



DUAL ENROLLMENT

January 2019

Table of Contents

Modesto Junior College's Mission	4
Modesto Junior College's Vision	4
Modesto Junior College Accreditation.....	4
Modesto Junior College Administration	4
Contact Information.....	5
I. Overview of Dual Enrollment.....	6
<i>What is Dual Enrollment?</i>	6
<i>What is Dual Credit?</i>	6
<i>What are the advantages of Dual Enrollment for the student?</i>	6
<i>What are the advantages of Dual Enrollment for the High School?</i>	6
<i>How is Dual Enrollment different from programs like AP or IB?</i>	7
<i>Is Dual Enrollment right for everyone?</i>	7
II. Assembly Bill 288: College and Career Access Pathway Act (CCAP)	8
Benefits of AB 288.....	8
III. Dual Credit Enrollment Options.....	9
<i>Middle College</i>	9
<i>CTE Transitions (Early College/Tech Prep 2 +2)</i>	9
IV. How to Request a Dual Enrollment Class at a School or Community Site	9
<i>New Course Request Process:</i>	9
<i>For Early College/Tech Ed 2+2</i>	10
Middle College (Classes closed to the public).....	10
<i>CTE Transitions Early College/Tech Prep 2+2 Course Renewal Process</i>	10
CTE Transitions (Early College/Tech Prep 2+2) Teacher Qualifications	10
CCAP/AB288/Dual Enrollment Teacher Qualifications	11
V. Student Application and Registration Process.....	11
Student Selection	11
<i>Who can apply?</i>	11
<i>What if I Do Not Have a Social Security Number?</i>	11
<i>Application Process and Timeline</i>	12
<i>Registration Process and Timeline</i>	12
VI. Modesto Junior College Policies and Expectations.....	12
Family Educational Rights and Privacy Act	12

<i>Students with Disabilities/ADA</i>	13
College Policy on Academic Integrity.....	13
Permanent Records, Transcripts, and Transcript Requests.....	13
<i>Alcohol and Drug Use Policy</i>	13
VII. Grades and Grading Policies	14
Report of Grades.....	14
<i>Withdrawal from Class</i>	14
VIII. Other Items That May Be Of Interest	14
Course Repetition	14
Attendance.....	15
Articulation	15
Transferrable Courses/Dual Enrollment Policy.....	15
IX. Student Services Programs & Resources	16
X. Forms	17

Modesto Junior College's Mission

MJC is committed to transforming lives through programs and services informed by the latest scholarship of teaching and learning. We provide a dynamic, innovative, undergraduate 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.

Modesto Junior College's Vision

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

Modesto Junior College Accreditation

MJC is accredited by the Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges, 10 Commercial Blvd., Suite 204, Novato, CA 94949, (415) 506-0234, an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education. Additional information about accreditation, including the filing of complaints against member institutions, can be found at www.accjc.org. The college's accreditation was reaffirmed on January 26, 2018.

Modesto Junior College Administration

Modesto Junior College President, Interim, *Steve Collins*

Vice President of Instruction, *Jennifer Zellet*

Vice President of Student Services, *Florida Arias*, Interim

Vice President of College & Administrative Services, *Albert Alt*

Dean, Instruction & Student Learning, *Patrick Bettencourt*

Dean, Institutional Effectiveness, *Jenni Abbott*

Dean, Student Services, *vacant*

Dean, Agriculture & Environmental Sciences, *Donald Borges*

Dean, Literature & Language Arts & Library, *Jillian Daly*

Dean, Student Services, *Ashley Griffith*

Dean, Science, Mathematics & Engineering, *Laura Maki*

Dean, Public Safety/Technical Education & Community Education, *Pedro Mendez*

Dean, Allied Health/Family & Consumer Sciences, *Martha Robles*

Dean, Business, Behavioral & Social Sciences, *Nancy Sill*

Dean, Arts, Humanities & Communications, *Michael Sundquist*

Dean, Physical, Recreation, and Health Education, *Nick Stavrianoudakis*

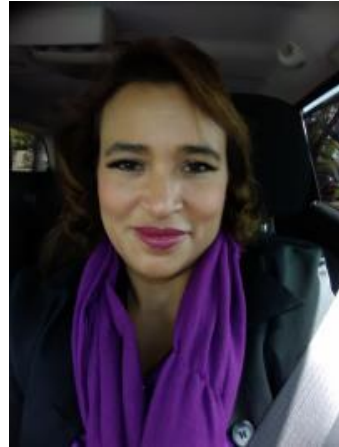
Associate Dean, Campus Life & Student Learning/Conduct, *Bryan Justin Marks*

Contact Information

For information or questions regarding Dual Enrollment please contact



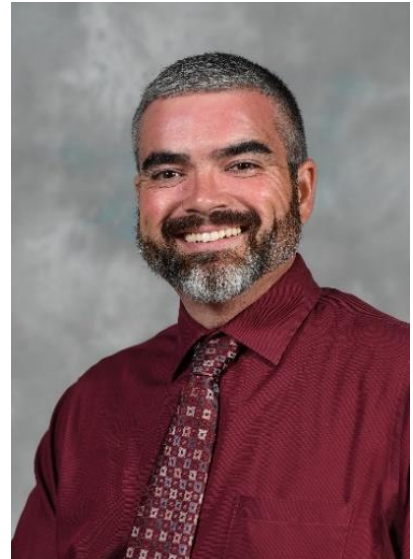
[Martha Rice](#), 209-575-6885



[Rosalinda Vierra](#), 209-575-7750



[Nichole Loera](#), 209-575-7858



[Patrick Bettencourt](#), 209-575-6221

I. Overview of Dual Enrollment

What is Dual Enrollment?

There are two main distinctions in the Dual Enrollment classes. Modesto Junior College offers both Dual Enrollment options and Dual Credit options for high schools.

Dual Enrollment allows high school students to take college credit classes while enrolled in high school. It also allows qualified high school students to earn college and high school credit while meeting graduation requirements. Dual Enrollment allows high school students to take college classes, on the MJC campus, online, or at the high school after school for college credit, allowing them to be enrolled in college and high school at the same time. We can provide today's students with the opportunity to get a head start on their college careers, save time and money, and offer exposure to the rigors of college coursework. While there are numerous advantages to both the high school and the student participating in Dual Enrollment it is important to also be aware of that Dual Enrollment may not be right for everyone.

What is Dual Credit?

Dual Credit Enrollment allows a community college campus to form a partnership with local K-12 districts that enables high school students to take a college class at their high school for college and high school credit. The high school student may be awarded both college credits and high school credit for the single course. In Dual Credit courses, students may enroll in a college course. They complete whatever assignments would normally be completed as part of the course, and they are given a final grade on a college transcript that looks like any other college student's transcript. Dual Credit is also known as Early College and 2+2.

What are the advantages of Dual Enrollment for the student?

- It decreases the amount of time a student will spend in college completing general education and/or pre-requisite courses.
- Participation in dual enrollment may ease the transition from high school to college by giving students a sense of what college academics are like.
 - Dual enrollment is a cost-efficient way for students to accumulate college credits because tuition, or enrollment fees, are waived. Other fees do apply. See <https://www.mjc.edu/student-services/business/tuitionandfees.php> for more information.

What are the advantages of Dual Enrollment for the High School?

- By offering Dual Enrollment courses high schools can increase the scope of their high school curriculum at little to no cost.
- Dual Enrollment fosters a collaborative environment for both the school and college districts to work together to align secondary and postsecondary coursework, so high school students are better prepared to successfully complete college-level work.
- Some high schools may find that students become more motivated in their "regular" courses because they are better able to see how high school and college curriculum align.

How is Dual Enrollment different from programs like AP or IB?

- Advanced Placement (AP) and International Baccalaureate (IB) allow for potential college credit. In AP and IB, students take high school courses that have rigorous, college-level content, and take an end-of-course exam. If they do well on the exam, some (but not all colleges) will give them credit. In Dual Enrollment, all students who successfully complete the course will always get college credit.
- Dual Enrollment students are able to take a college course and earn college credits immediately upon course completion. There is no comprehensive post-examination required.
- Dual Enrollment and Dual Credit courses are not as limited in scope as AP and IB. Students have the option of taking a wide variety of courses, including career and technical courses.

Is Dual Enrollment right for everyone?

Dual enrollment is an opportunity to take challenging courses and accelerate educational opportunities. Students who successfully complete dual enrollment courses receive many benefits. However, there are some possible disadvantages that all students must take into account when enrolling in a dual enrollment class. Possible disadvantages are:

- The amount of work necessary to succeed in college level courses may be much greater than in high school courses.
- Dual enrollment courses become a part of a student's permanent college transcript and could impact eligibility for financial aid and admission to other postsecondary institutions. Most dual enrollment (here, what is the distinction between Dual Enrollment and Dual Credit?) classes count towards general education college credits and graduation requirements for high school. If a student fails one of these classes, it can negatively affect their high school and college transcripts. If a student needs additional support to complete regular general education high school classes adding the additional strain of the college class may not be the best choice.

Resources available to Dual Enrollment Students at Modesto Junior College

Modesto Junior College is committed to student success. Our college has a variety of resources to assist Dual Enrollment students in accomplishing their educational goals.

- Tutoring Center: The Library and Learning Center in the library provides individual and small-group tutoring to any student who needs and wants to improve his or her class performance. Their work is aimed at helping students become strong independent learners by working to improve their subject understanding, study skills, and test preparation. Primarily, The Library and Learning Center offers writing and math tutoring, but other subjects may be available. Call 209-575-6346 for more information.
 - Writing Center: This Writing Center helps students become more confident and skilled writers. The Writing Center aims to have an environment that focuses on ideas of the writer while providing resources for all their writing needs.
 - Math Tutoring: Free math tutoring is available to all Modesto Junior College math students. The services available in the Library and Learning Center are focused on increasing our students' ability to understand and enjoy

mathematics. They hope to bridge the gap that keeps our students from pursuing majors and careers in math-related fields.

- Computer Labs: Located inside the library, Founders Hall, and throughout campus. The computer labs provide access to a wide range of software applications in support of students' academic goals.
- Counseling Office: The Modesto Junior College Counseling department provides comprehensive counseling services to assist students towards a successful college experience. Counselors help promote student development and success by coordinating quality services and programs that are focused on students' need.
- Disabled Student Programs & Services (DSPS): DSPS is designed to provide specialized services and accommodations that assist students with documented physical, psychological and learning disabilities reach their maximum potential while achieving their educational goals.

II. [Assembly Bill 288: College and Career Access Pathway Act \(CCAP\)](#)

AB 288 would authorize the governing board of a community college district to enter into a College and Career Access Pathways (CCAP) partnership with the governing board of a school district. The agreement is intended to offer or expand dual enrollment opportunities for students who may not already be college bound or are from groups underrepresented in higher education. The goal of CCAP is developing seamless pathways from high school to community college for career-technical education or preparation or transfer, improving high school graduation rates, or helping high school students achieve college and career readiness. The bill outlines the conditions that must be met prior to the adoption of a CCAP partnership.

Benefits of AB 288

- The bill would authorize specified high school pupils to enroll in up to 15 units per term.
- A high school pupil enrolled in a course offered through a CCAP partnership shall not be assessed any fee that is prohibited by Section 49011. No more than four courses per term.
- The units are part of an academic program that is designed to award students both a high school diploma and an associate degree or a certificate or credential.

- College courses offered at a high school during the regular school day are limited solely to high school students.

All instructors are Modesto Junior College faculty and meet state minimum requirements in the subject matter they are teaching.

III. Dual Credit Enrollment Options

Middle College

The Middle College Program are contractual partnerships between Modesto Junior College and local school districts to enter into instructional agreements where college course opportunities are provide for high school students. Program services may include closed to the public college course offerings, and online or face-to-face modalities. The program includes appropriate application and registration support, and program pathway design. Middle College, Technical School Programs, College Prep Academies, or Early College high School, is an opportunity for high school student to complete college-level coursework while completing high school requirements. The students are dually enrolled and families pay no costs.

- Class selection is determined by the high school
- The high school pays all costs associated with the program, including books.
- Classes are taught at the high school during the school day by college instructors.

CTE Transitions (Early College/Tech Prep 2 +2)

CTE transitions programs offer high school students the opportunity to jumpstart college by enrolling in college courses while still in high school. These classes are lead by their high school instructors during the high school day on the high school campus. The classes are articulated with Modesto Junior College on an instructor to instructor approval process. Once the student has completed the course and any additional requirement, they can be eligible for college credit. Some classes are eligible for immediately credit upon successfully completing the course while others require a follow-up MJC course. Some students can earn college credit for selected high school courses through special agreements and may also receive priority enrollment at MJC after high school graduation.

IV. How to Request a Dual Enrollment Class at a School or Community Site

New Course Request Process:

- Connect with the Rosalinda Vierra at 209-575-7750 or Martha Rice at 209-575-6885, Dual Enrollment Program Specialists to discuss the possibility of offering a new course(s). Be prepared to discuss the following:
 - Does the course you are requesting fit into any existing pathways? (Dual Enrollment courses that are part of an existing pathway are more likely to be approved.) These would include CTE or Ag.
 - How will this course supplement or add to existing high school offerings?
 - Do you have any high school instructors who are qualified to teach the course?
 - Do you have a classroom available?

- What days and times work best for your school?
- Who will be your point of contact that will work with Modesto Junior College to facilitate approval and scheduling?

[For Early College/Tech Ed 2+2](#)

- Complete a Request for Early College/Tech Prep 2+2 Articulation with MJC form and attach appropriate documentation.
- Connect with Nichole Loera, Modesto Junior College Early College/Tech Prep 2+2 Technician, at 209-575-7858, who will route the form to the appropriate departments on campus and work with the Division Deans to get the course approved. Please do not contact the Division Deans directly.
- If the course you are requesting requires lab facilities or special equipment a Modesto Junior College faculty may contact you to do an audit of your facilities and/or equipment.

[Middle College \(Classes closed to the public\)](#)

- Connect with Martha Rice, Dual Enrollment Program Specialist at 209-575-6885 to discuss the possibility of offering the Middle College Program
 - Discuss course selection and sequence
 - How many student will participate?
 - Review proposal: Scope of Work
- Sign contract/Instructional Agreement
- Program Specialist will work with Division Deans to get the course scheduled

[CTE Transitions Early College/Tech Prep 2+2 Course Renewal Process](#)

- High Schools are responsible for turning in the Request for Early College/Tech Prep 2+2 Articulation with Modesto Junior College for each course they would like to offer prior to the termination or expiration of the current agreement.
- Any changes must be submitted and approved.
- Each course requires its own agreement, but you can have multiple instructors teaching the same class on the one form.
- Nichole Loera, the Modesto Junior College Early College/Tech Prep 2+2 Technician, will route the form to the appropriate departments on campus and work with the Division Deans to get the course scheduled. Please do not contact the Division Deans directly.
- The appropriate information will be forwarded to each site once the course has been approved and schedule a date to visit the school to process the appropriate paperwork with the students.

[CTE Transitions \(Early College/Tech Prep 2+2\) Teacher Qualifications](#)

- These classes are taught by high school instructors who are not employees of YCCD or MJC.

- They do not need to meet the California Community College minimum qualifications.
- Their classes must be approved by the MJC instructor who meet the minimum qualifications set forth by the California Community College Chancellors Office.

[CCAP/AB288/Dual Enrollment Teacher Qualifications](#)

- The Course Request Form asks the high school to identify a high school instructor who can teach your Dual Enrollment course. All instructors hired to teach at any Community College in the state of California must meet minimum qualifications as outlined by the California Community Colleges Chancellors Office and go through the YCCD hiring process.
- For minimum qualifications, see the [Minimum Qualifications for Faculty and Administrators in California Community Colleges](#).
- The applicant must complete a [Yosemite Community College District adjunct application](#)
- Once the application has been reviewed the applicant may be called for an interview(s) with the Dean and faculty.

[V. Student Application and Registration Process](#)

[Student Selection](#)

California Education Code Section 48800 provides that the governing board of a school district may determine which students may benefit from advanced scholastic or vocational work. The governing board may authorize those students, upon recommendation from their principal or designated school official and with parental consent, to attend a community college as a special part-time student and to enroll in one or more courses offered at the community college level. The purpose of the code is to provide educational enrichment for a limited number of eligible pupils. The educational enrichment opportunity will typically result in a request for concurrent enrollment in courses not currently offered by the approving school.

[Who can apply?](#)

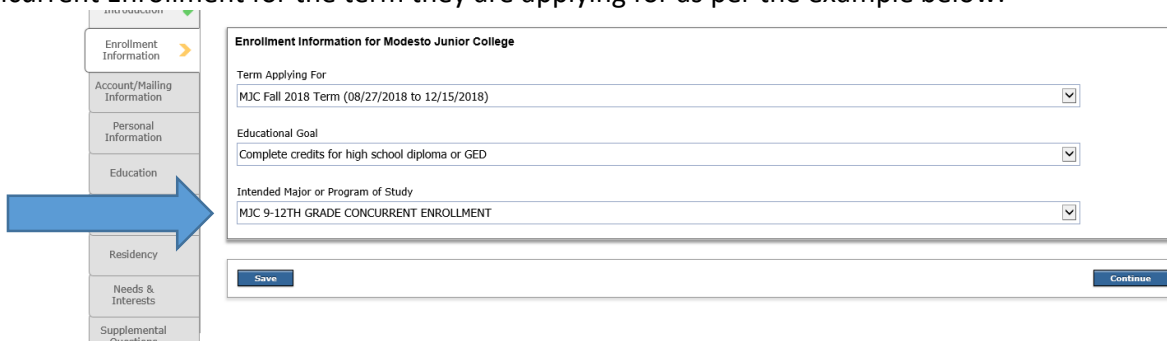
Modesto Junior College is a community college and is open to everyone. Dual Enrollment is open to anyone 13 years or above who is enrolled as a regular student in a public, homeschool, charter, or private high school program.

[What if I Do Not Have a Social Security Number?](#)

A temporary number can be issued by MJC Enrollment Services if you do not have a Social Security number or Tax identification number. The Addendum to AB540 form is available on the MJC webpage and will need to be submitted with high school transcripts after graduation. This form is not required for Dual Enrollment students. Please contact your Program Specialist or Enrollment Services at 209-575-6853 for assistance.

[Application Process and Timeline](#)

All first-time dual enrollment students must apply online to Modesto Junior College. They MUST access the application link from the [Modesto Junior College Website](#). Students will select MJC 9-12th Grade Concurrent Enrollment for the term they are applying for as per the example below:



Upon applying, students will receive an email with the student college ID (W#) number. This number will be sent to the email address they submitted on their application. The ID number will be required in order for students to complete the Dual Enrollment Registration Packet.

NOTE: Students who missed two consecutive college semesters (Fall & Spring) will have to reapply to the college. Students will also need to reapply when they graduate high school.

The Dual Enrollment application will open on the following dates each year:

If the student is applying to start in the:	The Dual Enrollment application will open on:
Summer & Fall 2019	October 1st
Spring 2020	June 1st

[Registration Process and Timeline](#)

A completed registration form is required for all Dual Enrollment students each semester they wish to enroll in a dual enrollment course. Registration forms can be downloaded from our Modesto Junior College website or obtained online (insert link). The forms will require signatures from the High School Principal and Counselor, as well as, the student and parent/guardian. It is important for our high school partners to ensure that registration forms are completed before they are turned in to ensure they are processed in a timely manner.

[VI. Modesto Junior College Policies and Expectations](#)

[Family Educational Rights and Privacy Act](#)

The Family Educational Rights and Privacy Act (FERPA) outlines certain rights students have concerning access to and release of their educational records. If you wish to authorize to release your student

information concerning your educational and financial records, you must complete the FERPA release form, and sign in person.

[Students with Disabilities/ADA](#)

Students currently receiving 504 or IEP accommodations for their high school courses should coordinate college accommodations with the Modesto Junior College Disabled Student Programs & Services. MJC makes its campus and programs accessible in compliance with the Americans with Disability Act of 1990 and Section 504 of the Rehabilitation Act of 1973.

Dual Enrolled students, rather than staff or parents, are responsible for initiating the request for accommodations. Friends or family members who are advocates for students in the public-school system are not able to speak with instructors or DSPS without written permission of the MJC student.

The free application for services and accommodations is available on the MJC webpage at https://www.mjc.edu/student-services/disability/forms_and_publications.php

[College Policy on Academic Integrity](#)

Students at Modesto Junior College are entitled to the best education that the college can make available to them, and they, their instructors, and their fellow students share responsibility for seeing that their education is honestly attained. Because cheating, facilitating academic dishonesty, plagiarism, and collusion in dishonest activities erode the integrity of the college, each student is expected to exert an entirely honest effort in all academic endeavors. Academic dishonesty in any form is a very serious offense and will incur serious consequences.

[Permanent Records, Transcripts, and Transcript Requests](#)

Students may direct Modesto Junior College to send their transcript to other parties by completing a Transcript Request Form. The first two official transcripts requested are free and a \$10.00 fee is required for additional copies. Please complete the [Transcript Request Form](#) and submit to Enrollment Services Office by email (MJCESeForms@yosemite.edu), in-person or by mail. The law authorizes the release of student transcripts to other designated parties, for example, institutions from which you have obtained loans to attend school, or offices of the court.

[Alcohol and Drug Use Policy](#)

Modesto Junior College is committed to providing an educational environment free of drugs and alcohol. Drinking or possession of alcoholic beverages on campus or use of illegal drugs or narcotics not medically prescribed can result in disciplinary action.

VII. [Grades and Grading Policies](#)

Students taking dual enrollment classes are creating a permanent college transcript that can affect future educational opportunities, such as admission to impacted programs, scholarships, and eligibility for financial aid. College faculty will NOT have any special grading system for dual enrollment students. Final grades will be posted on Students College transcripts. It is important for the student to know the consequences of a letter grade of D, F or W. Students will follow Modesto Junior college regulations, including drop dates. Students will be allowed to drop the class to avoid a letter grade, but if a student does not drop the class by the drop deadline, the student will be given a W (withdrawal).

[Report of Grades](#)

Modesto Junior College does not send report cards to students. During the semester, students are highly encouraged to keep a constant communication with their instructor regarding their grades. Final grades will be posted on PiratesNet. Students must check their grades by logging into their PiratesNet account. Modesto Junior College will issue final grades on a semester basis. It is important to note that final grades will be issued to the students and not to the parents.

Withdrawal from Class

Students are strongly encouraged to withdraw from a course if it is likely that they will earn a D or F. A grade of D will not transfer to another college and is not considered passing. Grades on transcripts are permanent; they can never be deleted. If a student receives an F in a course and retakes it, both grades will show on the transcript. A withdrawal date, census date, is established each semester. This date is available online and, on the student's PiratesNet. The student may also consult the Modesto Junior College academic calendar. Before withdrawing from a course, speak to the instructor to ensure that withdrawal is warranted. Once the student withdraws, he/she must verify it by logging in to his/her Web-Advisor's student account. It should show a W. If this goes neglected, it could result in an F on the student's transcripts.

Withdrawal from a course or courses shall be authorized through the last day of the ninth week of instruction (or 50 percent of the course, whichever is less). The W will not be used in the calculating a student's grade point average, but it will be used as a factor in progress probation, financial aid and dismissal procedures. A student who remains in a course beyond the withdrawal deadline must be assigned an evaluative or non-evaluative symbol other than W.

VIII. [Other Items That May Be Of Interest](#)

[Course Repetition](#)

An open-door college should provide ample opportunity for students to succeed. Since the community college admits students with a diverse range of abilities, aspirations and interests, the college must provide sufficient flexibility in its policies to enable a student to overcome a poor academic record.

While the college must have a balance between policy flexibility and the maintenance of academic regulations so as to ensure grade standards throughout the curricula, this flexibility cannot be allowed to abrogate the individual student's educational responsibility. Students are not able to repeat a class they successfully completed for a higher grade.

Attendance

Students are expected to attend all sessions of classes in which they are enrolled. Excessive absence will jeopardize a student's satisfactory progress in a class. Students may be dropped from class if they fail to attend the first-class session of the semester. There are no institutionally approved excused absences for any reason. Only the instructor may excuse an absence.

Classes taught during class time at a high school are subject to the high school's attendance policy.

Instructors may choose to take attendance at each class session. Any student who is excessively absent may be dropped from the class as specified in each class syllabus. Unless there are significant extenuating circumstances, that student will be immediately dropped from class by the instructor if the absences are occurring before 50 percent of the class is expired. Once dropped, should a student believe there is just cause for reinstatement, the student may petition through the Office of Enrollment Services.

It is the students' responsibility to drop any classes they no longer wish to continue. They must not merely stop attending and must not rely on being dropped by others. Students must complete the drop process for themselves or request assistance from a counselor or appropriate MJC staff member.

Articulation

Articulation is a process of developing formal written agreements that identify courses at one college that are accepted in lieu of specific courses at another college or that fulfill a specific statewide pattern of general education.

Modesto Junior College has developed numerous articulation agreements with California State University and University of California campuses. These agreements may be viewed on the Modesto Junior College website, in the Modesto Junior College Transfer Center, or at www.assist.org. Articulation agreements have also been developed with some California private and out-of-state colleges and universities

Transferrable Courses/Dual Enrollment Policy

Modesto Junior College courses numbered 1 through 49 are considered non-degree course. 50-99 are courses certified for associate's degree. Courses 100-299 are certified for associate's degree and accepted by the CSU System, ad UC system. Modesto Junior College has dual enrollment courses that are not transferable to 4-year campus.

Obtaining your MJC ID Photo Identification Card

When you enroll in the Dual Enrollment Program, you become a MJC student. Every student is assigned an identification number (also known as a W number). Your W number is used frequently while in college. Please stop by the information booth in the Student Services building (East Campus), or MSR building (West Campus) to get your free photo ID card. The cards are free, although you will need to bring a form of verification.

IX. Student Services Programs & Resources

Dual Enrollment high school students are eligible and encouraged to take advantage of services offered to all MJC students, including access to both academic and personal counseling, workshops, the library and computer labs.

- [Bookstore](#) (209) 575-6840 Student Center (East Campus)
- [Business Services](#) (209) 575-6828 Student Services Building (East Campus)
- [Campus Life & Student Learning](#) (209) 575-6700 Student Center (East Campus) & MSR Building (West Campus) (**Obtain your FREE MJC photo school identification card**)
- [Campus Safety](#) (209) 575-6357 (Both Campuses) Open 24 hours a day/7 days a week
- [Career Center](#) (209) 575-6660 Yosemite Hall Room 156A (West Campus)
- [Counseling](#) (209) 575-6080 Student Services Building (East Campus) & Yosemite Hall (West Campus)
- [Disability Services](#) (209) 575-6225 Student Services Building (East Campus)
- [Early College/Tech Prep 2+2](#) (209) 575-7858 Student Center (East Campus)
- [Enrollment Services](#) (209) 575-6853, Student Services Building (East Campus) & Yosemite Hall (West Campus)
- [Financial Aid](#) (209) 575-7700 Student Services Building (East Campus) & Yosemite Hall (West Campus)
- [Health Services](#) (209) 575-6037 Morris Memorial building Room 108 (East Campus) & Yosemite Hall 114 (West Campus)
- [Help Desk](#) (209) 575-7900 (Resetting MJC passwords)
- [Parking Permits](#)
- [Student Success & Pathway Centers](#) (209) 575-6789, Student Services Building (East Campus) & Yosemite Hall (West Campus)
- [Transcripts & Records](#) (209) 575-6853 Student Services Building (East Campus)
- [Transfer Center](#) (209) 575-6239 Student Center (East Campus)
- [TRIO Pre-College](#) (209) 575-6743 Morris Building Room 112 (East Campus)
- [Tutoring](#) (209) 575-6346 Library (East & West Campus)
- [Umoja Community](#) (209) 575-6789 Founders Hall 116 (East Campus)
- [Veterans Center](#) (209) 575-6670 Student Center (East Campus)

X. Forms



Course Registration

Submit completed form in-person to Enrollment Services
with photo identification.

Today's Date: _____

Student Information

First Name: _____ Middle Initial: _____ Last Name: _____

Student ID: w _____ Phone Number: _____

Course Information

Term/Year: ☐ FA _____
☐ SP _____
☐ SU _____

<u>SECTION #</u>	<u>COURSE NAME</u>	<u>ACCESS CODE</u>	<u>LATE START CLASS START DATE</u>	<u>CENSUS DATE</u>
0004	MBUSAD 201	1234	10/07/2014	Office Use Only

Student Signature: _____ Date: _____

I acknowledge that I have been added to a waitlist and have been informed of the materials that I need to return, with an access code, to Enrollment Services. _____ (Initials)

OFFICE USE ONLY	
Registered By _____	Date _____
<input type="checkbox"/> 3rd Enrollment <input type="checkbox"/> Pre-Requisite/Co-Requisite <input type="checkbox"/> AE <input type="checkbox"/> MXW <input type="checkbox"/> Time Conflict <input type="checkbox"/> Grade Improvement	



Special Part-Time Petition for Advanced Admission (Must be at least 13 yrs old)

Submit completed form in-person to Enrollment Services.

A new petition is required each Semester.

Student Information

First Name: _____ Middle Initial: _____ Last Name: _____
MJC Student ID#: W _____ MJC Student Email: _____
Mailing Address: _____
Phone Number: _____ Birthdate: _____ Current Grade Level: _____

School Information

School Name: _____ School Phone Number: _____
School Address: _____
Expected Date of High School Graduation: _____ Please Indicate ONE term/year: FALL _____
The high school listed above is a home school: Yes ☐ No ☒ SPRING _____
SUMMER _____

Courses for which student wishes to Enroll: (maximum 11 non-remedial units)

Course Name & Number	Units	Course Name & Number	Units

Principal or Designee: Pursuant to education Code 48800.5 and 760001, I have reviewed the academic record of the above named student and certify that the student demonstrates adequate preparation in the course(s) listed. I certify that I am limiting the number of recommendations to no more than 5% of the total number of pupils who completed the grade immediately prior to the time of the recommendation for summer semester.

I certify that I am aware of the above Ed Code and I also recommend that the above student take no more than _____ units.

Signature: _____ Date: _____

Printed Name: _____ Title: _____

Certification by Parent/Legal Guardian and Student

I certify that I have read the conditions of Dual Enrollment and that the student will only enroll in the courses recommended above and will not exceed the approved number of units. We are aware of the additional required fees and the non-resident (out-of-state in accordance with CA Law) tuition fees related to the student status. I understand the student must reapply to MJC their senior year as a high school graduate.

Signature of Parent/Legal Guardian: _____ Date: _____

Signature of Student: _____ Date: _____

OFFICE USE ONLY

Staff Initials: _____ Date: _____ PERC: ☐ Yes ☐ No RES: ☐ Yes SB150: ☐ Yes GPA: _____ Email: ☐

MJC Enrollment Services • Phone (209) 575-6853

08/2018_BC

East 435 College Avenue, Student Services Bldg, 1st Floor • West 2201 Blue Gum Ave, Yosemite Hall 1st Floor



MODESTO JUNIOR COLLEGE CONSENT FOR TREATMENT OF MINORS

Any registered student under the age of 18 will be required to have a parental/guardian consent form signed before receiving any medical treatment, including mental health services, except in emergencies or cases exempt by state law.

Signed consent will be retained in the College's Health Services Office.

I hereby authorize and give consent for my son or daughter to receive medical treatment, including mental health services, as needed. This authorization is given in advance of any specific diagnosis, treatment or medical care in accordance to the provisions of Family Code Section 6910-6911.

Please indicate which term and year your son or daughter is attending:

- ☐ Summer, Year _____
- ☐ Fall, Year _____
- ☐ Spring, Year _____

Student's Name (Please print) _____

Date of Birth _____

Parent/Guardian Name (please print) _____

Parent/Guardian Address _____

Parent/Guardian Phone Number _____

Signature _____ Date _____

Parent/Guardian

Signature _____ Date _____

Student

3/1/18 NM



ASMJC Student Benefit Fee & Student Rep Fee Waiver Form
Dual Enrollment Student

I choose not to take advantage of the business discounts & free supplies offered by the option ASMJC Student Benefit Fee and the Student Rep Fee, which is used to represent MJC student concerns at the local, state and federal government levels for the _____ semester.

By signing this form, I understand that

- ☒ A credit of \$5 will be applied to my college account.
- ☒ I hereby request to waive the \$1 Student Representation Fee

Name: _____

Student MJC W ID# _____

Signature: _____

Date: _____

Form must be submitted with packet

Request for Early College/ Tech prep 2+2 Articulation with Modesto Junior College

High School Data:

Name of Secondary School/ ROP: _____

High School/ ROP course (title and number) submitted for articulation:

High School Instructor/s requesting articulation:

Name: _____ Phone: _____ Email: _____

Name: _____ Phone: _____ Email: _____

- Attach:**
- Copy board-approved high school course outline (must be dated within 5 years, include competencies/objectives and outcomes, methods, etc.)
 - Copy of final examination
 - Copy of syllabus

Course Information:

Tech Prep 2+2: _____ Early College: _____

Please include the following on this sheet and in your course outline!

Textbook/ reference list: _____

(author, title, publisher, date, edition) _____

Special equipment required: _____

Software required: _____

TERMS AND CONDITIONS

In support of the basic principles that no student should be required to repeat instruction for competencies learned and that the student shall be allowed to reach their desired education and career goals in an efficient sequence of incremental achievements, the following terms and conditions are agreed upon and approved:

1. This agreement is valid for **3** years. Courses that expire in Summer must be renewed by December of that same year.
2. In order for students to receive articulated credit, the instructor must ensure that all students participating in an *EC/ TP 2+2* articulated course do the following by **January 15th** of each academic year (1) apply to Modesto Junior College 12th graders apply for *Summer* term, 9th – 11th graders apply for *Spring* term and obtain a MJC W# (2) 9th - 11th grades also fill out a Special Part-Time Petition for Advanced Admissions (3) fill out a Student Request to Participate.
3. If step #2 above is not complete, students will be considered **ineligible** to participate in the EC/ TP 2+2 Program.
4. Students Participating in *Tech Prep 2+2* course must request credit within two years of course completion or no later than then two years after completing high school and complete the sequence course that is specified on articulation agreement in the Fall or Spring semester at MJC.