evidence of caretaking responsibilities, or a verified disability. Documentation is required to support circumstances that relate specifically to the dates of the last attempt. Students will be allowed to enroll in the class on a seats available basis only. The units, grade, grade points that may result from this enrollment will not be used to replace the previous substandard completion. The petition to repeat due to an extenuating circumstance must be submitted within 30 days of the end of the term when the course was completed.

MULTIPLE AND OVERLAPPING ENROLLMENTS

MJC does not allow a student to enroll in two or more sections of the same credit courses at the same time.

MJC does not allow a student to enroll in two courses that overlap (time-wise) unless the following requirements are met:

- The student must provide sound justification for the overlap, other than mere scheduling convenience.
- An appropriate college official must review the justification and approve the enrollment.
- The instructor of record allowing the overlap must collect documentation each week that shows how the student made up the time caused by the overlap.

COURSE REPETITION WHEN THE STUDENT HAS EARNED A PASSING GRADE

Courses which have been completed with a passing grade may be repeated for the purpose of improving the grade or proficiency only in the following cases:

- If student has enrolled the maximum number of times allowed in an activity class, he/she may enroll one additional time, after a lapse of time of five years or more. The grade and grade points will replace the fourth enrollment, even if the grade is lower.
- Students may enroll in legally mandated training classes any number of times if the training requirements are mandated as a condition of paid or volunteer employment. The grade received each time shall be included for purposes of calculating the student's grade point average. Legally mandated is interpreted to mean “required by statute or regulation.” Written verification from the employer is required.

- Student needs class completion within a specific time period to meet a recency prerequisite at MJC or at another institution where he/she intends to transfer.
- Student petitions that the grade (although satisfactory) was the result of an extenuating circumstance. An extenuating circumstance reason will only be accepted two times as a reason for repeat, whether the grade was satisfactory or unsatisfactory. The petition must be submitted to the college within 30 days from the end of the semester.

ATTENDANCE

Attendance is important. Students are expected to attend the first class meeting of each class in which they register. Instructors may drop students who do not attend the first class meeting and give the seat to a student from the wait list. All students enrolled at Modesto Junior College are expected to be punctual and attend classes regularly. Regular attendance in class and lab sessions is an obligation assumed by every student at the time of registration. Instructors are encouraged to announce to their students at the beginning of the semester their policies regarding excessive absences or tardiness.

Many instructors link their class syllabi to their directory information on PiratesNet. 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.

WITHDRAWING FROM COURSES

Students are responsible for officially dropping classes. Withdrawals may be processed using PiratesNet (www.mjc.edu) or in the Admissions Office by completing a Drop Form. Each student's printed schedule (available on PiratesNet) includes course drop deadlines.

- If a student drops a full-term course within the first two weeks or at the census point, whichever comes first, no notation will be recorded on the student's permanent record.
- If a student drops a full-term class between the end of the second week or the census point and 14th week whichever comes first (or by 75% of the class, whichever is less) a notation of "W" will be recorded.

Withdrawal after the end of the 14th week or 75% of the term, whichever is less AND prior to the end of the semester, may be authorized when the college has approved such withdrawal because of a verified extenuating circumstance.

For short-term class deadlines, students should refer to their class schedule. A student is responsible to pay all fees according to written regulations.

Students who do not have a zero balance at the end of a day, within 10 days of registering for any class(es), will be dropped for Non-Payment of Fees. Students must have a zero balance at the end of the day in which they add any class(es) to ensure they are not dropped for non-payment. Students who are a California resident and have a current active BOG fee waiver before registering, will not be affected.

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 (the 14th week of the term or 75% of the class' duration, whichever is less) neither a student nor an instructor may request a withdrawal. However, a student may petition to withdraw after the deadline AND before the end of the term, based upon documentable extenuating circumstances*, such as illness or hospitalization. Petition Forms are available in the Admissions Office.

*A verified extenuating circumstance requires written documentation of illness, death in the family, evidence of caretaking responsibilities, or verifiable disability.

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. To maintain 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. Catalog rights begin with the first enrollment and continue as long as the student enrolls and earns college credit in at least one term of the school year.

UNDERGRADUATE STATUS

Freshman	Fewer than 30 units completed.
Returning Student	30 or more units completed.

PART-TIME/FULL-TIME ENROLLMENT STATUS

Full-Time	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.
Part-Time	Registered in fewer than 12 units.

UNIT REQUIREMENTS FOR SPECIAL POPULATIONS

Veterans: Chapter 31	As required by Veterans Administration
Veterans: Chapters 30, 35, 1606, 1607	Minimum 6 units required for assistance.
Veterans: Chapter 33	Minimum 7 units required
International Students	Minimum 12 units required to participate
Student Body Officers	Minimum 9 units required, in addition to a 2.3 GPA.
Varsity Athletes	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.



WITHDRAWAL LIMIT

Effective Summer 2012, students are limited to receiving no more than two substandard grades from any course taken within the Yosemite Community College District. Since this state regulation includes courses taken at Columbia and/or Modesto, substandard grades earned in courses that have been determined to be equivalent to each other (see 'Intradistrict Course Equivalencies Between Modesto Junior College and Columbia College' on page 111) count toward the second limitation. A "W" counts as an enrollment attempt and results in a substandard grade.

Students who have been blocked from enrollment in a course because they have reached the limit of two substandard grades should discuss options with a counselor.

MILITARY WITHDRAWAL

A student who withdraws from a course because he/she is an active or reserve member in the military service who has received military orders compelling withdrawal from course(s) shall receive no notation or an "MW" notation which shall not be counted for the permitted number of withdrawals or for progress probation or dismissal. The student must present military orders to the Admissions Office for proper notation.

WITHDRAWAL DUE TO EXTRAORDINARY CIRCUMSTANCES

Section 58509: Authority of Chancellor to Waive Provisions to Accommodate Students Impacted by Extraordinary Conditions

MJC will provide a full refund of enrollment fees to any student who withdrew from one or more classes, where the withdrawal was necessary for one of the following reasons:

- The college attended by the student was closed or the college was unable to provide all or substantially all of the instruction in the course in which the student was enrolled due to fire, flood or other conditions qualifying for adjustment of apportionment pursuant to section 58146; or

Although the college attended by the student may not qualify for an apportionment adjustment pursuant to section 58146, one of the conditions enumerated in that section content

- Fire, flood, epidemic, or order of any military officer of the United States, or other extraordinary conditions made it difficult or impossible for the student to attend one or more courses because the student was actively engaged in responding to fire, flood or other condition or because such condition required the student to evacuate his or her home.

A “W” will not be recorded on the academic record of the student who withdraws from one or more courses due to the circumstances described above.

Student Fees and Expenses

MJC Business Services

East Campus, Student Center, Phone: (209) 575-6829

The Business Services Office is located in the Student Center on the East Campus off College Avenue. The office provides students with the following services: payment for registration fees, enrollment verification, parking permits, field trips, bus passes for MAX and START, and credit by exam tests. The office provides current semester benefits stickers for student ID cards, accepts waiver forms for the student representative and benefits fees and provides change. Scholarship checks and Short Term Loans may also be picked up at this office. Students may pay fees online at PiratesNet with a credit card or in person with cash, check, or credit card.

REFUND POLICY

Classes must be dropped at the Admissions Office or online at www.mjc.edu 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 - Refund Request Forms are available exclusively online at www.mjc.edu forms. Refund Request Forms should be filed by the end of the eighth week of the term, except for short term classes. Refunds for short-term classes should be filed within two weeks of the start date of the short-term class.*
3. *In accordance with the California Code of Regulations, Section 58508, refunds with an enrollment credit of at least \$10 will be assessed a \$10 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.

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.

COMMUNITY EDUCATION REFUNDS

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:

<i>TYPE OF TRIP/TOUR</i>	<i>ADVANCED NOTICE REQUIRED FOR REFUND</i>
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.

Student Fees* 2014-2015

FEE	AMOUNT	DESCRIPTION
Enrollment Fee:	\$46 (per unit)	California residents must pay an enrollment fee of \$46 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 the Student Services Building, Room 201 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:	\$219 (per unit)	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 \$219 per unit per semester. The international student tuition fee is \$219 per unit per semester. The tuition fee is in addition to the Enrollment Fee and all other required fees.
Health Fee:	\$18	A \$18 Health Fee must be paid each semester (\$15 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 on campus contract 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 of Student Services. Per Education Code Section 76355, fee subject to change by \$1 based on the <i>Implicit Price Index</i> for State and Local Government Agencies.
Student Center Fee:	\$1	Students voted in Spring 2000 to assess a Student Center fee of \$1 per unit to a maximum of \$10 per fiscal year, to establish an annual building/operating fund for the Mary Stuart Rogers Student Learning Center on the West Campus.
Student Representation Fee:	\$1	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:	\$5	Payment gives you automatic membership in ASMJC (Associated Students of Modesto Junior College) and discounts (See "Student Benefit Sticker on page 77 for more information). This optional \$5 fee is automatically assessed. You may refuse to pay this fee by completing the <i>Student Benefit Fee Waiver</i> form available in the Business Office, or PiratesNet under Online Forms.
Parking Fee:	(Varies)	Student parking permits are available for \$30 a semester (summer term is \$15) or \$2 per day. 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. 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. Parking fees are subject to change.
Debts To The College:	(Varies)	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:	(Varies)	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:	\$200 - \$600	Textbooks, stationery and supplies will amount to approximately \$200 to \$600 per semester.
Transcript Verification:	(Varies)	The first two transcripts are provided free. A fee of \$7.25 per transcript is charged after the first two, payable at the time of the request. A \$12.25 fee is charged for 24-hour transcript service, and a \$22.25 fee is charged for on-the-spot transcript service.
Enrollment Verification:	(See note)	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 fee is charged for same-day service. No charge is made for loan deferment or financial aid GPA verifications. See "Enrollment and Grade Verification" on page 66 for more information.
Course Audit Fee:	\$15 (per unit)	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 .
Other Fees:	(Varies)	Fines for overdue library books or other equipment and parking fines are among special charges authorized by the Board of Trustees
Field Trip Fees:	(Varies)	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.

* 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.

Student Financial Services

Peggy Fikse, Director

Phone: (209) 575-7700

West Campus: Yosemite Hall, Room 147

Phone: (209) 575-7700, Fax: (209) 575-7719

Website: www.mjc.edu/financialaid

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.gov. Application assistance is available in the Financial Aid Office in Yosemite Hall 147.

All applications for financial assistance programs; i.e., work compensation, student loans, 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. The student's satisfactory academic progress will be reviewed at the end of each semester or upon the student's 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.

WARNING/ DISQUALIFICATION STATUS

Students who have not met all satisfactory academic progress standards will be placed on *Financial Aid Warning* and should meet with a counselor to complete or update an *Educational Plan*. 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 warning 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 an appeal 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. All appeal decisions are 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
- 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
- meet satisfactory academic progress standards

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.

ELIGIBLE PROGRAMS/COURSES

Students must be enrolled in an approved course of study leading to degree, eligible 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

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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.

Note: Effective for the 2012-013 award year and later, students are limited to 6 scheduled full-time Pell awards, or 600% Lifetime Eligibility Used (Pell LEU). Students may view their Pell LEU at http://www.nsls.ed.gov/nsls_SA.

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 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 \$2,000 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.gov as well as the *California Chafee Grant Program Application*, available at www.csac.ca.gov. Recipients must be enrolled at least half-time.

CALIFORNIA DREAM ACT

Effective 2013-2014, students who meet AB540 criteria may now apply for state-funded financial aid such as community college fee waivers (BOGW), *Cal Grants*, *Chafee Grants*, and institutional grants by completing the *California Dream Act Application*. The 2013-2014 application is available at <https://dream.csac.ca.gov/>.

SCHOLARSHIPS

The Modesto Junior College Scholarship Program offers over 150 scholarships annually to eligible students who enroll full time during the Fall semester. Awards range from \$200 to \$2,000 per academic year. Students who will be new incoming or continuing can receive up to a maximum of \$2500 and transfer students up to \$3500. Scholarships are funded by the MJC Foundation, private donors, community agencies and businesses whose focus is to encourage and support the educational goals of the students we serve.

To receive consideration for scholarships, students must have completed 12 units with a cumulative grade point average of 2.5 or higher and be actively enrolled as a full-time student the following Fall semester. (Students accepted and enrolled in the MJC Nursing Program will be considered full time for scholarship purposes only.) High school seniors are exempt from the 12-unit completion, but must submit their high school transcript. Scholarship selections are made based upon proven academic performance and strength of major, motivation, potential for success and may include the following: major, residency, organizational affiliation and active community service.

The *MJC Scholarship Application and Recommendation Form* will be available on the MJC Financial Aid link (on line) at www.mjc.edu the first Monday in October and will be due the last Friday of finals week during the Fall Semester. High school seniors who will be new-incoming full-time freshmen during Fall semester will have until the second Friday in March to submit their applications.

For questions or more information regarding the MJC Scholarship Program, contact Melissa Clark in the Scholarship Office at (209) 575-7715 or email clarkme@mjc.edu. ♦

Grading and Credit Policies

Enrollment Services (Records)

Martha Robles

Dean of Matriculation, Admissions, and Records

Student Services Building, Room 102

Phone: (209) 575-6018

Website: mjc.edu/student-services/enrollment/records

MJC'S GRADING SYSTEM

Grades are assigned by instructors based on classwork and tests. Grades are assigned as follows:

<i>SYMBOL</i>	<i>GRADE POINTS EARNED</i>	<i>DESCRIPTION</i>
A	4	Excellent
B	3	Good
C	2	Satisfactory
D	1	Less than satisfactory
F	0	Failing
P	*	Pass, at least satisfactory (A, B, C)
NP	*	No Pass, less than satisfactory or failing (D, F)
IA	*	Incomplete A
IB	*	Incomplete B
IC	*	Incomplete C
ID	*	Incomplete D
IF	*	Incomplete F
IP	*	Incomplete Pass (A, B, C)
INP	*	Incomplete No Pass (D, F)
W	*	Withdrawn
MW	*	Military Withdrawal

* Grade points not included in student's overall grade point average (GPA).

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 in college degree applicable courses completed at MJC and other colleges divided by the total number of units attempted. Students planning to transfer to a four-year university should discuss options 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) or No Pass (NP grade) do not count in the grade point average. All other credit courses attempted are included in the average.

ACADEMIC DISTINCTIONS

GOOD STANDING

A student is in good standing academically when the MJC grade point average is 2.0, a C average, or better, and the student has completed fewer than 50% of the overall units attempted with grades of “W,” “I,” “NP,” and “NC.”

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.

PRESIDENT’S LIST

To be eligible for the President’s List (formerly Dean’s List) the student must complete a minimum of 12 degree-applicable units in a semester at MJC and have a grade point average (GPA) of 3.5 or better with no grade lower than a C. The student receives a personal letter of commendation.

CALCULATING THE GPA

A 2.0 minimum grade point average (GPA) is required to be in good academic standing and for graduation. To calculate a student’s GPA, follow these steps:

1. *Assign a numerical value to each grade received (A=4; B=3; C=2; D=1; F=0)*
2. *Multiply the grade by the number of units in the class. This totals the grade points.*
3. *Divide the total number of grade points by the total number of units attempted*

CHALLENGING GRADES

To conform to the provision of Section 55025 of the California Administrative Code, Title 5, the determination of the student’s grade by the instructor shall be final in the absence of mistake, fraud, bad faith, or incompetency.

Modesto Junior College policies on challenging a final grade are as follows:

1. *There shall be a one year time limit for challenging any evaluative or non-evaluative symbol. This limit will begin at the end of the term in which the symbol was assigned.*
2. *The correction of grades given in error shall include expunging the incorrect grade from the record;*
3. *To challenge a grade, students should complete a Grade Correction form, which is available in the Admissions Office.*

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 as unavoidable by the instructor. Failure to complete regular course work by the end of the semester will not be reason for giving a grade of Incomplete (I). When a faculty member approves a grade of Incomplete (I), he or she :

- Will enter on PiratesNet an incomplete and the in-lieu grade that will be recorded if the student does not make up the work in the allotted time.
- Will enter on PiratesNet the date on which the incomplete grade will end and the in lieu grade will be awarded.
- Will submit to the Records Office a written record (on the Incomplete Form provided) of the conditions for removal of the (I) grade and the grade to be assigned if the work is not completed.
- Will send notification via email to the student using the college-issued student email outlining the work to be completed and timeline.
- Will write the student’s grade when all work has been completed on the Incomplete Form in the Records Office at least five business days prior to the expiration date of the incomplete grade.

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The amount of time that a student may have to make up the work cannot exceed one year. If the student has not completed the conditions for removal, the Incomplete grade (I) will electronically revert 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. All prerequisite courses at MJC must be satisfactorily completed with a C or better grade.

P/NP (PASS/NO PASS) GRADES

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). 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 mjc.edu/forms, unless the course otherwise states "GR" only or "P/NP" only, all courses are offered with a choice of letter grade or P/NP option. Once the P/NP option is selected by the student and the 30% deadline has passed the choice cannot be rescinded.

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 55022 Title 5). CAUTION: Some schools may consider "NP" the same as "F".

IMPROVEMENT OF GRADES

Beginning in the Summer 2004 term, courses in which substandard grades of "D", "F", or "No Pass" were earned by the student, are allowed to 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 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 A, F 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.

ACADEMIC PROBATION AND DISMISSAL

A student shall be placed on academic probation if he or she has attempted a minimum of 12 semester units of work at the college and has earned a grade point average of less than 2.0 ("C").

A student who is on academic probation shall be subject to dismissal for one calendar year if the student has earned a cumulative grade point average at the college of less than 2.0 in all units attempted in each of three (3) consecutive semesters.

A student on academic probation shall be removed from probation when the student's accumulated grade point average of courses taken at the college is 2.0 or higher.

PROGRESS PROBATION AND DISMISSAL

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

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

A student on progress probation shall be removed from probation when the percentage of units taken at the college in the categories of "W", "I", and "NP" drops below fifty percent (50%).

HONORS PROGRAM

Eva Mo, Honors Program Coordinator/History Professor

Phone: (209) 575-6105

Hours: By appointment

Email: moe@mjc.edu

ABOUT THE 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 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.

BENEFITS OF PARTICIPATING

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 receptions and special events
- Guaranteed housing
- Priority admission into English 101 at MJC for students who meet appropriate Honors Program deadlines

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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.

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).

PROOF OF PARTICIPATION HONORS

Honors work 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 120M.*
2. *To receive an Honors Program Application packet contact Eva Mo at moe@mjc.edu. 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*
 - 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.*
4. *Save the Date: Honors orientation always occurs the Wednesday before fall and spring classes from 10:00 to 12:00 noon.*

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.*

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.

Substandard work completed at MJC (grades of "D", "F", "NP") may be removed from a maximum of two terms under the following conditions:

- A period of at least two years has elapsed since the work to be removed was completed.
- The work to be removed does not include courses previously used to establish eligibility for transfer, graduation, or certificates of achievement.

- 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.
- The terms need not be consecutive.
- A course repeated for grade improvement is not eligible for academic renewal as the substandard grade has been disregarded in the completion of the grade point average.
- Only the substandard work will be considered for academic renewal.

Students wishing to use the academic renewal procedure should submit an Application for Academic Renewal. Applications may be faxed and are available at the Records Office. When work is removed under the conditions above, the permanent academic record shall be annotated in such a manner that all work remains legible, insuring a complete academic history.

UNITS OF CREDIT

Units awarded for a course depend on the number of lecture, lab, and lecture/lab hours in the course. Typically, 17.5 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-semester course will be roughly three times the number of units of credit to be earned. So 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 Counseling Center.

LIMIT ON REMEDIAL COURSEWORK

Except as specifically exempted, students may not receive credit for more than 30 units of remedial coursework in math (MATH), English (ENGL), and reading (READ) courses numbered 1-49.

EXEMPTIONS

The following students will be exempt from the limit:

- The following students will be exempt from the limit:
- Students enrolled in one or more courses of English as a Second Language (ESL.)
- 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, Student Services Building, Room 226.

CREDIT FROM OTHER INSTITUTIONS

Lower division credit will be accepted from institutions listed as being accredited by one of the six regionally accrediting associations that are recognized by the United States Secretary of Education. These six associations have been recognized as reliable authorities ensuring that the institutions that they accredit meet minimum levels of educational quality. MJC recognizes those institutions that are either fully accredited or are listed

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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 it is recommended in the “Guide to the Evaluation of Educational Experiences in the Armed Services.” Up to 18 units of credit may be awarded for USAFI (United States Armed Forces Institute) courses.

“GENEX 000”

GENEX 000 courses appear on the transcript to indicate transfer courses for which you have been granted transfer credit, without Modesto Junior College equivalent course credits. If you believe a course placed in GENEX 000 is equivalent to a specific MJC course you may contact the appropriate division office and submit a Course Equivalency Petition. At the time of submission you must also include a course description, syllabus and/or any other supporting documentation to substantiate your request.

DIVISION CONTACT INFORMATION

<i>DIVISIONS</i>	<i>LOCATION</i>	<i>PHONE</i>
Agriculture & Environmental Sciences	Ag 100	(209) 575-6200
Allied Health	Glacier Hall, 165	(209) 575-6362
Arts, Humanities & Communications	PAC 205	(209) 575-6081
Business, Behavioral & Social Sciences	Founders Hall, 100	(209) 575-6129
Family & Consumer Sciences	John Muir 154A	(209) 575-6354
Literature & Language Arts	Founders Hall, 200	(209) 575-6149
Physical, Recreation & Health	PE 105	(209) 575-6269
Science, Math & Engineering	Science 134	(209) 575-6172
Technical Education	Sierra Hall 255B	(209) 575-6332

CREDIT FROM INSTITUTIONS OUTSIDE THE UNITED STATES

Modesto Junior College does not evaluate international transcripts. A student must first have their foreign coursework evaluated by a National Associate in Credential Evaluation Services (NACES) affiliated foreign transcript service. The Records Office in Student Services Building, Room 102 has a list of transcript services. The cost of the evaluation is the responsibility of the student.

A maximum of 30 units can be accepted through this process. A student should meet with a counselor to identify possible courses, if any, may be eligible for review by the division offering the course.

Because transcripts evaluated by NACES affiliated foreign transcript services contain brief titles, students should submit as much information about the classes they have completed as possible. When requesting equivalency from a division, students should include: course catalog descriptions, topics covered, course syllabi, lecture hours, lab hours, prerequisites the course may have had, or any other information available.

The Evaluations Office will only consider lower division courses recommended by the affiliated foreign transcript service after approval by the MJC division offering the course is obtained. All grades of C or better will be converted to a Pass grade. These units will not be counted toward the student's GPA.

Coursework taken outside the United States will not be used to satisfy the associate degree Reading and Written Expression or Oral Communication requirement. Possessing a foreign degree comparable to a bachelor's degree or higher does not satisfy the general education, competency requirements, and guidance and activities requirement for an associate degree at MJC without approved course equivalencies.

Transcripts received become the property of MJC and cannot be returned to the student, copied, nor forwarded to other colleges.

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

TO BE AWARDED CREDIT BY EXAMINATION

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:

- If the units granted for a course would cause the student to have completed more than 30 units of credit by examination
- For a course in which a student is currently enrolled
- For a course that is below the academic level of a course already completed
- For a course in which a student has received a grade, i.e. a "W" will be regarded as a grade.
- For a course in which the student has received Advanced Placement (AP) credit.

TO BEGIN THE CREDIT BY EXAMINATION PROCESS:

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 student will return the form 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.

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

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

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Units earned by examination do not count towards the residence requirement for graduation nor do they count toward full-time status. Petitions to do a Credit by Examination 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 “Student Fees and Expenses” on 43 for more information. *Fee subject to change pending action by the CA State Legislature.

2+2 PROGRAM CREDIT

While in high school, students can complete specific courses to earn MJC credit. Such courses are part of the 2+2 program. Students who successfully complete articulated 2+2 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.

HOW TO ENROLL & PARTICIPATE:

- At the beginning of a 2+2 course the student must get and complete a *Request to Participate in 2+2 program* form for the course from the high school instructor.
- The instructor of the course must send the completed forms to the MJC Early College/Tech Prep 2+2 program. 2+2 student data is tracked.
- After the high school course is completed and the grade is earned, students earning B grades or higher will receive credit.

CONDITIONS FOR 2+2 CREDIT ON THE MJC TRANSCRIPT

- 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.



AP Credit (Advanced Placement)

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.

REPORTING AP EXAM RESULTS TO MJC

Students who complete AP Examinations through the College Board will need to ensure that test results are shared with Modesto Junior College. To have test results evaluated and posted to the MJC transcript, the following steps are required.

1. *Enroll at MJC. The student must be enrolled to be able to use AP examination results to satisfy MJC requirements.*
2. *Contact the College Board AP Program to request that an AP Score Report be sent to Modesto Junior College, Attention: Enrollment Services. Official score reports can be requested at (888) 308-0013 or by visiting the College Board website at www.collegeboard.com/student/testing/ap/exgrd_rep.html MJC's four-digit college board code is 4486. Fees may be required for this service.*

USE OF AP EXAM RESULTS TO SATISFY MJC REQUIREMENTS

Scores of three (3), four (4), or five (5), count toward the associate degree as elective units and satisfy the following requirements at MJC.

GENERAL EDUCATION (GE) REQUIREMENTS

If an official AP Score Report has been received by MJC, units earned through AP exams will automatically be posted to the student's transcript as illustrated below. For example, a student who has successfully completed the AP Biology examination will see this on the transcript:

Course ID	Course Name	Units Attempted	Units Earned	Grade
APT-BIOL	AP Biology	0	3	P

COURSE REQUIREMENTS FOR DEGREES, CERTIFICATES, OR SKILLS RECOGNITIONS

Students must follow the Course Substitution Process of the division which offers the course in order to have AP units satisfy a specific award requirement. Visit the division office to get a Course Substitution form.

PREREQUISITES FOR COURSES

Students will need to request and complete a Prerequisite Challenge Petition at the division office offering the course. See "Advising and Educational Planning" on page 33 for more information.

TRANSFERRING AP RESULTS TO OTHER INSTITUTIONS

The use of AP examination results to satisfy admission, major requirements, prerequisites, baccalaureate degree, and/or GE Breadth requirements at California State University, the University of California, and private institutions continues to be determined by the individual campuses. Students who have earned credit from an AP exam should not take a comparable course because transfer credit will not be granted for both.

Please note: Because universities make their own determination on how to grant AP credit, students who have used AP to satisfy prerequisites at MJC may have difficulty satisfying program requirements at the transfer institution. Students are advised to check AP policies from their future universities before using that credit to satisfy prerequisites at MJC.

To learn more about AP policies of transfer institutions, students should meet with an MJC counselor and check with the transfer campus for institutional policies on AP examinations. For information on the use of AP credit at UC and CSU visit:

- University of California (UC) policy for AP credit: www.universityof-california.edu/admissions/counselors
- California State University (CSU) Policy for AP Credit: www.calstate.edu/app/general-ed-transfer.shtml

IGETC RULES AND EXCEPTIONS

AP Exam credit *does not expire* and therefore can be applied toward IGETC regardless of when the exams were taken. Each AP exam may be used to satisfy one (1) IGETC area course requirement, with the exception of the following:

- AP credit from a foreign language exam may be used to satisfy IGETC: 6A Language other than English and IGETC 3B: Humanities
- AP credit cannot be used to satisfy IGETC:1B Critical Thinking
- AP credit cannot be used to satisfy IGETC:1C Speech Communications

CSU RULES AND EXCEPTIONS

CSU Executive Order 1036, Section 1.2.3.2 establishes that CSU campuses will honor Modesto Junior College **full** or **area** GE breadth certifications wherein AP examination scores were used to satisfy requirements. For more information on GE Certification and AP examinations, visit the Evaluations Office, Student Services Building, Room 110.

AP GRID

AP EXAM	COMPETENCIES MET OR ACTIVITIES ROT. SATISFIED	MJC-GE AREAS & UNIT CREDIT EARNED	CSU-GE AREAS & UNIT CREDIT EARNED	IGETC AREAS & UNIT CREDIT EARNED
Art History		C ⑤	C1 or C2 ⑤ ³	3A ⑤ or 3B ⑤ ³
Biology		A ④	B2&B3 ④	5Bw/5C ④
Calculus AB		D2 ⑤	B4 ⑤	2 ⑤
Calculus BC		D2 ⑤	B4 ⑤	2 ⑤
Calculus BC (AB Subscore)		D2 ⑤	B4 ⑤	2 ⑤
Chemistry		A ⑥	B1&B3 ④ ⁵	5A w/5C ④
Chinese Language & Culture		C ⑤	C2 ⑤	3B ⑤ & 6A ⑤
Comparative Govt. & Politics		B ⑤	D8 ⑤	4H ⑤
Computer Science A/B		D2 ⑤	N/A	N/A
English Language		D1 ⑤	A2 ⑤	1A ⑤
English Literature		D1 ⑤	A2 ⑤ or C2 ⑤	1A or 3B ⑤ ³
Environmental Science		A ④	See ④	5A w/5C ⑤
European History		C ⑤	C2 or D6 ⑤ ³	3B ⑤ or 4F ⑤ ³
French Language		C ⑩	C2 ⑤ ⁵	3B ⑤ & 6A ⑤
French Literature		C ⑩ ¹	C2 ⑤ ¹	3B ⑤ & 6A ⑤
German Language		C ⑤	C2 ⑤ ⁵	3B ⑤ & 6A ⑤
Human Geography		B ⑤	D5 ⑤	4E ⑤
Italian Language & Culture		C ⑤	C2 ⑤	3B ⑤ & 6A ⑤
Japanese Language & Culture		C ⑤	C2 ⑤	3B ⑤ & 6A ⑤
Latin Literature		C ⑤ ¹	C2 ⑤ ¹	3B ⑤ & 6A ⑤
Latin: Vergil		C ⑤	C2 ⑤	3B ⑤ & 6A ⑤
Macroeconomics		B ⑤	D2 ⑤	4B ⑤
Microeconomics		B ⑤	D2 ⑤	4B ⑤
Music Theory		C ⑤ ¹	C1 ⑤ ¹	
Physics B		A ⑤	B1&B3 ④ ^{2,5}	5A w/5C ④
Physics C: Electricity/Magnetism		A ④	B1&B3 ④ ²	5A w/5C ⑤
Physics C: Mechanics		A ④	B1&B3 ④ ²	5A w/5C ⑤
Psychology		B ⑤	D9 ⑤	4I ⑤
Spanish Language		C ⑩	C2 ⑤ ⁵	3B ⑤ & 6A ⑤
Spanish Literature		C ⑩	C2 ⑤ ⁵	3B ⑤ & 6A ⑤
Statistics		D2 ⑤	B4 ⑤	2A ⑤
Studio Art				
U.S. Government & Politics*		B ⑤	D8 ⑤ & US-2	4H ⑤ & US-2
U. S. History *		B ⑤	C2 or D6 ⑤ ³ & US-1	3B or 4F ⑤ ³ & US-1
World History		B ⑤	C2 or D6 ⑤ ³	3B ⑤ or 4F ⑤ ³

LEGEND

- MJC "Math" Competency Met or Exceeded
- MJC "Written Expression" Competency Met or Exceeded
- MJC "Activities Requirement" fulfilled (and units earned as indicated)

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

- Students seeking certification in GE breadths prior to transfer must have passed the exam before Fall 09.
 - 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.
 - AP exams may be used in either area regardless of where the certifying CCC's discipline is located.
 - Students who pass AP Environmental Science earn 4 units of credit. Exams taken prior to Fall 09 may apply to either (B1+B3) or (B2+B3) of GE Breadth. Exams taken Fall 09 or later may only apply to (B1+B3.)
 - Exams taken before Fall 2009 earn 6 units of credit of CSU Breadth. Exams taken Fall 09 or later earn units reflected on the AP grid.
- ⑤ Units earned

AP ALLOWANCES AND RESTRICTIONS

- Units earned from AP exams, while recorded as "Pass/No Pass or P/NP" units on the transcript, are not counted toward the institutional limit of fourteen (14) P/NP units.
- Units earned from AP exams will not be identified as units earned through "Credit by Examination", and therefore will not apply toward the institutional limit of thirty (30) units earned through Credit by Examination.
- Units earned from AP exams **cannot** be used to satisfy the college's Twelve-Units In-Residence requirement for associate degree.
- Units earned from AP exams **cannot** be used as evidence of enrollment at MJC in order to satisfy eligibility criteria for financial aid, veterans programs, or EOPS.

AP SCORE OVERVIEW

AP Exam	Score	Allows students to:
English Language or English Literature	3, 4 or 5	Bypass the MJC English Assessment Enroll in any course with prerequisite of "ENGL 101 and/or "qualification by the MJC Assessment Process." Satisfy the course requirement in a skills recognition, certificate or associate degree. No course substitution is required.
Calculus AB†	4 or 5	Bypass the MJC Mathematics assessment Enroll in any course with prerequisite of MATH 171 Enroll in MATH 101, MATH 105, MATH 130, or MATH 134
Calculus BC†	4 or 5	Bypass the MJC Mathematics assessment Enroll in any course with prerequisite of MATH 171 Enroll in MATH 101, MATH 105, MATH 130, or MATH 134
Calculus BC	5	Enroll in MATH 173* Enroll in any course with a prerequisite of MATH 172

- * Students earning a 5 on the BC Calculus AP exam may enroll in MATH 173, but are strongly encouraged to enroll in MATH 172 instead. Students wishing to start in MATH 172 will need to enroll in-person at the Admissions Office.
- † Students who earn a 4 or 5 on the Calculus AB or Calculus BC exams will need to complete a Prerequisite Challenge Form at the Science Math and Engineering Division Office to petition enrollment in MATH 111, MATH 121, MATH 122, or MATH 138. Students should provide a strong case as to why they wish to "repeat" a course.

IB Credit (International Baccalaureate)

Modesto Junior College (MJC) will honor and apply many International Baccalaureate (IB) exam scores towards the fulfillment of MJC-GE, CSU-GE and IGETC breadth patterns. Students who earn a score 4, 5, 6, or 7 will earn IB credit that may be applied toward specific requirements within the CSU-GE and IGETC patterns, in accordance with CSU *Executive Order 1036 Section 1.2.4* and IGETC *Version 1.4*, which also determine how UC and CSU campuses honor IB credit. MJC requires scores of 5, 6, and 7 to satisfy requirements of the associate degree, MJC-GE, and elective units.

TO REPORT IB EXAM RESULTS TO MJC

Students who complete IB Examinations through the International Baccalaureate program will need to ensure that test results are shared with Modesto Junior College. To have test results evaluated and posted to the MJC transcript, the following steps are required.

1. *Enroll at MJC. The student must be enrolled to be able to use IB examination results to satisfy MJC requirements.*
2. *Contact the International Baccalaureate program to request that an IB Transcript be sent to Modesto Junior College, Attention: Vice President, Student Services. Official transcripts can be requested by visiting the College Board website at www.ibo.org/iba/transcripts/. Fees may be required for this service.*

USING RESULTS TO SATISFY MJC REQUIREMENTS

IB Scores of five (5), six (6), or seven (7), will earn MJC units of credit as indicated on the *IB Grid* on the following page. Those units can be used to satisfy the following requirements.

General Education (GE) requirements

If an official *IB Transcript* has been received by MJC, units earned through IB exams will automatically be posted to the student's transcript as illustrated below. For example, a student who has successfully completed the *IB Biology* examination will see this on the transcript:

Course ID	Course Name	Units		Grade
		Attempted	Earned	
IBT-BIOL	IB Biology	0	3	P

COURSE REQUIREMENTS FOR DEGREES, CERTIFICATES, OR SKILLS

RECOGNITIONS

Students must follow the *Course Substitution Process* of the division which offers the course in order to have those units satisfy a specific award requirement. Visit the division office to get a Course Substitution form.

PREREQUISITES FOR MJC COURSES

Students will need to request and complete a *Prerequisite Challenge Petition* at the division office offering the course for all courses except those in English, reading and math. For English and

math courses, students will still be required to complete the MJC Assessment process. See "Advising and Educational PLanning" on page 33 for more information.

IB ALLOWANCES

- Units earned from IB exams, while recorded as "Pass/No Pass or P/NP" units on the transcript, are not counted toward the institutional limit of fourteen (14) P/NP units.
- Units earned from IB exams will not be identified as units earned through "Credit by Examination", and therefore will not apply toward the institutional limit of thirty (30) units earned through Credit by Examination.

IB RESTRICTIONS

- Only Higher Level (HL) exams can be used toward the fulfillment of listed requirements.
- Unit credit for IB exams will not be used in lieu of MJC Assessment Tests for placement into courses with English, reading or math prerequisites. Students will need to go through the MJC Assessment process to enter courses appropriate for their skill levels.
- Units earned from IB exams **cannot** be used to satisfy the college's Twelve-Units In-Residence requirement for associate degree.
- Units earned from IB exams **cannot** be used as evidence of enrollment at MJC in order to satisfy eligibility criteria for financial aid, veterans programs, or EOPS.

TRANSFERRING IB RESULTS TO OTHER INSTITUTIONS

The use of IB examination results to satisfy admission, major requirements, prerequisites, baccalaureate degree, and/or GE Breadth requirements at California State University, the University of California, and private institutions continues to be determined by the individual campuses. Students who have earned credit from an IB exam should not take a comparable course because transfer credit will not be granted for both.

Please note: Because universities make their own determination on how to grant IB credit, students who have used IB to satisfy prerequisites at MJC may have difficulty satisfying program requirements at the transfer institution. Students are advised to check IB policies from their future universities before using that credit to satisfy prerequisites at MJC.

To learn more about IB policies of transfer institutions, students should meet with an MJC counselor and check with the transfer campus for institutional policies on IB examinations. For information on the use of IB credit at UC and CSU visit:


University of California (UC) policy for IB credit:
www.universityofcalifornia.edu/admissions/counselors

California State University (CSU) Policy for IB Credit:
www.calstate.edu/app/general-ed-transfer.shtml

CSU RULES AND EXCEPTIONS

CSU Executive Order 1036, Section 1.2.3.2 establishes that CSU campuses will honor Modesto Junior College full or area GE breadth certifications wherein IB examination scores were used to satisfy requirements. For more information on GE Certification and IB examinations, visit the Evaluations Office.

IB EXAM SCORES & MJC REQUIREMENTS

EXAM NAME	COMPETENCIES MET	MJC-GE			CSU-GE			IGETC		
		MINIMUM IB SCORE	GE AREA	UNITS EARNED	MINIMUM IB SCORE	GE AREA	UNITS EARNED	MINIMUM IB SCORE	GE AREA	UNITS EARNED
Biology HL (without lab)		5	A	3	5	B2	3	5	5B	3
Chemistry HL (without lab)		5	A	3	5	B1	3	5	5A	3
Economics HL		5	B	3	5	D2	3	5	4B	3
Geography HL		5	B	3	5	D5	3	5	4E	3
History HL (any region)		5	B or C ¹	3	5	C2 or D6 ¹	3	5	3B or 4F ¹	3
Language A1 HL* (any language except English)		5	C	3				5	3B & 6A	3
Language A2 HL* (any language except English)		5	C	3				5	3B & 6A	3
Language A1 HL* (any language)		5	C	3	4	C2	3	5	3B	3
Language A2 HL* (any language)		5	C	3	4	C2	3	5	3B	3
Language B HL* (any language)		5	C	5				5	6A	3
Mathematics HL		5	D2	5	4	B4	3	5	2A	3
Physics HL (without lab)		5	A	3	5	B1	3	5	5A	3
Psychology HL		5	B	3	5	D9	3	5	4I	3
Theatre HL		5	C	3	4	C1	3	5	3A	3

* The IB curriculum offers language at various levels for native and non-native speakers. Language B courses are offered at the intermediate level for non-natives. Language A1 and A2 are advanced courses in literature for native and non-native speakers respectively.

HL “Higher Level” Exams only

 MJC “Math” Competency Met or Exceeded

¹. IB Examinations may be used in either area regardless of where the certifying CCC’s discipline is located.

Applying for and Receiving Academic Awards

Enrollment Services (Evaluations Office)

Martha Robles

Dean of Matriculation, Admissions, and Records

East Campus: Student Services Building, Room 110

Website: mjc.edu/studentservices/enrollment/

Phone: (209) 575-6605

ABOUT MJC AWARDS

The Board of Trustees of the District shall award the associate in arts degree, the Associate in 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 AND GENERAL EDUCATION

(a) The governing board of a community college district shall adopt a policy which states its specific philosophy on General Education. In developing this policy governing boards shall consider the following policy of the Board of Governors:

The awarding of an associate degree is intended to represent more than an accumulation of units. It is to symbolize a successful attempt on the part of the college to lead students through patterns of learning experiences designed to develop certain capabilities and insights.

Among these are the ability to think and to communicate clearly and effectively both orally and in writing; to use mathematics; to understand the modes of inquiry of the major disciplines; be aware of other cultures and times; to achieve insights gained through experience in thinking about ethical problems; and to develop the capacity for self-understanding. In addition to these accomplishments, the student shall possess sufficient depth in some field of knowledge to contribute to lifetime interest.

Central to an associate degree, General Education is designed to introduce students to the variety of means through which people comprehend the modern world. It reflects the conviction of colleges that those who receive their degrees must possess in common certain basic principles, concepts and methodologies both unique to and shared by the various disciplines. College educated persons must be able to use this knowledge when evaluating and appreciating the physical environment, the culture and the society in which they live. Most importantly, General Education should lead to better self-understanding.

In establishing or modifying a general education program, ways shall be sought to create coherence and integration among the separate requirements. It is also desirable that general education programs involve students actively in examining values inherent in proposed solutions to major social problems.

(b) The governing board of a community college district shall also establish criteria to determine which courses may be used to implementing its philosophy on the associate degree and general education.

(c) The governing board of a community college district shall, on a regular basis, review the policy and criteria established pursuant to subsections (a) and (b) of this section.

EARNING MULTIPLE ASSOCIATE'S DEGREES

A student may earn more than one associate in arts and/or associate in 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. In addition, a student may not earn an AA and an AS in the same program.

APPLYING FOR AN ASSOCIATE'S DEGREE OR CERTIFICATE ACHIEVEMENT

A candidate for an associate in arts degree, associate in science degree or a certificate of achievement must file an application for the degree or certificate in the Evaluations Office, Student Services Building, Room 110, when the student is in his or her last semester of 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 DEGREE EARNERS

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, graduating with honors, graduation fees, caps, gowns and announcements.

COURSE NAME	CREDITS	GRADE	GPA	CUMULATIVE GPA
*** UNKNOWN ***				
5 AP US Gov & Politics	5.00			
AP US History	5.00			
AP English Literature	5.00			
AP Statistics	5.00			
T AP European History	5.00			
G AP English Language	5.00			
TERM: GPA 0.00				
CUM: GPA 0.00				
*** SUMMER 2007 ***				
175A Beginning Tennis	1.00	A	4.00	
TERM: GPA 4.00				
CUM: GPA 4.00				
*** FALL 2009 ***				
Environmental Conservation	3.00	B	3.00	
Healthful Living	3.00	A	4.00	
Fundamentals Public Speaking	3.00	A	4.00	
Philosophy	3.00			
TERM: GPA 3.75				
CUM: GPA 3.77				
Clean's List				
*** SPRING 2010 ***				

Transcripts and Academic Records

Enrollment Services (Records Office)

Martha Robles

Dean of Admissions, Records, and Matriculation

East Campus: Records Office, Student Services Building, Room 102

Phone: (209) 575-6018

Website: mjc.edu/studentservices/enrollment/records/transcriptrequest

Fax: (209) 575-6859

OFFICIAL TRANSCRIPTS

Modesto Junior College offers an online transcript request 24/7 process. All current and former students can order an official transcript at their convenience through the MJC website. There are several types of processing options available. Check online for details on how to have transcripts sent from MJC.

- Each transcript request must be submitted via the college website, or in writing by the student to the Records Office.
- Each transcript will include the student's entire record of courses completed at MJC.

Official transcripts or records earned at other institutions which have been presented for admissions or evaluations become part of the student's permanent record and are not issued or copied for distribution.

Official transcripts 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.

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.

Students are advised to submit official previous high school (once graduation date is posted) and/or college transcripts as soon as they apply for admission to MJC. These transcripts become the property of MJC and cannot be returned to the student, copied, nor forwarded to other colleges.

The MJC Records Office will accept only official transcripts from regionally accredited institutions. Official transcripts are those that are electronically transmitted from regionally accredited institutions utilizing approved electronic transmittal systems or those that are delivered in an unopened, sealed envelope from the issuing institution. Contact the Records office for additional information on electronic submission.

The MJC Evaluations Office recommends that these transcripts be sent at least six weeks prior to registration. Upon receipt of outside transcripts, students will be notified via the college issued student email that their transcripts have been received. In order to have a full evaluation of a transcript, students must submit an Evaluation Request Form. The evaluation request form is attached to the email notification. This important evaluation provides information to the student and counselor about course work completed at other colleges.

REPORT CARDS

Report cards are not issued at MJC. Grades are posted online at PiratesNet, (select>Register). As soon as instructors enter their grades and the Records Office verifies them, they are available at this site.

ENROLLMENT AND GRADE VERIFICATION

Enrollment verifications and grade verifications will be issued upon written request to the Admissions Office. Students should allow at least ten (10) working days for the processing of verifications. Verifications are not processed during registration periods. Verification requests submitted during registration periods will be available the third week of the term.

To comply with student privacy laws, students must request verifications by completing and signing a Verification Request Form, available in the Admissions Office.

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. Photo identification is also required to release the verification. For additional information on requesting MJC verifications, contact the Admissions Office (209) 575-6853.

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 Vice President of College and Administrative Services (student financial responsibility), Vice President of Student Services (financial aid, counseling materials), 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 will be destroyed in accordance with Title 5 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 of 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:

- 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.
- 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.
- 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.
- 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.
- 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.

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:

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

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.*

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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:

- *inaccurate;*
- *an unsubstantiated personal conclusion or interference;*
- *a conclusion or interference outside of the observer's area of competence; or;*
- *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:

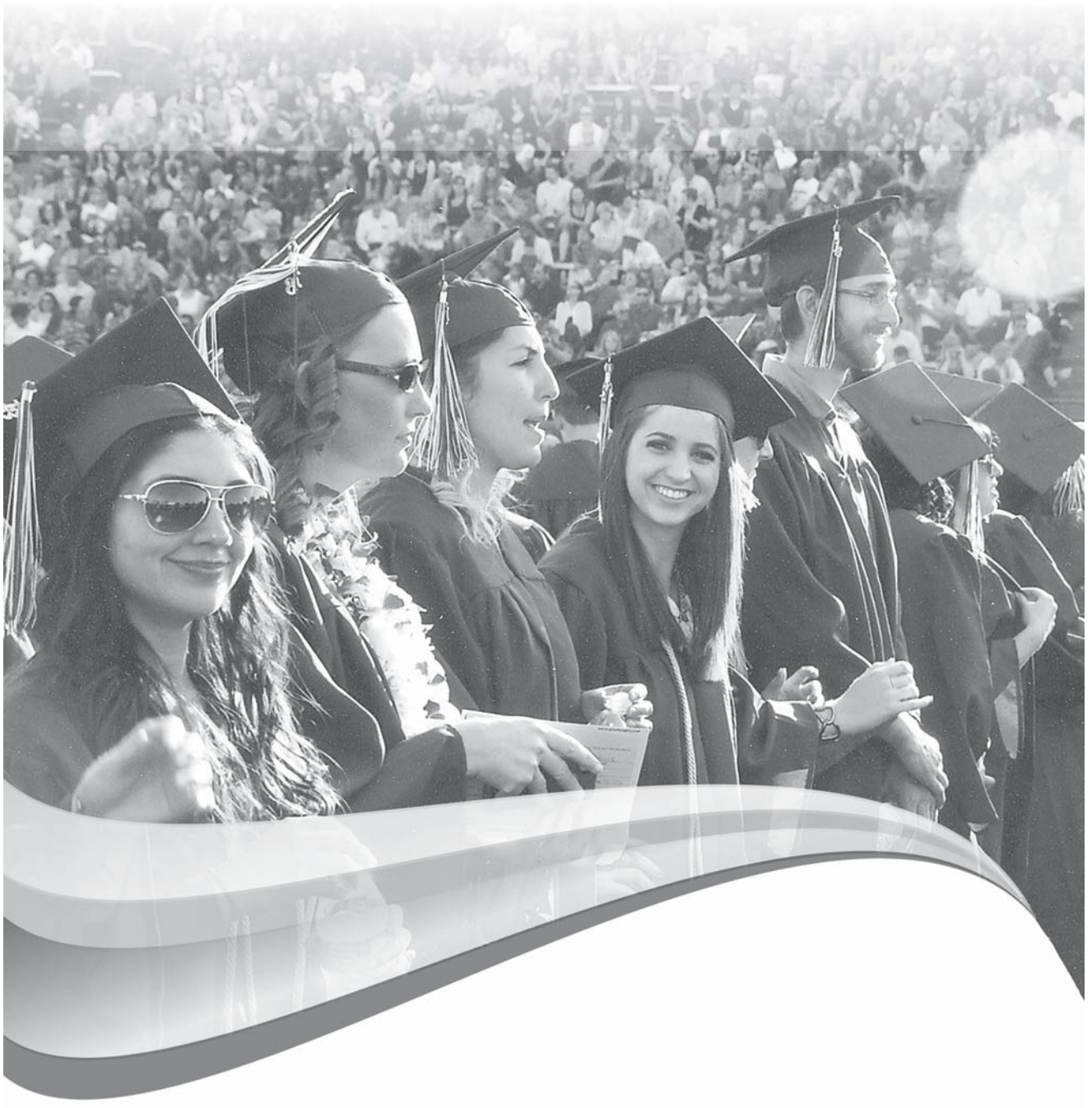
EDUCATIONAL RESEARCH AND THE PRIVACY OF STUDENT EDUCATION RECORDS

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: 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/>)



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