

MODESTO JUNIOR COLLEGE
YOSEMITE COMMUNITY COLLEGE DISTRICT
SUMMER 2011 - SPRING 2012

435 College Avenue
Modesto, California 95350
www.mjc.edu
Price: \$3.00

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, 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.*

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2011-2012

ACADEMIC CALENDAR

May 2011

S	M	T	W	T	F	S
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September 2011

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January 2012

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June 2011

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February 2012

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November 2011

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March 2012

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August 2011

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December 2011

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April 2012

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29	30					

LEGEND

4	Classes in session. Offices open
19	Classes in session. College offices closed.
20	No classes. College offices open.
1	College closed. No classes. Offices closed.
2	Holiday. College closed.
27	Final examinations.
25	First day of the term. Classes begin.
16	Last Day of the Term. Classes end.

* Most summer classes begin.

SUMMER TERM 2011

May 30	Memorial Day (College closed)
June 6	Summer Term begins
July 4	Independence Day (Observed) College closed
August 13	Last day of Summer Instruction

FALL SEMESTER 2011

August 29	Fall Semester begins
September 5	Labor Day (College closed)
September 11	Last day to drop full-term class and be eligible for a refund
September 25	Last day to withdraw from full-term class without a W
November 11	Veterans Day (College closed)
November 17	Last day to withdraw from a full-term class
November 23	Evening classes held
November 24-25	Thanksgiving break (College closed)
December 12-17	Final examinations week
December 17	Last day of Fall Instruction

SPRING SEMESTER 2012

January 9	Spring Semester begins
January 16	Martin Luther King Jr. holiday (College closed)
January 22	Last day to drop full-term class and be eligible for a refund
February 5	Last day to withdraw from full-term class without a W
February 17	Lincoln Day (College closed)
February 18-19	No classes
February 20	Washington Day (College closed)
March 2	Last day to apply for Associate Degree or Certificate of Achievement to have name in commencement program.
April 2	Last day to withdraw from a full-term class
April 23-28	Final examinations week
April 28	Graduation
April 28	Last day of Spring Instruction

VISION

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

MISSION

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

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

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

VALUES

EXCELLENCE

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

INCLUSIVENESS

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

INTEGRITY

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

LEARNING

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

STEWARDSHIP

We value social responsibility and hold ourselves accountable for the efficient and effective use of the human, physical and fiscal resources entrusted to us.



Own your future.

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Yosemite Community College District

BOARD OF TRUSTEES

Don Viss
Oakdale, Trustee Area 2

Lynn Martin, Ph.D
Sonora, Trustee Area 1

Anne DeMartini
Patterson, Trustee Area 4

Linda Flores
Modesto, Trustee Area 5

Tom Hallinan
Modesto, Trustee Area 5

Mike Riley
Modesto, Trustee Area 5

Abe Rojas
Turlock, Trustee Area 3

(Vacant)
Student Trustee (through May 2011)

DISTRICT ADMINISTRATION

Dr. Joan Smith (Interim)
Chancellor

Diane Wirth
Vice Chancellor, Human Resources

Tim Nesmith
Director of Facilities Planning & Operations

Teresa Scott
Executive Vice Chancellor, Fiscal Services

Nick Stavrianoudakis
Director of Public Affairs

Gina Rose
Assistant Chancellor, Information Technology

Modesto Junior College

Dr. Gaither Loewenstein
President

Dr. Karen Walters Dunlap
Vice President, Instruction

Dr. Don Low (Interim)
Vice President, Student Services

Dr. Carmen Ferandez (Interim)
Vice President, College & Administrative Services

Dean Tsuruda (Interim)
Dean of Student Services

Martha Robles
Dean of Matriculation, Admissions, & Records

George Boodrookas
Dean of Community Education & Economic
Development/Executive Director, MJC Foundation

(Vacant)
Dean of Library, Learning Resources & Technology

(Vacant)
Dean of Instructional Services

(Vacant)
Dean of Special Programs

Overview of Modesto Junior College

Everything you need to know about MJC

Celebrating 90 Years of Educational Excellence!

www.mjc.edu

Welcome to Modesto Junior College

History of Modesto Junior College

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

The College began with a charter enrollment of 61 students. Through the years registration has increased until today more than 18,000 day and evening students are enrolled each semester. In addition, more than 9,000 community participants take advantage of the ever-growing Community Education program.

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

The area boundaries have also changed. In 1964, by action of the electorate, the boundaries were enlarged to include nearly 4,000 square miles, encompassing high school districts in Stanislaus and Tuolumne Counties, the Ripon High School District in San Joaquin County, the Gustine and Hilmar High School Districts in Merced County and the Harney Elementary School District in Santa Clara County. The district also includes the Bret Harte Union High School District, the former Copperopolis Elementary School District and the former Salt Spring Valley Elementary School District in Calaveras County.

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

MJC: 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 and on video or streaming video. 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 for Student Services.

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.

About MJC Students

In compliance with the *Student-Right-to-Know and Campus Security Act of 1990* (Public Law 101-542), it is the policy of the Yosemite Community College District and Modesto Junior College to make available its completion and transfer rates to all current and prospective students. Beginning in Fall 2006, a cohort of all certificate, degree, and transfer-seeking first-time, full-time students were tracked over a three-year period. Their completion and transfer rates are listed below. These rates do not represent the success rates of the entire student population at Modesto Junior College, nor do they account for student outcomes occurring after this three-year tracking period.

Completion Rate: 17.18%

Transfer Rate: 11.86%

Fall 2006 - Spring 2009 COHORT Data

Based on the cohort defined above, a Completer is a student who attained a certificate or degree or became "transfer prepared" during a three-year period, from Fall 2006 to Spring 2009. 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 2007 to Spring 2009, are transfer students. (Updated 2/2011). ♦

Courses and Academic Programs at MJC



The Morris Building on MJC's East Campus is home to many administrative offices and student services, including the Counseling Center

Office of Instruction

Karen Walters Dunlap, PhD **Vice President of Instruction**

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

Ruth Cranley

MJC Articulation Officer
(209) 575-6713

Support Staff

Amy Bethel, Executive Secretary
Sean Fornelli, Administrative Assistant
Letitia S. Miller, Curriculum Process Specialist

The Office of Instruction oversees 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, or find out information about Study Abroad programs.

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 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, journalism, and tutoring.

Those who wish to broaden their horizons and to become more aware of themselves and the world about them will be drawn to offerings in health education, consumer education, psychology, child development, sociology, speech, conservation, valley plant life, science, art appreciation, and physical activities. Agricultural offerings include technician training courses as well as courses designed for persons anticipating employment or already employed in the field of agriculture. An advisory committee also serves the community services program. Business courses 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 microcomputer graphics), printing, automotive technology, electronics, nursing, machine shop, vocational accounting, human services, engineering technology, dental assisting, and broadcasting. Advisory committees serve the college in the development of vocational programs by helping to determine the need for and the content of occupational oriented courses. Industrial technology programs are available in apprenticeship and technical fields. Courses are geared to the needs of industry and are modified as community needs change.

Other courses are designed to assist the individual in skills development. These include, among others, reading improvement, effective study skills, listening improvement, career awareness, job employment skills, introduction to mathematics, and pre-algebra. English as a Second Language is offered for non-native speakers of English who desire to learn English or to improve their proficiency.

Each year several hundred students transfer to four-year colleges and universities to continue their education toward 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.

Types of Degrees Offered

ASSOCIATE'S DEGREE

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

Other MJC Awards

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

- Certificate of Achievement
- Skills Recognition Award
- Subject Mastery

CERTIFICATE OF ACHIEVEMENT

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

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

SKILLS RECOGNITION AWARD

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

SUBJECT MASTERY

Many individual courses and, sometimes multiple courses, are designed to culminate with a special subject award for students who successfully complete the course(s). Courses that provide CPR training, smog training, or typing are examples of classes that 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 of Arts degree in University Preparation with emphasis in Liberal Studies. By following the requirements for this degree (page 171), 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, Certification or for certification of General Education. The continuing student may select the catalog which was in effect when the student initially enrolled at MJC or any catalog in effect thereafter through and including the semester when the student petitions for graduation or transfer certification.

CONTINUOUS ENROLLMENT AND CATALOG RIGHTS

A student remaining in **continuous enrollment** will retain catalog rights for graduation under the year of initial enrollment. Any academic record symbol entered on a MJC transcript (A through F, P/NP, I, W) 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. The college is currently reviewing the policy governing catalog rights. Students should consult with their counselor for current information. For evaluation purposes, the college will use the terms listed in the catalog's Academic Calendar to determine a student's catalog rights.

PROGRAM RIGHTS FOR ALLIED HEALTH AWARDS

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

CATALOG INFORMATION

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

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 at MJC

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

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

COURSE 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.

Course Numbers Defined	
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 is available in the Counseling or Career Transfer Center, or at www.assist.org.

Types of Courses Offered at MJC

SPECIAL TOPICS AND PROBLEMS COURSES

Courses dealing with special topics and problems are offered with the course number of 198, 298 or 398. Each discipline may offer a special 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.)

INDEPENDENT STUDY AND SPECIAL PROBLEMS

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

The transfer student should consider the policy of the four-year college or university regarding the number of independent study units which may be earned each semester. (CSU and UC grant credit for courses in this category contingent upon a review of the course outline.)

Transferability of MJC Courses

HECCC: PARTNERS FOR ACADEMIC EXCELLENCE

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

HECCC Equivalency Grids exist to aid students in understanding the value of their coursework between participating institutions. For more information, click on HECCC Articulation Grids that can be found at <http://www.csustan.edu/admissions/transfer/curriculararticulation.html>.

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 of Arts or Associate of Science degree will be accepted in lieu of the corresponding GE category requirement at MJC and, therefore, satisfy that requirement.

ARTICULATION OF COURSES BETWEEN INSTITUTIONS

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

Community & Economic Development

Community and Economic Development

Dean, George Boodrookas, boodrookasg@mjc.edu (209) 575-6714

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

Workforce Training Center

Pedro Mendez, Interim Dean
West Campus, El Capitan Center,
Phone: (209) 575-6386
Email: mendezp@mjc.edu
Website: www.mjc.edu/community/training/wtc

The Modesto Junior College Workforce Training Center assists the college in reaching its mission of enhancing economic development and life-long learning 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

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

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

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

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 Cooperative Association of States for Scholarships (CASS) Program from Central America, Mexico, and the Caribbean. This unit also contracts with other international agencies to conduct specialized training programs for international students.

Community Education

East Campus, Morris Building, Room 204
Phone: (209) 575-6063
Email: mjccommunityed@mjc.edu
Website: www.mjc.edu/communityed

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

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

Center of Excellence

West Campus, El Capitan Center
Phone: (209) 567-4943
Contact: marquezm@mjc.edu
Website: www.cccewd.net

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

Getting Started at Modesto Junior College

*How to apply, register, prepare for,
and get proof of attending MJC*

Celebrating 90 Years of Educational Excellence!

www.mjc.edu

Applying for Admission to MJC

Admissions Office

Martha Robles

Dean of Matriculation, Admissions, and Records

Phone: (209) 575-6856, (209) 575-6013

Registration Hotline: (209) 575-6853

East Campus Admissions: Student Center

West Campus Admissions: Yosemite Hall, Room 147, Phone: (209) 575-7727

Help Desk: (209) 575-7800

Mailing Address:

MJC Admissions Office

435 College Avenue

Modesto, CA 95350-5800

Who is Eligible for Admission to MJC?

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

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

Is an international student who has completed 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 on-line system on the Internet at www.mjc.edu. As soon as the application has been processed by the Admissions Office, new and returning students will be issued a registration date and time for the term requested, as well as provided with information regarding assessment, orientation, and advising. This information will be mailed only to the student's personal email address.

STEPS FOR ADMISSION INCLUDE:

1. Complete the application for admission at www.mjc.edu
2. Submit any previous high school and/or college transcripts.
3. Apply for financial aid.
4. Set up college email account.
5. Complete the MJC assessment tests in English or ESL and math.
6. Participate in the orientation/advising process.
7. Register for classes and pay fees

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

Students should arrange to have one official transcript of all previous college and high school work mailed to the MJC Records Office. High school seniors may request their schools to send their transcripts at the close of their graduating year after their diplomas have been posted 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.

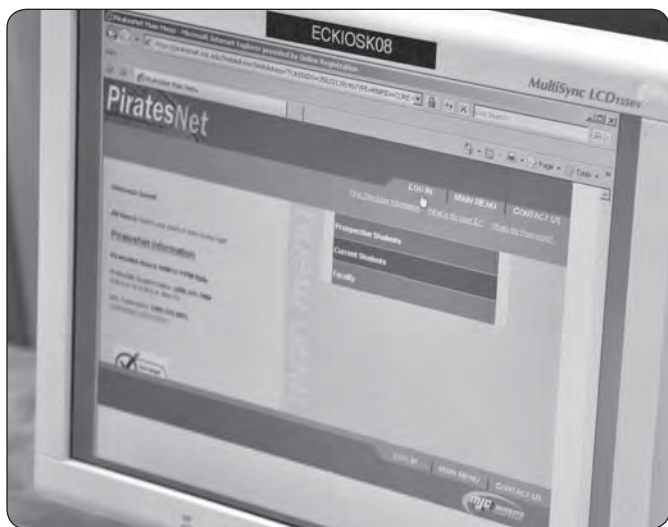
The MJC Records Office will accept hand-carried transcripts that are in an unopened and sealed envelope.

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 78.

California Residency Requirement

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



PiratesNet is a website where students can apply for admission, search and register for classes, and much more. Visit www.mjc.edu to access PiratesNet.

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. The burden of proof to establish residence is on the student. For more information, contact the Admissions Office in the East Campus Student Center (575-6853).

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 \$204 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 page 26.

HOW CALIFORNIA RESIDENCY IS DETERMINED

Residency is determined by the length of physical presence in the State of California (minimum of one year and one day prior to the first day of the semester or summer session) and the “intent” to make California one’s residence. Students who have resided in California fewer than two years must 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 (see below) 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: EXEMPTION FROM NON-RESIDENT TUITION

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

- The student must have attended a California high school for three or more years.
- The student must have graduated from a California high school or attained the equivalent thereof.
- In the case of a student without lawful immigration status, an affidavit must be filed with the college that indicates the student has applied for legalization or will do so as soon as the student is eligible to do so.

Students who are non-immigrant aliens (the most common being the F series student Visas and B series visitor visas) are not eligible for this exemption. Students can obtain the *AB540 Form* from the MJC Admissions Office.

How to Appeal Residency Status

NEW STUDENTS

Prospective students wishing to appeal residency status requirements must first complete an Admissions Application. Once residency has been determined by the Admissions Office, students may then appeal their status in the Admissions Office by completing a Residency Consideration Form. The appeal will be reviewed by the MJC President. Appeals will be answered in writing and 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 and 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.

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.

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, and a Board of Governor's Fee Waiver Form. All students must satisfy class prerequisites, if necessary.

Upon high school graduation, each graduating senior who enrolled in MJC classes as a high school student, must complete the Admissions Application again so that high school graduation information can be updated. Failure to do so will delay registration for classes. Students are expected to attend an orientation workshop before registering.

High school students admitted in this category are subject to all of the college regulations including attendance, conduct, scholarship and fee payment. Courses attempted and units earned will be recorded on the student's permanent record and will be used toward meeting graduation, transfer, or certification requirements at Modesto Junior College. High

School students who wish to enroll in more than 11 units must have formal approval from their school's Board of Trustees and approval of the Modesto Junior College President prior to enrollment.

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

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

West Campus, Yosemite Room 118

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

Yosemite Hall, Room 118 (formerly Sierra Hall 254)

Phone: (209) 575-7858

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

BENEFITS OF PARTICIPATING IN THE 2+2 PROGRAM

- Receive college credit for course work completed in high school. A student must complete a fall or spring semester at MJC after high school graduation before the articulated college credit is placed on his/her MJC transcript. Additional requirements exist for courses taken in Agriculture, Mathematics or Foreign Language.
- Receive priority registration. 2+2 students will register after continuing students, but prior to new and returning students.
- Use the 2+2 class in lieu of an MJC introductory course, which can save time and money.
- Use the articulated course work toward a certificate, AA/AS degree or transfer.

Admission of International Students

International Student Program

Barbara St. Urbain, Coordinator/Counselor

Counseling Services Office

East Campus, Morris Building, 103 (in Counseling Services), Phone: (209) 575-6012

Email: sturbainb@mjc.edu

MAILING ADDRESS:

International Student Program

435 College Avenue

Modesto, CA 95350-5800, USA

The International Student Program provides specialized services, activities, and support to all international students attending MJC. Services such as admissions assistance, academic and personal counseling, orientation, immigration advising, cultural programming, International Club advising, and more, are all part of this program. A special Orientation program is arranged for new international students upon arrival to MJC. Students are encouraged to visit the International Counselor, available in the Counseling Center.

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

- International Student Application
- Certification of Finances
- Proof of English competency comparable to a 450 (133 computer based, 46-46 Internet based) TOEFL

GETTING STARTED AT MJC

- High School Graduation (official transcripts from all secondary and post-secondary institutions must be provided with English translations)
- Autobiographical essay

International students are required to pay non-resident tuition. For more information and/or application forms go to www.mjc.edu/international or contact the coordinator of the program, Counseling Center, (209) 575-6080 or sturbain@mjc.edu.

Admission into Special Academic Programs

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



Numerous staff and faculty are available to help you reach your goals at MJC, and are always excited to attend to the needs of all students.

Admission for Students from Other California Community Colleges

YCCD Inter-District Attendance Policy

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

Readmission after Dismissal

A student who has been academically dismissed (see Academic Probation and Dismissal) may petition for readmission by meeting with a counselor and completing a Petition for Readmission any time after receiving notice of dismissal. Forms are available in the Counseling Center, Morris Memorial, Room 103. Petitions will be reviewed by the Dean of Counseling & 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. ♦

Assessment Process

MJC Testing Center

West Campus, Yosemite Hall, Room 147

Phone: (209) 575-7728, Information: (209) 575-6026

Website: www.mjc.edu/assessment

WHAT IS 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.

WHY COMPLETE 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. Some tests (English, reading and math) are provided on the computer. For computer testing, students will be admitted to the Testing Center as computers become available. Students with disabilities who need special testing accommodations should notify Testing Center staff of their needs at least 10 days before they plan to test.

Students who may be exempt from testing are welcome to take the assessment tests and to participate in the assessment process. See

"Assessment Exemptions" on page 20 for more information.

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

Once a student receives a placement recommendation by the college's assessment process AND the student enrolls in the recommended course, the student may not re-test for purposes of enrolling into a higher level course.

NOTE: Most math, English composition, ESL and science courses require assessment or prerequisite course completion.

MATHEMATICS ASSESSMENT

Students can choose from four exams from the Mathematics Diagnostic Testing Project:

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

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

ENGLISH AND READING ASSESSMENT

There are two sections that make up the English/Reading Accuplacer 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 exam, 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 test (MJC ESL assessment) test prior to registration. The assessment consists of:

- Multiple choice tests on a computer;
- General 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.

GETTING STARTED AT MJC

ASSESSMENT EXEMPTIONS

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

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

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

Students may not retest if they have:

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

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
- You feel that you can succeed even though you have not completed the prerequisite
- You will be subject to undue delay because the prerequisite has not been made reasonably available.

To challenge a prerequisite in any area, the student must begin in the division office offering 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 filing the petition. ♦



MJC will celebrate 90 years of educational excellence beginning Fall 2011.

Orientation and Advising

Orientation for New & Returning Students

For information contact us at: Website: www.mjc.edu, Phone: (209) 575-6789

All new and returning students, including special admits (7th-12th grade students), who do not have an associate degree or higher and who have not previously attended an MJC college orientation or completed an MJC guidance class are required to attend orientation prior to their registration date and time. Orientation familiarizes each new MJC student with campus policies, procedures, and student rights and responsibilities. Students who are exempt from orientation are welcome to attend an orientation session.

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.

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

ORIENTATION SCHEDULE

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

Planning Your Education with a Counselor

COUNSELING SERVICES

Dean Tsuruda, Interim Dean of Counseling and Student Services
East Campus, Counseling Center, Morris Memorial, 103, 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 with an educational goal or major.

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

WHO RECEIVES EDUCATIONAL COUNSELING?

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

Educational counseling is available in the Counseling Center. New students may drop-in prior to the new student's registration date and time. Returning students may drop-in 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:

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

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

ACADEMIC ALERT

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

Registering for Classes

What is registration?

Registration is the formal process of arranging desired courses into a program of classes and securing a seat in the classes. Students may register online at PiratesNet (www.mjc.edu) or 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.

Priority Registration Groups in Order of Priority

At MJC, the Priority Registration System* is used to determine the order in which students will register.

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

**Currently under review by the college.*

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 Center 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 PiratesLink e-mail 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 e-mail address at www.yosemite.edu/studentemail/.

TERM:	REGISTRATION DATES POSTED:
Summer	February /March
Fall	May
Spring	November

New and returning students receive their registration dates and times as soon as their admissions application is processed.





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.

About Your Fees!



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

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 if 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.



All students at MJC can find assistance at the MJC Welcome Center. Here, a student finds out how to apply for financial aid.

Wait Lists

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

When classes begin, the students who are on a wait list should attend the first class session and talk with the instructor. If a seat is available in the class, the instructor will give the student an add card according to wait list order. Instructors will add only students who meet eligibility requirements for the class. To officially enroll in the class, the student must add the class using PiratesNet 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 class. If the instructor allows the student to add the class, he/she will email the student, providing instructions as to how to add the class online.

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 challenge procedure).

Prerequisites and Registration

PREREQUISITE POLICY

Modesto Junior College requires satisfactory completion of all prerequisite courses prior to the student enrolling in the subsequent course, except that a student may enroll in the next level pending the outcome of the prerequisite course if the student is currently enrolled 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 for Students

MJC is making every effort to communicate with students by sending correspondence through a district-provided student email system. We advise new students to set up their email accounts as soon as they are admitted to the college and 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 as soon as 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/.

Auditing Courses

East Campus, Admissions Office, East Campus Student Center, Phone: (209) 575-6013
 Registration Hotline: (209) 575-6853, Fax (209) 575-6859
 West Campus: Yosemite Hall, Room A133, Phone: (209) 575-7727

Persons who have met the limit of repetition for credit courses as stated in the catalog may audit the desired course. Auditors receive no credit for class work, no grade, and no record is kept of their performance in class. Enrollment is allowed after the first day of instruction on a "seats available" basis. An Audit Enrollment Form can be obtained in the Admissions Office after staff verifies that the repeat limit has been reached. This form must be signed by the instructor. After the Instructor has signed the Audit form it is taken to the respective Division Office for approval. If approved, payment of \$15 per unit (additional fees may be assessed at the time of enrollment) needs to be paid at the Business Office. Students enrolled in ten (10) or more units at the time audit enrollment occurs will not be assessed the audit fee for up to three (3) units.

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.

GETTING STARTED AT MJC

COURSE REPETITION FOR THE PURPOSE OF GRADE IMPROVEMENT

Per *Title 5, Section 55042 and 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, Morris Memorial 103. 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 accident, 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. 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.

If there is no extenuating circumstance to support the fourth/fifth enrollment, a student's request to repeat the class may be considered only if there are no other courses that could meet the requirement or need for the course. In order to be considered for a fourth or more repeat, student must have abided by all recommendations placed on the second and/or third enrollments (limiting units, tutoring, etc.). Students will be allowed to enroll in the class on a seats available basis only. The units, grade, grade points that may result from the fourth/fifth enrollment will not be used to replace the previous substandard completion. *Title 5, section 55042* says that "no more than two substandard grades may be alleviated pursuant to this section."

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.

COURSE REPETITION IN ACTIVITY COURSES

Activity courses include physical education classes, visual or performing arts courses* in music, fine arts, theatre or dance, and career technical courses where the content differs each time the course is offered. When there are several levels of a course, such as beginning golf, intermediate golf, etc., the repetition limitation applies to ALL levels of courses. *Visual or performing arts courses in music, fine arts, theatre or dance, which are part of a transfer sequence, are not subject to this repetition limitation.

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.

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

Determining undergraduate status	
Student progress at MJC is measured by the number of units completed	
FRESHMAN	has completed fewer than 30 units.
SOPHOMORE	has completed 30 or more units.

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

Units required for special populations	
Some students must complete a specific number of units each term.	
Veterans: Chapter 31	As required by veterans Administration Counselor
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
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.

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 dates.

- If a student drops a full-term course within the first four weeks of the semester or the 30% point of the semester, whichever comes first, no notation will be recorded on the student's permanent record.
- If a student drops a full-term class from the end of the fourth week through the 14th week (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.

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 Office of Student Success, the Library Basement Room 20.

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

WITHDRAWAL LIMIT OF FOUR "W"'S

Effective July 2009, students are limited to receiving no more than four W's from any course taken within the Yosemite Community College District. Since this State regulation includes courses taken at Columbia and/or Modesto, W's 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 78) count toward the four "W" limitation.

Students who have been blocked from enrollment in a course because they have reached the limit of four "W"s should discuss options with a counselor. In addition, students who have earned three "W"s and are enrolled in a course for the fourth time and are considering dropping it, are advised to discuss option with a counselor. Dropping is not always the best option.

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

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, floor 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. The student will receive a full refund of enrollment fees. ♦

Student Fees and Expenses

MJC Business Services

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

West Campus, Yosemite Hall A133, Phone (209) 575-7754

Student Fees and Expenses

FEE NAME	EXPLANATION
ENROLLMENT FEE:	<p>California residents must pay an enrollment fee of \$26 per unit per semester (subject to change by the California State Legislature). Enrollment fees may be waived for students who qualify for the Board of Governors Grant Fee Waiver Program and for those who enroll in Apprenticeship courses only. Dependents of service-connected disabled or service-connected deceased veterans may be eligible for a waiver of fees. Please contact the campus Veteran's Office in Morris Memorial Building room 104 for assistance. For fee waiver information students should contact the Financial Aid Office in Yosemite Hall.</p> <p>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.</p>
NON-RESIDENT TUITION:	<p>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 \$204 per unit per semester. The international student tuition fee is \$204 per unit per semester. The tuition fee is in addition to the Enrollment Fee and all other required fees.</p>
HEALTH FEE:	<p>A \$17 Health Fee must be paid each semester (\$14 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, Student Services.</p> <p>Per Education Code Section 76355, fee subject to change by \$1 based on the Implicit Price Index for State and Local Government Agencies.</p>
STUDENT CENTER FEE:	<p>Students voted in Spring 2000 to assess a Student Center fee of \$1.00 per unit to a maximum of \$10.00 per fiscal year, to establish an annual building/operating fund for the West Campus Student Center.</p>
STUDENT REPRESENTATION FEE:	<p>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.</p>
STUDENT BENEFITS FEE:	<p>Payment gives you automatic membership in ASMJC (Associated Students of Modesto Junior College) and discounts (see "MJC ID Card and Activities Sticker" on page 56). This optional \$5.00 fee is automatically assessed. You may refuse to pay this fee by completing the Student Benefit Fee Waiver form available in the Business Office, or PiratesNet under Online Forms.</p>
PARKING FEE:	<p>Student parking permits are available for \$20 a semester or \$1 per day. (Summer term is \$7.50). Motorcycle fee is \$7.50 per semester. The parking fee is not required for disabled students with a disabled DMV placard. Parking permits must be picked up in person. Picture ID is required. Shuttle parking permit is also available for \$10 per semester. Students who purchase an auto permit for the semester and have proof of a motorcycle license are eligible for a free motorcycle permit for the same semester.</p>
DEBTS TO THE COLLEGE:	<p>Any individual who has incurred, but not paid, a debt to the college may be denied grades, transcripts, degrees, some services, and registration privileges.</p>

FEE NAME	EXPLANATION
MATERIALS FEES:	<p>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.</p>
OTHER EXPENSES:	<p>Textbooks, stationery and supplies will amount to approximately \$200 to \$600 per semester.</p>
TRANSCRIPT VERIFICATION:	<p>The first two transcripts are provided free. A fee of \$5 per transcript is charged after the first two, payable at the time of the request. A \$10 fee is charged for 24-hour transcript service, and a \$20 fee is charged for on-the-spot transcript service.</p>
ENROLLMENT VERIFICATION:	<p>The first two verifications are provided free. A fee of \$3 per verification is charged after the first two, payable at the time of the request. A \$10 fee is charged for next day service and a \$20 dollar fee is charged for same-day service. No charge is made for loan deferment or financial aid GPA verifications.</p>
COURSE AUDIT FEE:	<p>A fee of \$15 per unit is required of students who have met the repetitions limit for credit courses, payable at the MJC Business Services Offices. Students enrolled in 10 or more units at the time audit enrollment occurs will not be assessed the fee for up to 3 units. See "Auditing Courses" on page 23</p>
OTHER AUTHORIZED FEES:	<p>Fines for overdue library books or other equipment and parking fines are among special charges authorized by the Board of Trustees</p>
FIELD TRIP FEES:	<p>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.</p>
<p>NOTE: Fees are subject to change through State Legislation and Governing Board implementation as judged to be in the best interest of the California Community Colleges and the students at Modesto Junior College.</p>	

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 - A Refund Request Form (available in the Business Services Office, online at www.mjc.edu, the Admissions Office, must be filed in the MJC Business Services Office by the end of the eighth week of the term, except for short term classes. The refund request must be filed within two weeks of the drop date.
3. In accordance with the California Code of Regulations, Section 58508, refunds with an enrollment credit of at least \$10.00 will be assessed a \$10.00 administrative processing fee.
4. Classes canceled by the College - Refunds are made for classes canceled by the college, but refunds ARE NOT AUTOMATIC. The student must submit a completed Refund Request Form to the Business Office.

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

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

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

TYPE OF TRIP/TOUR	ADVANCED NOTICE FOR REFUND
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. ♦

First Year Experience (FYE)

The First Year Experience (FYE) Program at Modesto Junior College is an exciting year long program for first time college students who welcome the support and assistance of navigating their college experience. Because MJC truly values students, the focus of the FYE program is to provide first time students with a comprehensive college experience that provides the necessary knowledge, skills, and resources that will foster success during the first year and beyond. Interaction and relationship-building opportunities with faculty, counselors, and peer mentors will facilitate and support the student's academic, personal, and social transitions to their college environment. Both academic and non-academic active learning activities are designed to assist FYE students in making a successful transition to college in a welcoming and nurturing environment. For more information contact the FYE office at (209) 575-7790 or visit us in Yosemite room 118.

Financial Aid

Financial Aid

Myra Rush, Director

Financial Aid Office (209) 575-7700

West Campus: Yosemite Hall, Room 147

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

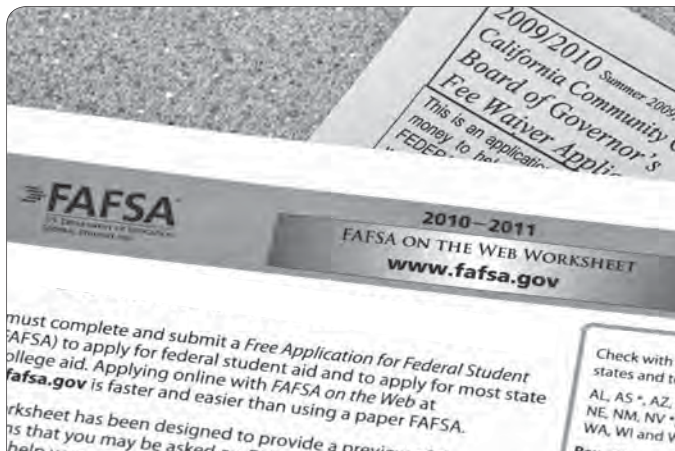
Website: www.mjc.edu/financialaid

Financial Aid at MJC

Modesto Junior College administers a comprehensive student financial aid program designed to assist students in meeting college costs. The amount of financial aid awarded varies from student to student, depending on the individual's need and resources. Funds are awarded on a first-come, first-served basis.

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

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



The federal FAFSA and California BOGW are two resources eligible students may pursue to get financial assistance with college. For information on FAFSA, visit www.fafsa.ed.gov. Information on the BOGW is available in Financial aid or the Welcome Center.

STANDARDS FOR SATISFACTORY ACADEMIC PROGRESS

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

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

WITHDRAWALS, INCOMPLETES, AND/OR UNITS NOT COUNTED

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

PROBATION/ DISQUALIFICATION STATUS

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

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

APPEALS

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

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

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

Determining Eligibility for Federal Aid

To be eligible for federal aid, students must:

- be a U.S. citizen or eligible non-citizen
- be registered with the Selective Service, if applicable
- be enrolled in an eligible program leading to a certificate, degree, or transfer program at MJC
- have a high school diploma or equivalent, or pass an "Ability-to-Benefit" test prior to receipt of Federal funds
- have "financial need" as determined through the application process
- not owe a refund on a Federal grant or be in default on a Federal education loan
- 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 calculates the actual award amount depending upon the financial information the student reports on the application, whether the student is enrolled full-time or part-time and the cost of education.

ACADEMIC COMPETITIVENESS GRANT

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

To be eligible for the *Academic Competitiveness Grant*, students must:

- be a Federal Pell Grant Recipient
- be enrolled at least half time in a degree program or in a one- or two-year certificate program
- be enrolled in the first or second academic year of a program of study at a two-year or four-year degree-granting institution
- have completed a rigorous secondary school program of study if a first-year student, not have been previously enrolled in an undergraduate program; and
- if a second-year student, have at least a cumulative 3.0 grade point average on a 4.0 scale for the first academic year

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG)

These federal grants are designed to assist students with exceptional financial need by supplementing other financial aid sources.

FEDERAL WORK-STUDY PROGRAM (FWS)

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

NURSING STUDENT LOANS

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

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

BUREAU OF INDIAN AFFAIRS GRANTS (BIA)

Bureau of Indian Affairs Grants are provided to help eligible Native American students. Contact your Tribal Agency or the Financial Aid Office for more information.

State Financial Aid Programs**BOARD OF GOVERNOR'S FEE WAIVER PROGRAM (BOGW)**

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

CAL GRANTS

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

Cal Grant A assists with tuition and fees for California residents at qualifying institutions offering baccalaureate degree programs. Awards may be held in reserve while attending a community college. There are two types of *Cal Grant A* awards – Entitlement and Competitive. Every current or previous year high school senior who has at least a 3.0 GPA, meets the financial and academic requirements and applies on time

GETTING STARTED AT MJC

(March 2nd deadline) will receive a *Cal Grant A Entitlement Award*. Other eligible students who have at least a 3.0 GPA may apply for a *Cal Grant A Competitive Award*. Selections are based on a composite score that considers family income, parents' educational level, GPA, time out of high school, single-family household, and former foster youth.

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

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

CALIFORNIA CHAFEE GRANT

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

Scholarships at MJC

The Modesto Junior College Scholarship Program offers over 150 scholarships annually to eligible students 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

MJC Grading System

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

SYMBOL	GRADE POINTS EARNED	DESCRIPTION
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

** Grade points not included in student's overall GPA.*

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 the appropriate forms to challenge academic record symbols which are available in the Office of Student Success, Library Basement room 20.

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 an Incomplete (I) grade.

When a faculty member approves an (I) Incomplete grade: he or she

1. 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.

2. Will enter on PiratesNet the date on which the incomplete grade will end and the in lieu grade will be awarded.
3. 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. A copy of this record will be mailed to the student.
4. Will post the student's grade when all work has been completed on the Incomplete Form in the Records Office at least two days prior to the expiration date of the incomplete grade.
5. 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)

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

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

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

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

Grade Point Average (GPA)

To graduate and to transfer to other collegiate institutions, the student must have at least a C average (2.0), based on the total grade points earned 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 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 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 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 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 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 when the cumulative percentage of units in which the student has been enrolled for which entries of "W", "I", and "NP" are recorded in at least three (3) consecutive semesters reaches fifty percent (50 %) or more.

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

Academic Distinctions

GOOD STANDING

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

GRADUATION WITH HONORS

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

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.

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.
- A repeated course that has resulted in a satisfactory grade cannot be removed.
- 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.
- If satisfactory course work has been completed in a semester where unsatisfactory course work has also been completed, the student can elect to have only the unsatisfactory course work removed.

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

When work is removed under 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 at MJC

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, Morris Building Room 103.

LIMIT ON REMEDIAL COURSEWORK

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

EXEMPTIONS

The following students will be exempt from the limit:

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

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

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

Acceptance of 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 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.

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

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

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

GENEX 000

Are 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.

Divisions	Location	Extension
Agriculture & Environmental Sciences	Ag 100	575-6200
Allied Health	John Muir 258	575-6362
Arts, Humanities & Communications	PAC 20	575-6081
Business, Behavioral & Social Sciences	Journ 150	575-6129
Family & Consumer Sciences	John Muir 154A	575-6354
Literature & Language Arts	Journ 180	575-6149
Science, Math & Engineering	Science 126	575-6172
Technical Education	Sierra Hall 255B	575-6332
Physical, Recreation & Health	PE 105	575-6269

Acceptance of Credit from Institutions of Higher Learning Outside the the United States

Students who have completed college coursework at colleges and universities outside of the United States may be able to "transfer in" courses that are deemed comparable or equivalent to lower division courses offered at Modesto Junior College.

A student must first have their foreign coursework evaluated by a National Associate of Credential Evaluation Services (NACES) affiliated foreign transcript service. The Records Office in Morris Building 105 has a list of transcript services.

After a student completes a minimum of 12 units at either Columbia or MJC with a 2.0 or higher grade point average, the student can submit an International Transcript Course Equivalency Request. A maximum of 30 units can be accepted through this process. A student should meet with a counselor to determine if any of the courses taken may be equivalent to courses required on the student's educational plan or may be needed as a prerequisite.

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

Evaluators will award course equivalency based upon the recommendation of the division. 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 may 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.

Credit Earned from the 2+2 Program

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

WHILE IN A HIGH SCHOOL 2+2 COURSE

- At the beginning of a 2+2 course the student will complete a *Request to Participate* in 2+2 program for that course from the high school instructor.
- The instructor of the course sends the completed forms to the Early College/Tech Prep 2+2 program at MJC, where student information is input in a database that tracks students participating in 2+2 courses.
- After the course is completed and the grade is earned, students earning B grades or higher will receive photocopies of 2+2 certificates at the mailing address specified on the *Request to Participate Form*. The original certificate stays on file at MJC in the Early College program office.
- Certificates will be active and cross-referenced with information in the MJC Records Office, Morris Building 105, for a maximum of two years following the date of high school graduation.

UPON ENROLLING AT MJC AFTER GRADUATION

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

Earning Credit by Examination

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

TO BE ELIGIBLE FOR CREDIT BY EXAMINATION

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

TO BE AWARDED CREDIT

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

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

COURSE CREDIT BY EXAMINATION WILL NOT BE GRANTED:

- 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

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.) For more information, see "Student Fees and Expenses" on page 26.

*Fee subject to change pending action by the CA State Legislature ♦



International Baccalaureate (IB) Credit

Modesto Junior College recognizes a number of International Baccalaureate exams towards the fulfillment of MJC-GE, CSU-GE and IGETC patterns. Modesto Junior College will apply the following International Baccalaureate (IB) exams/credit toward CSU-GE and/or IGETC breadth pattern certification (per CSU Executive Order 1036, Section 1.2.4, and IGETC Version 1.2). The IB units earned will count toward an associates degree as elective units and satisfy MJC-GE.

IB POLICY

- Students must be enrolled at MJC in order to apply for unit credit for IB exams.
- Students will be granted unit credit for IB exam scores of four (4) or five (5) or six (6) or seven (7) toward the fulfillment of requirements reflected on the chart below.
- Unit credit earned through IB exams will be listed on the transcript based on the IB exam passed, e.g. *IB Economics HL, 3 units, PASS*.
- All CSU campuses will accept the minimum units shown toward the fulfillment of the designated general education breadth area **if** the exam is included in a full or subject area certification.
- Official score reports from the IB Program must be sent to Modesto Junior College, Attention: Vice President, Student Services. Official score reports can be requested at (212) 696-4464 EXT 1 or <http://www.ibo.org/iba/transcripts/>
- Only Higher Level (**HL**) exams can be used toward the fulfillment of listed requirements.

FOUR-YEAR UNIVERSITY CAUTION

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

IB RESTRICTIONS

- Unit credit for IB exams will not be included in the fourteen (14) unit P/NP graduation limitation established by MJC or the thirty (30) unit credit by examination limitation on challenge examinations.
- Unit credit for IB exams will not be used to satisfy the college's twelve-unit (12) residency requirement.
- Unit credit for IB exams will not be used to satisfy financial aid, veterans, or EOPS eligibility criteria regarding enrollment status.
- 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.

Students wishing to use IB credit to satisfy MJC major or certificate course requirements may seek a course substitution from the division office offering the course. Students wishing to use IB credit to satisfy MJC course prerequisites, other than English and math, may submit a Prerequisite Challenge Petition to the division office offering the course.

NOTE: The IB scores listed on the chart below reflect the minimum scores required to satisfy each area.

IB EXAMINATION	COMPS MET	MJC-GE Pattern			CSU-GE Pattern			IGETC Pattern		
		IB SCORE	GE AREA	UNITS EARNED	IB SCORE	GE AREA	UNITS EARNED	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 (any region) HL		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 and 6A	3
Language A2 HL* (any language except English)		5	C	3				5	3B and 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.

2011-2012 Advanced Placement (AP) Credit at MJC

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:

AP POLICY

- Students must be enrolled at MJC in order to apply for unit credit for AP exams.
- Students will be granted unit credit for AP exam scores of three (3), four (4), or five (5) toward the fulfillment of requirements reflected in the chart, unless otherwise stated.
- Unit credit earned through AP exams will be listed on the transcript based on the AP exam passed.
- All CSU campuses will accept the minimum units shown toward the fulfillment of the designated general education breadth area if the exam is included in a full or subject area certification.
- Units earned by AP exams will be used to meet IGETC (Intersegmental General Education Transfer Curriculum), with the exception of critical thinking, Area 1B & Speech Communications, Area 1C.
- Official score reports from the College Board AP Program must be sent to Modesto Junior College, Attention: Vice President, Student Services. Official score reports can be requested at (888) 225-5427 (toll-free).
- An AP English Language or English Literature Exam score of 3, 4, or 5 may be used to satisfy the prerequisite for courses that require "satisfactory completion of ENGL 101 or placement by MJC Assessment Process." No MJC English assessment test is required.
- No MJC math assessment test is required for students who meet these AP Calculus AB or BC conditions;
 - An AP Calculus AB or BC score of 4 or 5 may be used to satisfy the prerequisite for courses requiring satisfactory completion of MATH 171 prior to enrollment.
 - An AP Calculus BC score of 5 will satisfy the prerequisite for courses requiring satisfactory completion of MATH 172 prior to enrollment. NOTE: Students earning a 5 on the BC Calculus test 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.
 - An AP Calculus AB or BC score of 4 or 5 allows students to enroll in MATH 101, MATH 105, MATH 130, or MATH 134.
 - Students who have earned an AP Calculus AB or BC score of 4 or 5 will need to submit a petition and provide an explanation to the Science, Mathematics, and Engineering Division dean in order to enroll in MATH 111, MATH 121, MATH 122, or MATH 138.

FOUR-YEAR UNIVERSITY CAUTION

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

AP RESTRICTIONS

- Unit credit for AP exams will not be included in the fourteen (14) unit P/NP graduation limitation established by MJC or the thirty (30) unit credit by examination limitation on challenge examinations.
- Unit credit for AP exams will not satisfy the college's twelve-unit (12) residency requirement.
- Unit credit for AP exams will not satisfy financial aid, veterans, or EOPS eligibility criteria regarding enrollment status.

Students wishing to use AP credit to satisfy MJC major or certificates course requirements may seek a course substitution form from the division office offering the course. Students wishing to use AP credit to satisfy MJC course prerequisites may submit a Prerequisite Challenge Petition to the division office offering the course.

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

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

* Does not contain the California State and Local Government Requirements (US-3) required for American Institution certification. Meet with a counselor for assistance.
¹ Students seeking certification in GE breadths prior to transfer must have passed the exam before Fall 09.
² If a student passes more than one AP exam in physics, only six units of credit may be applied to the baccalaureate, and four units of credit may be applied to a certification in GE Breadth.
³ AP exams may be used in either area regardless of where the certifying CCC's discipline is located.
⁴ Students who pass AP Environmental Science earn 4 units of credit. Exams taken Fall 09 or earlier may apply to either (B1+B3) or (B2+B3) of GE Breadth. After Fall 09, those credits only apply to (B1+B3.)
⁵ Students seeking certification in GE Breadth areas prior to transfer must have passed the exam before Fall 2010.
⁶ Exams taken before Fall 2009 earn 6 units of credit of CSU Breadth. Exams taken Fall 09 or later earn units reflected on the grid.
NOTE: Each AP exam may be applied to one IGETC area as satisfying one course requirement, with the exception of Language other than English (LOTE).

Applying for and Receiving Academic Awards

Applying For And Receiving Academic Awards

Evaluations Office:

East Campus: Morris Memorial Building, Room 107

Website: www.mjc.edu

Phone: (209) 575-6040

About MJC Awards

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

Philosophy of the Associate's Degree 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.

Reaffirmed by the MJC Curriculum Committee, 1/25/2011

DIFFERENCE BETWEEN A.S. AND A.A. DEGREES

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

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

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

EARNING MULTIPLE ASSOCIATE'S DEGREES

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

Certificates of Achievement

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

Applying for an Associate's Degree or Certificate of Achievement

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

Graduation Ceremony for Associate's Degree

The Student Development and Campus Life Office is responsible for coordinating the graduation commencement exercise. Instructions for graduating will be outlined in an early spring edition of the Graduation Newsletter. The Graduation Newsletter includes information about commencement exercise, student speakers, graduation luncheon, graduating with honors, graduation fees, caps, gowns and announcements. The Graduation Newsletter includes information about graduate photos, awards, and other accomplishments. Graduation tee-shirts may be purchased from the Student Development and Campus Life office. (209) 575-6700. ♦

Transcripts and Academic Records

Official Transcripts

East Campus: Records Office, Morris Building, Room 105, Phone: (209) 575-6018

Website: www.mjc.edu/current/quickreferences/transcriptrequest.html

Fax: (209) 575-6723

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, www.mjc.edu. There are several types of processing options available. Check online at www.mjc.edu 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 previous high school 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 transcripts that are in an unopened, sealed envelope.

The MJC Evaluations Office recommends that these transcripts be sent at least six weeks prior to registration. As soon as incoming transcripts can be processed, all lower division coursework will be evaluated to determine course equivalencies. At this time, students are not required to request the evaluation. It is automatic upon receipt of the transcripts. This important evaluation provides information to the student and counselor about how course work completed at other colleges and universities will be applied to:

- California State University General Education Certification
- Intersegmental General Education Transfer Curriculum
- MJC Associate Degree General Education requirements
- MJC major or certificate requirements

Report Cards

Report cards are not issued at MJC. Grades are posted online at www.mjc.edu, (select>Register, PiratesNet). 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. Official verifications are provided for a fee of \$3 per verification payable in advance. The first two verifications are free of charge. Verifications will be provided within 24 hours for a fee of \$10, or on an emergency basis for a fee of \$20.

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

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, placement data), Vice President of Instruction, (apprenticeship, community services, work experience), and the Dean of Matriculation, Admissions and Records (all permanent academic files).

Student records will be reviewed annually, and those which are no longer required to be maintained 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.

RIGHT TO REFUSE ACCESS TO RECORDS

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

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

REFUSAL TO PROVIDE COPIES OF RECORDS

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

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

FEES FOR COPIES OF RECORDS

The fee for copies will be 10 cents per page. The fee for subpoenas is \$15.00. For transcript and verification fees, see p. 26.

DISCLOSURE OF RECORDS

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

1. To college officials who have a legitimate educational interest in the records. A college official is:
 - a. A person employed by the college in an administrative, supervisory, academic, research or support staff position.
 - b. A person elected to the Board of Trustees.
2. A person employed by or under contract to the college to perform a special task, such as the attorney or auditor.
3. A college official has a legitimate educational interest if:
 - a. Performing a task that is specified in his or her position description or by a contract agreement.
 - b. Performing a task related to a student's education.
 - c. Performing a task related to the discipline of a student, or
 - d. Providing a service or benefit relating to the Student or student's family, such as health care, counseling, job placement or financial aid.
4. Information defined as directory information.
5. To officials of another school or college, upon request, in which a student seeks or intends to enroll.
6. To certain officials of the U.S. Department of Education, the Comptroller General and state and local educational authorities, in connection with certain state or federally supported education programs.

GETTING STARTED AT MJC

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: <http://www.yosemite.edu/trustees/policyandprocedures/5040%20Student%20Records%20and%20Privacy.pdf>) FERPA "prohibits the release of student records (verbally, in writing, or by any other means) ... unless there is a specific statutory authorization or a legitimate education interest to be used internally, a need to know (as part of fulfilling job duties) or an emergency." (*YCCD Research Work Group Research Request Protocol*)

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

Student Rights and Responsibilities

Standards of Conduct, Academic Integrity Policy, and Discipline Procedures

Celebrating 90 Years of Educational Excellence!

www.mjc.edu

Student Rights and Responsibilities

RESPONSIBILITIES RELATING TO ATTENDING MJC ❄

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

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

IT IS THE RESPONSIBILITY OF EACH STUDENT TO ❄

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

RESPONSIBILITIES RELATING TO CLASS ATTENDANCE ❄

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

RIGHT TO PETITION FOR SPECIFIC CONSIDERATION ❄

A student may petition for issues related to specific courses (i.e., grade correction, residency, course repeat due according to Title 5 regulations). Issues that relate to missed deadlines and graduation requirements are not petitionable. Petitions are reviewed by the MJC Petitions Committee, and in some instances, input is provided by departments, division deans and/or instructors. Petition forms are available in the Office of Student Success, located on the East Campus in the Library Basement, Room 20. Permission to take excess units and maximum repeats of a course are done through the Counseling Office in the Morris Building, Room 103. Academic Renewal applications are available in the Records Office in the Morris Building, Room 107. Petition forms for Prerequisite/Co-requisite Challenge, No-Show verifications, and Credit-by-Examination petitions are available in division offices.

RIGHT TO CHALLENGE A PREREQUISITE ❄

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

ACADEMIC FREEDOM AND THE STUDENT ❄

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

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

Standards of Student Conduct

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

CAUSES FOR DISCIPLINARY ACTION

The following conduct shall constitute good cause for discipline, including, but not limited to, the removal, suspension or expulsion of a student:

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

DISCIPLINARY ACTIONS AND CONSEQUENCES

Violators of the Standards of Conduct are subject to the following types of disciplinary action, which will be administered by appropriate College personnel:

- Informal Reprimand** An oral admonition or warning to cease and desist from conduct that has been determined to violate the standards of conduct.
- Formal Reprimand** Written admonition or warning to cease and desist from conduct that has been determined to violate the standards of conduct.
- Removal from Class** The involuntary removal of a student from class by an Instructor for a maximum period of two consecutive class sessions.
- Removal from Facility** The involuntary removal of a student by an administrator from a District or College facility, or facility under the control of the District or College for a maximum period of two consecutive days.
- Loss of Privileges:** Disciplinary action involving the loss of certain student privileges, such as eligibility to participate in extracurricular activities, for a stated period of time.
- Disciplinary Probation** A status between good standing and suspension or expulsion. It covers a stated trial period and disciplinary conditions required of the Yosemite Community College District.
- Disciplinary Suspension** **Suspension:** The involuntary removal of a student for good cause from one or more classes from the college by action of the Vice President of Student Services for a limited period of time, as follows:
- Short-Term Suspension:** Removal from one or more classes for a period of up to 10 consecutive days of instruction;
- Long-Term Suspension:** Removal from one or more classes for the remainder of the academic term; Removal from one or more classes for one or more academic terms; or Removal from all classes and activities of the College for one or more academic terms.
- Immediate Interim Suspension:** The Vice President of Student Services may order the immediate suspension of a student where there is reasonable cause to believe that immediate suspension is required to protect lives or property and to ensure the maintenance of order.
- Expulsion** A student may be expelled for good cause where other means of correction have failed to bring about proper conduct or when the presence of the student causes a continuing danger to the physical safety of students or others. Only the Board of Trustees may expel a student.

The Standards of Conduct Policy and Procedures are available at: <http://www.yosemite.edu/Trustees/boardpolicy.htm> ♦

Maintaining Academic Integrity at Modesto Junior College

✧ VIOLATIONS OF ACADEMIC INTEGRITY ✧

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

- **CHEATING:** Intentionally using or attempting to use unauthorized materials, information or study aids in any academic exercise; misrepresenting or non-reporting of pertinent information in all forms of work submitted for credit.
- **FACILITATING ACADEMIC DISHONESTY:** Intentionally or knowingly helping, or attempting to help, another to violate a provision of the institutional code of academic integrity.
- **PLAGIARISM:** The deliberate adoption or reproduction of ideas, words or statements of another person as one's own, without acknowledgement. This includes all group work and written assignments.

✧ CONSEQUENCES OF VIOLATIONS ✧

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

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

✧ ACADEMIC INTEGRITY IN THE MJC COURSE ✧

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

✧ DUE PROCESS FOR VIOLATIONS OF ACADEMIC INTEGRITY ✧

1. Students shall be given notice of the violation and,
2. Students shall be given an opportunity to respond to the allegations.

Last reviewed: Spring 2007

Policy on Illegal Distribution of Copyrighted Materials

Modesto Junior College students are prohibited from using the Yosemite Community College District (YCCD) information network to illegally download or share music, video and all other copyrighted intellectual property. Modesto Junior College supports the Higher Education Opportunity Act and Digital Millennium Copyright Act, including efforts to eliminate the illegal distribution of copyrighted material. Under the law, college administrators may be obligated to provide copyright holders with information about users of the YCCD information network who have violated the law. Be aware that illegal forms of downloading and file sharing as well as the unauthorized distribution of copyrighted materials are violations of the law and may subject you to academic sanctions from the college as well as criminal and civil penalties, including a lawsuit against you by the Recording Industry Association of America (RIAA). Learn more at www.campusdownloading.com. In addition to being illegal, file sharing drains the YCCD network's bandwidth, which slows computer connections for students and employees who are using the network for legitimate academic purposes and ultimately costs the college money. The illegal downloading and sharing of music or other copyrighted intellectual property is a form of theft and is prohibited under the Standards of Student Conduct (p. 43). Additional information is available at www.riaa.com (teacher/student information). There are plenty of easy, affordable ways to get music online legally. To protect their intellectual property, companies have licensed hundreds of digital partners that offer a range of legal downloading options, including download and subscription services, legitimate peer-to-peer services, video-on-demand, podcasts and CD kiosks. For a list of sources that offer legal downloading sites, access www.riaa.com.

Nondiscrimination at MJC

It is the policy of Modesto Junior College to provide an environment free of unlawful discrimination. Discrimination on the basis of ethnic group identification, religion, age, sex, 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.

1. "COLOR OR ETHNIC GROUP IDENTIFICATION" means the possession of the racial, cultural, or linguistic characteristics common to a racial, cultural, or ethnic group or the country or ethnic group from which a person or his or her forbears originated. (22 California Administrative Code Section 98210(b).)
2. "RELIGION" includes all aspects of religious observance, practice and belief, including duties of the clergy or elders. A belief is religious if sincerely held and, in the scheme of the believer, holds a place analogous to that filled by the deity of those people whose religion may be more orthodox or more widely accepted. (22 California Administrative Code Section 98220.)
3. "AGE" means how old a person is, or the number of elapsed years from the date of a person's birth. (22 California Administrative Code Section 98230(b).)
4. "SEX" DISCRIMINATION includes:
 - a. any rule, policy, or practice concerning actual or potential parental, family, or marital status which differentiates on the basis of sex or sexual orientation;
 - b. any rule, policy, or practice concerning disability due to pregnancy, childbirth, recovery from childbirth or termination of pregnancy, or other psychological conditions related to the capacity to bear children not applied under the same terms and conditions and in the same manner as any other rule, policy, or practice relating to any other temporary disability except as otherwise provided by the Fair Employment Practice Act;
 - c. any rule, policy, or practice which treats men and women differently for purposes of any program or activity on the basis of aggregate statistical characteristics of men or women, whether founded in fact, belief or statistical probability;
 - d. any rule, policy, practice, or incident which conditions the receipt of any benefit upon entering into, or maintaining, a sexual relationship or participation in sexual activity, or subjects a person to sexual harassment or intimidation such as unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature. (22 California Administrative Code Sections 98240, 98242, 98244.)
5. "SEXUAL ORIENTATION" means a private preference of an individual for heterosexuality, homosexuality, or bisexuality; or a history of such a preference; or an identification with having such a preference.
6. "PHYSICAL OR MENTAL DISABILITY" means any physical or mental impairment which substantially limits one or more major life activities.
 - a. "Disabled person" means any person who has a physical or mental impairment which substantially limits one or more major life activities, has a record of such an impairment, or is regarded as having such an impairment.

Non-Discrimination Policy

Modesto Junior College affirms its commitment to equality of opportunity for all individuals. This commitment requires that no discrimination shall occur regarding admission or access to, or treatment or employment in, any program or activity in the College on the basis of ethnic group identification, religion, age, sex, sexual orientation, color, physical or mental disability, or lack of English language skills. This policy is in accordance with Title 51 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 2011-2012 catalog is accurate. Courses and programs offered, together with other matters contained herein, are subject to change without notice by the administration of the Yosemite Community College District or Modesto Junior College for reasons related to student enrollment, level of financial support, or for any other reason, at the discretion of the District and the College. The District and the College further reserve the right to add, amend, or repeal any of their rules, regulations, policies, and procedures.

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

**Office of Civil Rights
Old Federal Building**

50 United Nations Plaza, Room 239
San Francisco, CA 94102

No Discriminación

Modesto Junior College reafirma su propósito de ofrecer igualdad de oportunidades a todas las personas. Este compromiso requiere que ningún individuo sufra discriminación en cuanto a la admisión, al acceso, en el trato, o en las oportunidades de empleo, en cualquier programa o actividad en esta institución a causa de su grupo étnico, religión, edad, género, preferencia sexual, color, o incapacidad física o mental. Esta política está conforme con el Título VI del Acta de los Derechos Civiles de 1964, Título IX de las Enmiendas de Educación de 1972, Sección 504 del Acta de Rehabilitación de 1973, el Acta de Americanos con Impedimentos, y el Acta contra la Discriminación en el Empleo a causa de la Edad de 1975. La falta de conocimiento del inglés no será obstáculo a la admisión a los programas de educación vocacional. Los estudiantes que crean haber sufrido discriminación por pertenecer a cualquiera de las categorías anteriormente mencionadas deben comunicarse con el 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 2011-2012 sea correcto. La información en este catálogo sobre cursos y programas e información sobre otras actividades está sujeta a cambios sin previo aviso a criterio de la administración de Yosemite Community College District o Modesto Junior College por razones relacionadas con el número de estudiantes matriculados, nivel de apoyo financiero, o por cualquier otra razón, a discreción del Distrito y Modesto Junior College. Estas instituciones además se reservan el derecho de añadir, modificar, o anular cualquiera de sus reglamentos y procedimientos.

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

**Office of Civil Rights
Old Federal Building**

50 United Nations Plaza, Room 239
San Francisco, CA 94102

STUDENT RIGHTS AND RESPONSIBILITIES

Sexual Harassment at MJC

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

SEXUAL HARASSMENT INCLUDES:

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

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

TO FILE A COMPLAINT

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

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

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

Students are advised to obtain written instructions for the filing of a complaint from the office of the Vice President, Student Services. You may also contact the Americans with Disabilities Act (ADA) Coordinator, (209) 575-6702 (voice) or (209) 575-6863 (TTY). ♦

Student Life at Modesto Junior College

*Activities, services, and programs to help you
make the most of your MJC experience*

Celebrating 90 Years of Educational Excellence!

www.mjc.edu

Student Services and Programs

Student Services Division

Don Low, Ed.D

Interim Vice President Student Services

Morris Memorial Building Room 212, Phone: (209) 575-6060, Fax: (209) 575-6843

Support Staff

Geri Vargas, Executive Secretary

ABOUT THE STUDENT SERVICES DIVISION AT MJC

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

Counseling and Guidance

East Campus, Morris Memorial Building, Room 103

West Campus, Limited appointments available. Call for details.

Phone: (209) 575-6080, FAX: (209) 575-6720

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

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

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

Lost and Found

East Campus, Campus Safety Center, Student Center Rotunda.

West Campus: Campus Safety, John Muir, 151 (209) 575-6351

Found property should be turned in to Campus Safety within twenty-four hours. Found property can be turned into the Business Services Office on East Campus, the Campus Safety office on West Campus or to any member of the Campus Safety staff. Property turned in on East campus will 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.

Career Development & Transfer Center

East Campus: Library Annex, 103
Phone: (209) 575-6239

The Career Development and Transfer Center houses Career Center, Job Placement and Transfer Center services under one roof.

CAREER CENTER

Provides students and prospective students with valuable career exploration tools and resources such as career workshops, software programs, internet websites, and books. Referrals for career testing and assessments, which may assist students in career selection, will be made based on student needs. Visit the website at www.mjc.edu/career.

JOB PLACEMENT

Job Placement helps MJC students and alumni find employment opportunities by connecting them with local employers who are looking to hire. Center serves as a liaison with employers throughout the area who are looking to hire MJC students and graduates. Job Placement activities consist of the following:

- Leads to full-time & part-time opportunities
- On-Campus recruitments by employers
- Job Fairs (Fall and Spring semesters)
- Internship Opportunities
- Labor Market Information
- Resume & Interviewing Tips
- Job Hunting Resources
- E-mail Job Alerts

Visit the website at www.mjc.edu/jobsforstudents or call (209) 575-6239.

TRANSFER CENTER

Center's function is to assist MJC students in making a smooth transition to four-year universities. Transfer Center supports student planning to transfer by providing information and assistance crucial in the development of successful transfer pathways. Some of the Transfer activities consist of the following:

- TAG's Transfer Admission Guarantee Contracts to designated four-year universities
- One on one appointment with counselors and university representatives
- Transfer workshops such as "Pathways to Transfer Success", "Completing a Transfer Admission Guarantee," "Writing a Personal Statement"
- Free Campus Tours of four-year universities
- Assistance with electronic applications and fee waivers
- Assistance with admission procedures
- Assistance with admission websites and articulation
- Annual Transfer/Day College Night with over 60 four-year universities represented

Visit the website at www.mjc.edu/transfer.

CalWORKs Program

West Campus: Yosemite Hall, Room 148, Phone: (209) 575-7770

MJC CalWORKS Counselors: (209) 575-7770, (209) 575-7768

Website: <http://www.mjc.edu/current/resources/support/CalWORKs/index.html>.

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

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

CARE Program

East Campus, Morris Memorial Building, Room 112, Phone: (209) 575-6692

West Campus: Yosemite Hall Building, Room 152

Hours: Contact East Campus EOP&S Office at (209) 575-6251

The Cooperative Agencies Resources for Education Program (CARE) is a supplemental component of EOPS. The CARE Program strives to enhance self-esteem, develop college success skills and assist students with meeting their educational goals. CARE provides an eligible student a variety of educational and economic support services above and beyond those provided by EOPS, College, State, County and federal aid resources. A student may qualify for childcare reimbursements, bus passes, gas cards, and an additional textbook allowance beyond that provided by EOPS. The Program also provides eligible single parents advocacy and liaison services to facilitate the acquisition of Cal WORKS resources, as well as informational workshops, an annual Winter holiday season and Easter cultural events. For more information call the CARE Program services representative at (209) 575-6692.

TO QUALIFY FOR THE CARE PROGRAM A STUDENT MUST:

1. Be EOPS eligible;
2. Hold "Single Parent Head of Household" status;
3. Have one or more children under the age of 14 years;
4. Parent or child must be a recipient of TANF cash aid.

Scholarship Program

West Campus: Yosemite Hall Building, Room 147, Phone: (209) 575-7715

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.

Wawona Child Development Center

West Campus, John Muir 157 , Phone: (209) 575-6398, Fax: (209) 575-6989

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

Trained teachers provide creative art activities, small group music, movement and stories, outdoor activities; they help promote the child's social, creative, emotional, and physical development. Call the Wawona Child Development Center Center Office for more information.

Me-Wuk Child Development Lab Preschool

West Campus, John Muir, Office 157, Phone: (209) 575-6343

Enrollment for ages: 2.9 to 5 years of age

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

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

Disability Services (DSPS)

East Campus, Journalism Building, Room 160

Phone: (209) 575-6225, TTY: (209) 575-6863, Fax: (209) 575-6852

DSPS High Tech Center:

West Campus: Yosemite Hall, Room 145A, Phone: (209) 575-7733

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

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

Extended Opportunity Programs and Services (EOP&S)

East Campus: Morris Memorial Building, Room 112

Phone: (209) 575-6702, Fax: (209) 575-6250, TTY: (209) 575-6633

West Campus Yosemite Hall Building, Room 152

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

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

Health Services

East Campus, Morris Memorial Building, Room 108, Phone: (209) 575-6037

West Campus, Yosemite Hall, Room 114, Phone: (209) 575-6360

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

Registered nurses are available to provide first aid, confidential counseling on communicable diseases, family planning, nutrition, exercise and weight management, and all aspects of personal health. Health Services provides vision and hearing screening, blood pressure monitoring, tuberculosis screening, pregnancy tests, and immunizations. Referrals can be made to local community providers as needed including personal and mental health counseling. Non-prescription medications are available for minor aches, pains, colds, sore throats, allergies, and upset stomachs, as are pamphlets and brochures.

In case of illness, your Health Services nurse can provide care in the form of first aid and/or referral service including an appointment to see a physician on campus at no cost. A cot is available for short rest periods at various times during the semester.

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

ADDITIONAL CONFIDENTIAL SERVICES INCLUDE:

DOCTOR CLINIC: A doctor is scheduled to be on-campus weekly. Appointments are scheduled after receiving a referral from the nurse.

STANISLAUS COUNTY PUBLIC HEALTH AND FAMILY PACT: Provides family planning, and some STD screening once a week.

MENTAL HEALTH SERVICES: Referral for counseling is available for students expressing the need for minor mental health concerns.

SPECIAL ACCESS FOR STUDENTS WITH DISABILITIES:

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

Informational health insurance brochures are available through Health Services Offices. Students may be seen by a nurse on a drop-in basis at the above locations. Student ID with current semester sticker is required for all services. Call for hours or log on to the Web site at www.mjc.edu/healthservices.

International Students

International Student Program

Barbara St. Urbain, Coordinator/Counselor

Counseling Services Office

East Campus, Morris Building, 103 (in Counseling Services), Phone: (209) 575-6012

Email: sturbain@mjc.edu

MAILING ADDRESS:

International Student Program

435 College Avenue

Modesto, CA 95350-5800, USA

The International Student Program provides specialized services, activities, and support to all international students attending MJC. Services such as admissions assistance, academic and personal counseling, orientation, immigration advising, cultural programming, International Club advising, and more, are all part of this program. A special Orientation program is arranged for new international students upon arrival to MJC. Students are encouraged to visit the International Counselor, available in the Counseling Center.

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

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

International students are required to pay non-resident tuition. For more information and/or application forms go to www.mjc.edu/international or contact the coordinator of the program, Counseling Center, (209) 575-6080 or sturbain@mjc.edu.

TRIO Programs

Francisco Banuelos, Director of Pre-College Programs

East Campus: Morris Memorial Building, Room 207

For TRIO/Educational Talent Search: (209) 575-6743

For TRIO/Upward Bound (209) 575-6743

TRIO/EDUCATIONAL TALENT SEARCH

TRIO/Educational Talent Search (ETS), funded by the U.S. Dept of Education, is geared to assist students from disadvantage backgrounds and prepare them to succeed in higher education. The MJC TRIO/ETS Program serves over 600 students from Hanshaw Middle School, Mark Twain Junior High, Elliot Alternative Education Center, Modesto and Downey High Schools. A variety of academic, career, financial/scholarship, college admissions, and cultural activities are available to program participants. For more information, please contact the TRIO/ETS office at (209) 575-6743 or visit us on the MJC East Campus in the Morris Building Room 207.

TRIO/UPWARD BOUND

TRIO/Upward Bound (UB), funded by the U.S. Dept of Education, assists low income and/or first generation high school students by providing them with the opportunities to succeed in their precollege performance and in their higher education pursuits. Upward Bound offers a comprehensive program of intervention activities designed to generate the skills and motivation necessary for success in high school and in college. The program serves 125 students from Patterson, Riverbank, Davis, Johansen and Ceres High Schools. Upward Bound provides workshops, presentations, tutoring, stipends, field trips, Saturday Academies, and a six week Summer Academic Program with residency at a local university. For more information please contact the TRIO/Upward Bound Program office at (209)575-6743 or visit us on the MJC East Campus in the Morris Memorial Building Room 207.

TRIO Student Support Services

East Campus, Library Basement, Room 40

Phone: (209) 575-6189, Fax: (209) 575-6886

The TRIO Student Support Services program is designed for first-generation college students to promote student success, retention, graduation and transfer to a four-year college or university. The TRIO Student Support Services program provides innovative academic and supportive services specifically designed to meet the needs of transfer students. Program services include: academic and personal counseling; tutoring services; cultural activities, college and university campus visits; information about financial aid and scholarships; career advising; and workshops to develop and enhance academic and personal skills.

Student Development & Campus Life

Wendy Byrd, Director

West Campus: Mary Stuart Rogers Student Learning Center, Phone: (209) 575-7991

East Campus: Student Center, Phone: (209) 575-6700

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

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

STUDENT ID CARDS

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

Students should carry their ID cards to enhance campus safety and security. Students may purchase a \$5.00 activity sticker to be placed on the ID card for special discounts with local services and activities. Students may go to the Student Development and Campus Life Office located in the East Campus Student Center, Mon.-Thurs., 8:00AM to 5:00 PM, and Fridays, 8:00 AM-12:00 PM; and the West Campus Student Center, Mon.-Thurs., 8:00 AM-9:00 PM to have an ID card made. Call (209) 575-6700 (EAST) or (209) 575-7991 (WEST) for more information.

HOUSING REFERRAL SERVICE

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

STUDENT BULLETIN

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

STUDENT BENEFITS STICKER

The Student Benefits Sticker Program is an optional program where students purchase a \$5 activity sticker which is placed on the back of your ID card. The special sticker will afford you special discounts. Your Activity Sticker entitles you to free faxes, copies, scantrons, pencils, local phone calls and more in the Student Development Offices both on the East and West Campus.

Assessment Testing at the Testing Center

West Campus: Yosemite Hall, Room 147

Phone: (209) 575-7728

www.mjc.edu/assessment

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

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

Assessment testing is a free service; however, other tests offered through the Testing Center may require a fee. To inquire about test dates and fees, please contact the Testing Center or go to www.mjc.edu/assessment.

Veterans' Services

East Campus: Morris Memorial Building, Room 104

Phone: (209) 575-6017

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

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

Business Services Offices

East Campus, Student Center

West Campus, Yosemite Hall A133

The Business Services Offices are located on the East Campus, in the Student Center and on the West Campus, in Yosemite Hall. The Business Services Office's provides students with fee collections, distribution of refund and financial aid checks.

Food Services

East Campus Cafeteria, Student Center

Vending Machines Available In The Student Center.

East Campus Pirates Galley/Starbucks, Student Center

West Campus Cafeteria: Mary Stuart Rogers Learning Center

Vending Machines Available.

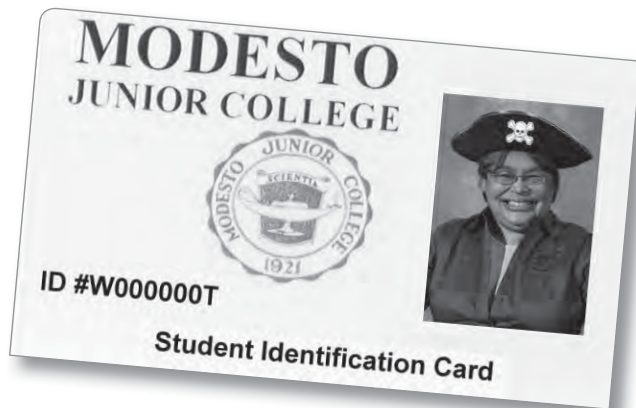
West Campus Convenience Store,

Mary Stuart Rogers Student Learning Center ◆

Clubs and Activities

Student ID Card and Benefits Sticker

All enrolled students are eligible for a free Student ID card. Stop by the Student Development and Campus Life with your schedule (indicating a \$0 balance) and an additional photo ID, such as a driver's license or high school student ID card. Unless you decline, you will be charged a \$5 benefit fee. This fee entitles you to discounts at campus events and local businesses. It also includes one free Go Print card (while supplies last). The card has a \$2 value and can be used in MJC computer labs. For more details call (209) 575-6700.



TO OBTAIN AN MJC ID CARD

Bring your current class schedule—indicating a \$0 balance and an additional photo ID, such as a driver's license or high school student ID card to:

EAST CAMPUS, Student Center

Monday - Thursday, 8:00am – 7:00pm, Friday - 8:00am – 5:00pm

WEST CAMPUS, Mary Stuart Rogers Student Learning Center

Monday - Thursday, 8:00am – 9:00pm, Friday - 8:00am – 5:00pm

WHAT ARE THE BENEFITS?

Proceeds support student programs and activities

- Free \$2.00 Go-Print card (while supplies last)
- Free faxes, phone calls, scantrons and copies (limitations apply)
- Discounts from local businesses
- Discounts at campus events such as, football games, plays, and BBQ's

Student Leadership

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

STUDENT GOVERNMENT (ASMJC)

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

District Board of Trustees. ASMJC is the primary forum through which student concerns are channeled.

Since most major decisions made at Modesto Junior College affect students, their input has become increasingly relevant. ASMJC is recognized as the “student voice” by faculty and administration.

ASMJC is also responsible for planning, budgeting, and coordinating campus activities for student enjoyment outside of the classroom. Activities include free concerts, field trips, cultural events, and leadership conferences. ASMJC introduces students to a diverse calendar of events for their enjoyment and leadership development.

Clubs & Organizations

The Student Development and Campus Life Office is responsible for advising and coordinating activities for student clubs and organizations. Students are encouraged to broaden their horizons by participating in club activities. Clubs are organized to involve students in specialized fields of interest or service to the college and community. If a club does not exist which deals with a student's special interest, a new club can be formed.

ASMJC CLUBS

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

EAST CAMPUS: STUDENT CENTER

The East Campus Student Center is the focal point of campus life. It includes: The Welcome Center, Admissions Office, Business Office, Bookstore, Cafeteria, Student Lounge, and Student Development and Campus Life Office. For your convenience and leisure there is an ATM machine, coin exchange machine, vending machines, and video games. Whether you are sharing a meal, attending a concert, volunteering for ASMJC, or socializing with friends—the Student Center provides numerous opportunities for social engagement and academic development.

WEST CAMPUS: MARY STUART ROGERS STUDENT LEARNING CENTER

The Mary Stuart Rogers Student Learning Center includes: An ASMJC office, cafeteria, convenience store, TV lounge, game room, computer lab and multipurpose rooms. You will also find an ATM machine, coin exchange machine, vending machines, and video games.

STUDENT REPRESENTATION FEE

The Student Representation Fee was amended in the California Education Code by Assembly Bill 2576 in late 1988. This fee is an optional \$1 cost

STUDENT LIFE

that can be implemented to serve any California Community College campus through a student body election. In April of 1993, ASMJC held a general student body election with the Student Representation Fee on the Ballot. The fee passed and eight hundred forty-five (845) students voted in the election, and 563 were in favor of the Student Representation Fee.

The Student Representation Fee is collected with all other fees at the time of registration, and is deposited in a separate fiduciary fund. Funds collected are allocated to ASMJC and used to represent student concerns in government at local, state, and federal levels. A student may decline the Student Representation Fee for religious, political, financial, or moral reasons. The decline must be stated in writing.

Honor Societies

ΑΓΣ-ALPHA GAMMA SIGMA - UPSILON CHAPTER

The Upsilon Chapter of Alpha Gamma Sigma, Inc., the California Community College Honor Society, is open to qualified MJC students. AGS fosters academic excellence through local and state scholarship opportunities. AGS students build leadership skills, work together on community service activities and network with other motivated students.

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

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

ΦΘΚ PHI THETA KAPPA - BETA MU CHAPTER

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

Study Abroad Program

Modesto Junior College students enjoy the opportunity to pursue their studies at a number of international locations. Regularly scheduled semester long programs take place in London, Paris, and Florence, Italy.

Courses offered at each of these locales meet General Education Transfer Pattern and graduation requirements, so while spending a semester in an international setting, progress continues toward completing major educational goals.

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

Art Gallery

The MJC East Campus Art Gallery hosts several original shows each year. Artwork from emerging and established artists, both local and international, are installed in the purpose built space. A wide range of art styles and media are represented including paintings, sculptures and mixed media pieces. MJC students and faculty exhibit their works annually. Students enrolled in the gallery operations class assist in the management and installation of the shows. Please visit mjc.edu/art for more information.

Music Performance

The college's music department has deep and long standing roots in the surrounding community. Instrumental performance opportunities include Guitar Orchestra, Community Orchestra, Symphonic Band, Community Concert Band and Jazz Bands plus brass, percussion, woodwind, string ensembles and electronic music. Vocal performance opportunities include Masterworks Chorus, college choirs and musical theatre productions. Elementary, intermediate and advanced piano, organ, guitar, instrumental, and voice classes are available to music students. Students who desire to transfer as music majors to a four-year institution are strongly encouraged to contact a faculty advisor early in their first semester of study at the college. Please visit mjc.edu/arts for current concert performance descriptions and schedules.

Athletics

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

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

Pirates' Log Campus Newspaper

The Pirates' Log is MJC's award-winning campus newspaper edited and produced by students enrolled in journalism classes. In recent years, Pirates' Log staffers have won many writing and layout awards, competing with other student journalists from around the state. Working on the Log provides an invaluable opportunity to experience the rhythms, challenges, pressures and rewards of newspaper journalism, to build a portfolio of published stories or photographs, and to gain work experience and form lasting friendships. Students also produce an online version of the Pirates' Log, reflecting the real world of multimedia journalism. Many

former Log writers and editors are found today in the ranks of local media professionals. Participation is open to student photographers enrolled in Journalism 146 or writers enrolled in Journalism 120 who have passed Journalism 100. Visit mjc.edu/arts for more information

Quercus Review

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

Arts Competition: The Celebration of the Humanities

For over thirty years the Arts, Humanities and Communications Division and the Literature and Language Arts Division have sponsored an annual campus-wide student arts competition in eight major categories: Visual Arts, Photography, Theatre, Writing, Speech, Dance, Music, Film and Video. Awards are handed out at the popular performance ceremony held each April in the Performing and Media Arts Center Main Auditorium. A major student art exhibit is a highlight of this event. MJC students registered in the current summer, fall or spring term are eligible to enter in this exciting contest. Visit celebration.events.mjc.edu for details.

Forensics - Competitive Speech

With a proud tradition of state champions, Modesto Junior College competes with other colleges and universities in forensics. Students participate in various debate formats and individual events. The competition occurs in state, and national arenas. Visit mjc.edu/speech for more information about how to participate as a novice or experienced speaker.

Theatre and Dance Productions

MJC Theatre productions have been popular community events since the early years of the college. Each season the department produces four to six productions including classic dramas, Shakespearean plays, comedies and Broadway style musicals. Shows are produced in new state-of-the-art facilities including a 796 seat proscenium theatre, a 74 seat Little Theatre

and a 100 seat Black Box Theatre. Students participate in all aspects of the theatre arts with academic credit available in acting, lighting, costume and scenery production techniques. Visit mjc.edu/theatre for information about auditions and performances.

The Dance department produces three concerts each year and celebrates modern, jazz, ballet and hip-hop styles. Dance students are encouraged to learn to choreograph their own works using student and community dancers to communicate or express a vast range of artistic impressions. Students travel to the annual American College Dance Festival to take classes and perform with movement professionals from all over the world. Visit mjc.edu/dance for more information.

TV - Film Productions

Television and film students produce a variety of work which may air on local cable television and is ready for submission to film festival competitions. Students learn to produce, direct, act as talent, shoot and edit film projects and television programs. In addition, qualified students can secure internships with the MJC production company or with local-regional television stations and production companies. The MJC television and film facilities include a new digital three camera television studio and control room, along with cameras and editing equipment to produce professional caliber projects. Visit mjc.edu/arts for more information.

Pirates' Radio

MJC students operate an on-line radio station, MJC Pirates' Radio as part of a professionally oriented program. Each student programs his or her own radio hour each week. MJC Pirates' Radio, which is located in the Performing and Media Arts Center on the East campus, can be heard campus wide and also picked up on the local cable network and online. MJC Pirates' Radio also features a state-of-the-art digital recording studio. Many former student DJ's have gone on to professional radio work on the West Coast from Seattle to Los Angeles. Visit mjc.edu/arts for more information. ♦



The Mary Stuart Rogers Student Learning Center (left) located on MJC's West Campus features a multipurpose rooms, a TV lounge, game room and computer lab. Construction of the Center was funded by a charitable donation from the Mary Stuart Rogers Foundation and aided by Student Center fees.

Library and Distance Education

Library and Information Technology

Dean of Library and Information Technology
East Campus, MJC Library (209) 575-6235

Distance Education

James Clarke,
Coordinator of Instructional Technology
& Distance Education

Support Staff

Kimberly Schrader, Admin. Secretary
Kathy Haskin, Telecourse Office
Cheryl Chavez, Blackboard

Library Support Staff

Sandy Gallardo	Charlene Olivera
Mary Beth Gish	Yia Vang
Dodie Larson	Manuel Vargas
Prasad Mathai	Isabelle Lacazotte
Linda Occhipinti	

semester. Many telecourse DVDs and videos may be checked out for the entire semester at the MJC Library Reserve Area, though some courses require students to purchase the DVDs/videos. On-campus meetings are usually required, but most assignments can be done at home or elsewhere. For more information, view the orientation videotape in the MJC Library, contact the Telecourse Office, or check MJC's online class schedule.

MJC Online Courses

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

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

Online students must have 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 Web site for further information. For additional information on all MJC online courses, point your Internet browser to: www.mjc.edu/online.

About the Library

Library and information services are located on both the East and West campuses and can also be accessed through the MJC Library Web site. The library staff welcomes questions and is happy to help users access and use the many library resources available to them.

The library's collection includes books, magazines, newspapers, journals, DVDs, eBooks, and a variety of online research databases. MJC students have access to Columbia College Library materials via the library's intercampus loan service, and students can obtain research materials from non-YCCD libraries using the library's interlibrary loan service.

Campus library services include individual reference services, class instruction on library research methods, computer labs, copy machines, study space for individuals and groups, and course textbook reserves. Off-campus library services include access to numerous research sources including article databases, subject-specific research guides, and eBooks. In addition, users can get help from a reference librarian via email or telephone. To access library resources off campus, users simply need to log in using their student ID number and six-digit birth date.

All students, faculty, and staff, as well as college retirees, have full library privileges. MJC Alumni and Library Friends can pay the \$20 annual membership to the Friends of the MJC Library; this grants them borrowing privileges.

LIBRARY INSTRUCTION

The library offers a variety of learning opportunities to support the information competencies applicable to college-level research and lifelong learning. Students can participate in curriculum-specific instructional sessions arranged by their instructors, attend drop-in research workshops that are offered each semester, or enroll in formal library research courses emphasizing skills that can be used in many research and information applications.

MJC Telecourses (Televised Courses)

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

Telecourse classes can be found in MJC's online class schedule each

Academic Computer Labs

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

The college also has specialized computer labs associated with instructional divisions such as agriculture, computer graphics, ESL, and engineering. These labs may have scheduling periods when any student can use them. Check with the division or lab supervisor for available hours. The three open labs are listed below. Because the labs are updated frequently, check ahead of time if you need to use a specific software program.

EAST CAMPUS LIBRARY OPEN COMPUTER LAB: Located in Room 116 of the MJC Library, this lab has Windows computers equipped with Microsoft Office Suite, 2007 plus one MacIntosh. Printing requires a GoPrint card. Student aides are available to assist and answer questions.

WEST CAMPUS LIBRARY OPEN COMPUTER LAB: Located in the West Campus Library, Yosemite 235, this lab has Windows computers equipped with Microsoft Office Suite, 2007 plus one MacIntosh. Printing requires a GoPrint card. Student aides are available to assist and answer questions.

STAR LAB: This lab is located in Pirates' Village Room 108. The lab has 30 computers, and laser printers are also available. ♦

Support for Learning

Bookstore

East Campus, Student Center, Phone: (209) 575-6840 FAX: (209) 575-6851

Email: bookstore.yosemite.cc.ca.us

West Campus, John Muir, 154, Phone: (209) 575-6966

The Pirates Bookstore East Campus carries textbooks for classes that are held on the East Campus as well as school and office supplies, general books, MJC collegiate fashions, gifts, greeting cards, newspapers, candy, snacks, jewelry and electronics. We offer computer software at educational prices. The Artists' Cove is in the rear section of the East Campus store and carries a wide variety of artist materials and supplies that are required by MJC instructors. The West Campus Pirates Bookstore carries textbooks for the classes that are conducted on the West Campus as well as school and office supplies, candy, snacks, MJC collegiate fashions, gifts, greeting cards, newspapers, jewelry and electronics. MJC catalogs and class schedules may be obtained at both bookstores and can be mailed prepaid on our website. Bookstore hours are extended during the beginning of each semester. Visit us at our website: bookstore.yosemite.cc.ca.us to order your text online, find out about buyback and see the latest store hours.

Book Loan Program (CTE)

West Campus, Yosemite Hall, Room 118, Phone: (209) 575-6979

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

Tutoring Center

East Campus, Library Basement, Room 10, Phone: (209) 575-6839

West Campus, Yosemite Hall, Room 118, Phone: (209) 575-7731

The Tutoring Center is a free service for MJC students who need assistance with academic work. Tutors are experienced learners, and will be happy to provide students with the kind of help and support they need. Tutors will assist students who are preparing for specific examinations, as well as those who wish to strengthen their overall study skills. Students who seek assistance from the Tutoring Center often improve their overall academic performance by learning to study more efficiently.

Learning Communities

Learning communities are courses which are offered as a package. The learning community packages revolve around different themes, and the teachers work together so students can make connections between the classes. The instructors plan readings, assignments, and extra activities that are incorporated into all of the learning community courses.

Currently, MJC offers basic skills and transfer-level learning communities. To find the learning communities that are being offered, look for the learning community pages in the *MJC Schedule of Classes*.

Math Drop-in Center

East Campus, Pirates' Village, Room 117, Phone: (209) 575-6662

West Campus, Sierra Hall, Room 214 (in the Center for Learning Assistance)

Phone: (209) 575-7845

At the Math Drop-In Center, math assistants are available to help you understand your math homework, as well as aid you in understanding math concepts. This is the place where you can bring your short, quick questions, and get prompt responses. The goal of the Drop-In Center is to help you get your homework finished as quickly and accurately as possible.

College Facilities/Events/Mail Room

East Campus, Morris Building, Mailroom

Phone: (209) 575-6020

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

Writing Center

East Campus: Pirates' Village, Room 117, Phone: (209) 575-6682

West Campus: Sierra Hall, Room 214 Phone: (209) 575-7847

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

Supplemental Instruction (SI)

East Campus: Tutoring Center, Library Basement Room 10, Phone: (209) 575-6839

Supplemental Instruction (SI) is a series of weekly review sessions for students taking historically challenging courses. SI is offered to any student who wants to improve their understanding of course material and earn higher grades. Select courses that offer SI sessions are courses in math and science. SI is available to students who participate in the First Year Experience Program. ◆

Learning English and cultivating her educational opportunities at MJC...

Mei's English seems very good for someone who was raised speaking Hakka, a dialect of Cantonese, and Mandarin, which is the national language of China. She grew up in a small village in Hui Zhou City, in Southern China about two hours north of Hong Kong by train, and was part of a large family by Chinese standards, with two brothers and two sisters. Mei met her American husband, Patrick, while he was teaching English for two years at the university Mei was attending, and their romance blossomed. After returning to the U.S. to finish his degree, Patrick brought Mei to Modesto in 2005 and they married shortly after she arrived.

Mei had some English-speaking friends in China and had wanted to become a translator for business, so she could speak some English. However, her skills in writing and reading English were limited, and she began taking basic English classes at Modesto Junior College. "I wanted to work in an office but couldn't get a job until I improved my English." Her language skills quickly expanded, although she claims that English remains her greatest educational obstacle. Mei is now majoring in Accounting at MJC and only needs to complete seven more classes to achieve her Associate's degree. She plans to transfer to CSUS in the fall of 2011, where she hopes to double-major in Accounting and Finance. Her career goal is to work for a bank or accounting firm. "I figured out that I liked accounting by being responsible for my own budget and checking account."

Mei reports that statistics and financial concepts are much easier for her than grammar, and some of her favorite classes include John Carter's Economics course, and Financial Accounting and Business Law with Patricia Walls and Jim McGarry. "I like the organization and analyzing of financial data." She also discovered that Economic History of the U.S. is very interesting when she took this course with Cecelia Hudelson-Putnam. However, the professor she most admires and would like to emulate is Nancy Sills, from whom she took Managerial Accounting. "She is very quick, organized, determined, and professional, yet very friendly. I want to be like her."

Mei is also greatly inspired by her church family members who helped the young couple by giving Mei a loving place to stay while Patrick was gone for military training and who also rented them a cottage when he returned. She also reveres the commitment of a missionary family she met in China. "These people are so generous

and loving, and they provide living examples of their faith."

While attending college, this hardworking and disciplined young woman has juggled a variety of jobs, including working for a motor parts distributor, teaching Chinese, tutoring math and being a nanny. Mei has now reduced her job hours to focus on college and is currently only working part time in the MJC Community Education Office. She and her husband were also able to purchase a home in 2008 and Mei enjoyed cultivating her first garden last summer, harvesting tomatoes and squash, and discovering a passion for growing things. "I love outdoor activities, and now that I'm working fewer hours, besides having more time for school, I also have more time for gardening, bicycle riding,

swimming and hiking."

Another activity in which she delights is singing modern praise hymns as part of her church's worship team.

One might say that in many ways Mei's life itself "sings," because of her enjoyment and gratitude for the opportunities she has been given are so evident.



Mei Xie-McGar

"Education is totally different in China. There you select a major early and the classes and books are all selected for you as part of your major. So the need to see an educational counselor and pick my own classes at MJC surprised me. But now that I'm used to it, I love the flexibility of designing my own education."

Planning Your Education

Make educational choices to support your goals

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Planning Your Education

Counseling Services

Dean Tsuruda (Interim)

Dean of Counseling and Student Services
 MJC East Campus, Room 103
 (209) 575-6080

Division website: www.mjc.edu/prospective/getting_started/advising/index.html

Counselors: Alida Garcia, Barbara St. Urbain, Dana Hanlon, Dean Tsuruda, Eric Ivory, Eva Rivera-Jara, Hanna Louie, Kim Bailey, Linda Wong, Marcos Garcia, Mary Silva, Pam Crittenden, Pam Loyd, Ron Tingley, Theresa Maldonado-Ballance, Tina Giron

Support Staff: Donna Yarnal, Administrative Secretary; Elaine Thornton, Administrative Assistant

WHAT DO YOU WANT TO DO AT MJC?

- Earn an Associate's degree in a specialized field of study
- Transfer to a four-year college or university to further your education
- Improve basic skills in reading, writing, and math
- Gain skills for job placement or advancement through a Certificate of Achievement or Associate's degree

Achieving Your Goals

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

Planning is Critical

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

Earn Proof of Your Success

Regardless of what you choose to accomplish at MJC, you can take proof of your hard work with you in an **award**. MJC offers awards showing educational achievement in an array of academic or vocational areas (see page 62). If you are hoping to apply skills and knowledge to the job market once you have finished at MJC, having proof of your accomplishments can be an asset.

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

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

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

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

Educational Plans

An **Educational Plan** (p. 63) is developed with a counselor to provide you with a map that lists courses and support services that are required or recommended for successful completion of your goals. It is to your advantage to develop an Educational Plan as soon as possible. Guidance courses offered by the Counseling Center are designed to assist students in developing Educational Plans. A Guidance course is also required for graduation. **All students should have an Educational Plan by the time they have earned 15 units.** If a student is undecided as to his/her goal, a counselor can provide timely and updated information to help the student choose a realistic goal.

Which path is right for you?

◎ EARN AN ASSOCIATE'S DEGREE

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

◎ EARN AN ASSOCIATE'S DEGREE AND APPLY TO A UNIVERSITY

MJC has an outstanding means through which you can earn an associate's degree while completing coursework that applies toward a bachelor's degree. Transfer students may complete one of two transferable General Education patterns; CSU-GE (*California State University General Education*) on p. 70, or IGETC (*Intersegmental General Education Transfer Curriculum*) on p. 72. Meet with a counselor to determine which pattern is right for your goals.

◎ IMPROVE BASIC SKILLS

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

◎ PREPARE FOR JOB PLACEMENT/ADVANCEMENT

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



EDUCATIONAL AWARDS OFFERED AT MJC

Modesto Junior College confers the following educational awards to students who have met the requirements for each as listed in this catalog. For more information about the requirements for a specific award, see the page listed. The following awards can be awarded to students with catalog rights to the 2011-2012 MJC Catalog.

TITLE OF AWARD	AWARD TYPE	PG.
Accounting	C AA AS	120
Accounting Clerk	C	120
Administration of Justice	AA AS	117
Adv. Heavy Eqpmnt Technician	C	83
Agricultural Business	AS	84
Agriculture-Sales, Service (C:Technician)	C AS	86
Agricultural Science	UPE	167
Agricultural Science	AS	85
Animal Science	AS	87
Architecture	AS TAS	157
Art	AA	110
Art: Photography	AA	113
Art and Design	UPE	167
Art Gallery/Museum Studies	SR	111
Artificial Insemination Technician	C	87
Athletic Training/Sports Medicine	AS	153
Autobody/Collision Repair	C AA	133
Autobody/Refinishing	SR AS	134
Automotive Technology	C AS	134
Basic Heavy Equipment Technician	C	88
Biological Sciences	UPE	168
Bookkeeping	C AA AS	121
Building and Safety Code Admin.	C AS	135
Business Administration	AA AS	122
Business Operations: Management	AA AS	122
Chemistry	UPE	168
Chemical Dependency Counseling	AA	118
Child Development	AS	
Child Devt. Assoc. Teacher	C	
Child Devt. Teacher	C	
Child Devt. Master Teacher	C	146
Child Devt. Site Supervisor	C	
Child Devt. Early Intervention Asst. 1	C	
Child Devt. Early Intervention Asst. 2	C	
City and Regional Planning	AS	157
Clerical	C AA AS	123
CNC Operator	SR	142
CNC Programmer	SR	142
Commercial Floristry Technician	C	88
Communications	UPE	168
Computer Applications Specialist	C	123
Computer Graphics Applications	C AS	124
Computer Information Systems	AA	124
Computer Network Administration	C	127
Computer Network Technician	C	127
Computer Programming Specialist	C	125
Computer Science	AA AS TAS	125
Construction: Carpentry	SR	136
Construction: General	SR	136
Construction Management	AS	158
Crop Science	AS	89
CSU-GE Transfer Pattern	C	
Culinary Arts	C AA AS	149
Dairy Industry (C: Technician)	C AS	90
Dairy Science	AS	90
Dental Assisting	C AS	100
Drafting Technology	AS	159
Electronics Tech-Comp Electronics	C AA AS	137
Emergency Medical Technician(EMT)	SR	85

TITLE OF AWARD	AWARD TYPE	PG.
Engineering	AS TAS	159
Engineering Technology	AS	160
English	AA TAA	151
Environmental Horticultural Science	AS	91
Environmental Science	UPE	169
Ethnic Studies	SR	118
Film	SR	111
Fire Science	C AS	156
Fire Science (Basic Fire Academy)	SR	156
Food Processing	C AS	91
Forestry	C AS	92
Fruit Science	AS	93
General Plant Maintenance	C AA AS	140
Geography	UPE	170
Graphic Design	C AA AS	138
Health and Physical Education	UPE	170
Heavy Machinery Management	C	94
Home Building Technologies	C AS	136
Humanities	UPE GSE	170 162
Human Services	C AA	119
IGETC Transfer Pattern	C	
Industrial Electronics	C AS	140
Industrial Technology/Electrician	C AS	141
Industrial Technology/Maintenance	C AS	141
Industrial Technology/Systems	C AS	142
Industrial Techology/Technician	C	142
Interior Design	C AA AS	142
International Business	C	126
Journalism (Print)	SR	111
Journalism	AA TAA	112
Landscape Architecture	AS	160
Landscape and Park Maintenance	C	94
Landscape Architecture/Design	C	
Landscape Design	C	95
Language and Rationality	GSE	164
Language Studies	AA TAA	152
Liberal Studies (Teacher Prep)	UPE	171
Machine Tool Technology	AS	142
Machine Tool Technology 1	C	142
Machine Tool Technology 2	C	142
Maintenance Electrician	C AA AS	143
Maintenance Machinist 1	SR	144
Maintenance Machinist 2	C	144
Maintenance Mechanic	C	135
Mathematics	UPE	172
Marketing	AA AS	127
Mechanized Agriculture	AS	95
Medical Assisting	C AS	101
Music	AA TAA	112
Natural Sciences	GSE	163
Nursery Production	C	96
Nurse Assistant (for CNA)	SR	107
Nursing, Associate's degree (for RN)	AS	103
Nursing, Vocational (for LVN)	C	108
Nursing, LVN 30-Unit Option	C	107
Nursing, LVN to ADN	AS	105
Advanced Placement Pthwy		
Office Administration	C AA AS	128
Office Computer Applications	C	128

TITLE OF AWARD	AWARD TYPE	PG.
Office Support	C	129
Physical Education	AA	153
Physics	UPE	173
Physical Science	AS TAS	161
Poultry Science	AS	97
Printing & Lithography	C AA AS	139
Printing: Flexographic Printing	C	138
Printing: Maintenance	C	139
Printing: Prepress	C	138
Printing: Presses and Bindery	C	139
Professional Selling	C	129
Psychosocial Rehabilitation	SR	119
Radio Broadcasting	SR AA TAA	113
Real Estate	C AA AS	130
Records Management/Data-Entry	C	130
Recreational Land Management	C AS	97
Respiratory Care	AS	108
Retail Management (WAFIC)	C	130
Shakespeare Academy	SR	152
Sheet Metal Fabricator	C	144
Sheet Metal Fabrication Technician	SR	145
Social and Behavioral Sciences	GSE	164
Soil Science	AS	98
Spanish	AA	152
Speech Communication	SR AA	114
Supervisory Management	C AA AS	131
Supervisory Mgmt in Public Safety	SR	117
Television Production	SR AA TAA	115
Theatre	AA TAA	116
Theatre: Design and Technical	SR	116
Theatre: Performance	SR	116
Veterinary Technician	C	99
Welding	AA	
Welding: Gas Metal Arc Welding	SR	
Welding: Gas Tungsten Arc	SR	144
Welding: Pipe Welding	SR	
Welding: Sheet Metal Fabricator	SR	
Welding: Shielded Metal Ac	SR	
Word Processing	C	131

LEGEND

- AS: Associate of Science Degree
- AA: Associate of Arts Degree
- TAA/TAS: Transfer Preparation Associate Degree
- GSE: General Studies Emphasis (Non-transfer)
- UPE: University Preparation Emphasis (for Transfer)
- C: Certificate of Achievement
- SR: Skills Recognition

ABOUT THE University Preparation PATHWAY

What is the University Preparation pathway?

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

By attending MJC you can complete courses that apply toward a bachelor's degree granted by another institution. By following the *University Preparation Pathway* on page 65, you will be able to complete coursework that is not only applicable to an Associate's degree at MJC, but can also fulfill lower-division requirements for bachelor's degree at UC and CSU, and some other schools in California.



The MJC Transfer Center, located on the East Campus, is a comprehensive resource for transfer-oriented MJC students

TRANSFERABLE COURSES

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

GENERAL EDUCATION TRANSFER PATTERNS

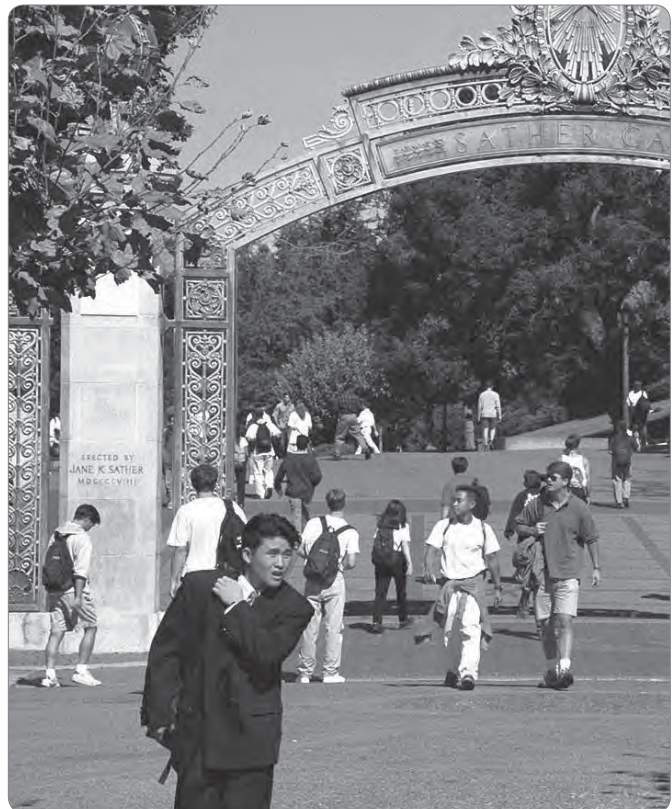
MJC, California State University (CSU), the University of California (UC), and other colleges and universities have created a process through which community college students can complete requirements for bachelor's degree while attending California Community Colleges. At MJC, two General Education Patterns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

Completion of either pattern will fulfill the general education requirement

for an associate's degree. Please note that completion of the IGETC pattern is not preferred for all schools and majors within the UC system. For the most current information, see "IGETC Considerations" on page 75, or refer to www.assist.org for the most current course statuses. Most importantly, you should meet with a counselor to help you choose the appropriate pattern and coursework for your target school.

CERTIFICATION OF GENERAL EDUCATION

After completing the IGETC or CSU-GE patterns, or the University Preparation Pathway, **you will need to request that your transfer pattern coursework be certified by the Records Office, Morris Building Room 105.** MJC General Education certification means that your transfer pattern coursework at MJC is officially recognized by the transfer institution as fulfillment of the corresponding General Education requirement(s) for baccalaureate degree when all coursework is completed with a C or better. If you do not have your MJC coursework certified, you can be held accountable for the target institution's General Education requirements upon commencing your study at that institution. The certification is recognized by the California State University system and the University of California system. ♦



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



University Preparation PATHWAY

Earn an associate's degree while preparing for a bachelor's degree 2011-2012

Successfully complete* the following steps to earn an associate's degree from MJC while simultaneously satisfying lower-division general education requirements for bachelor's degree at many universities throughout California. While satisfactory completion of these requirements does not guarantee admission to a specific college or university, it will demonstrate that you have satisfied many "lower-division" requirements in preparation for upper-division study. Enroll in a Guidance class or meet with a counselor so that you complete each step accurately and efficiently. To learn more about the University Preparation Pathway, see page 64.

TO EARN AN ASSOCIATE DEGREE:

1

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

2

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

3

Complete the MJC Guidance and Activities Requirements* (page 68.)

4

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

Do you plan to transfer to California State University? Complete one of the following two patterns:

- **CSU-GE Transfer Pattern (p 70).**
- To prepare for the Liberal Studies/Teacher Preparation program at CSU Stanislaus see page 171 for specific CSU-GE course requirements.
- **IGETC Transfer Pattern (p. 72):** Follow CSU requirements.

Do you plan to transfer to the University of California? Complete one of the following:

- **IGETC Transfer Pattern (p. 72):** Follow UC requirements.
- Individual breadth pattern for the UC campus of your choice as it appears on www.assist.org

Do you plan to transfer to a private or out-of-state college or university?

- **Work with a counselor to choose and complete one pattern** (CSU-GE or IGETC) that best fulfills lower-division requirements for the targeted school.

Do you plan to earn a bachelors degree in a "high unit" major or one that requires extensive lower-division preparation?

- **Work with a counselor to determine whether the University Preparation Pathway is right for you.** If not, you will need to complete the Career and Technical Education Pathway (see page 67) to earn an Associate's degree from MJC.

5

Select and complete an Associate's Degree *major* or a University Preparation *emphasis*

- **Associate's Degree with Associate in Arts (AA) or an Associate in Science (AS) major:** The associate's degree with an AA or AS major will demonstrate that you have taken courses in many college disciplines in order to gain critical thinking skills, in addition to completing a series of courses in a focused subject area. Your final transcript will show that you have earned an AA or an AS in the chosen area. Please note that some AA and AS majors include more courses than the required lower-division preparation for bachelor's degree at the targeted college or university, so they may not be effective for bachelor's degree preparation. Please see a counselor to carefully select courses for MJC and your target institution. You may complete any AA or AS in this catalog. Students who complete the University Preparation Pathway with an AA/AS major will earn a degree in the major. For example the student who completes the University Preparation pathway who chooses to complete the AS major in Physical Science, will receive a degree that reads: **AS Degree: Physical Science.**
- **Associate's Degree in University Preparation with an area of *emphasis*:** Like the associate's degree major, the **emphasis** will demonstrate that you have taken courses in many college disciplines in order to gain critical thinking skills. The emphasis, however, is a set of courses that you complete at MJC to prepare you for the major in which you plan to earn a bachelor's degree. Courses in the emphasis are carefully selected to fulfill major requirements and to prepare you for your bachelor's degree major at the transfer institution. For University Preparation emphases options, see page 167. Students who complete the University Preparation Pathway with an *emphasis* will earn an A.A. degree in "University Preparation: (emphasis)". For example, a student who completes the University Preparation "Humanities" emphasis would earn a degree that reads **AA: University Preparation: Humanities.**

6

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

7

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

*Students who possess a baccalaureate or higher degree completed at a regionally accredited college or university will have satisfied general education and competency requirements including guidance and activities for AA or AS Degree. (rev 01/15/08)

ABOUT THE

Career Technical Education PATHWAY

What is Career & Technical Education?

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

Associate's Degree or Certificate of Achievement?

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



Career Options

MJC provides an array of associate's degrees and certificates of achievement that can prepare you for jobs in the community. Programs like nursing, welding, administration of justice, business administration, and dairy science are designed with input from local employers to give you the training local employers are seeking. For awards offered, see "EDUCATIONAL AWARDS OFFERED AT MJC" on page 62.

Choosing Courses

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

Types of Associate's Degrees

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

Is a Bachelor's Degree in Your Future?

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



MJC's nursing program will prepare you for a nursing career. James, above, is working as a nurse in a neonatal intensive care unit.

See page 62 for a list of career-oriented associate's degrees and certificates of achievement

Career Technical Education **2011-2012** PATHWAY





Prepare for employment with an associate's degree or certificate of achievement.

Successfully complete* the following steps to earn a Certificate of Achievement or Associate's degree from Modesto Junior College. Enroll in a Guidance class and meet with a counselor to ensure that you complete each step accurately and efficiently. You may earn a Certificate of Achievement and an Associate's degree in many programs; however only one degree (AA or AS) can be awarded in any one program. To learn more about the Career & Technical Education pathway, see page 66.

Earn a Certificate of Achievement:

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

Earn an Associate's degree:

- 1. Complete 60 units in courses numbered 50 to 399.** Twelve (12) units must be completed "in-residence" at MJC.
- 2. Earn an overall GPA of 2.0 or higher** (C average) based on all work attempted in college courses numbered 50 to 399.
- 3. Demonstrate competence in reading, writing, and mathematics.***
 - READING: Meet one of the following requirements:**
 - Completion of the applicable General Education pattern (MJC-GE, CSU-GE, and/or IGETC) with a C average or better (2.0)
 - Completion of READ 184 with a C or better
 - WRITING: Meet one of the following requirements:**
 - Completion of ENGL 101 or equivalent course from another institution with a C or better
 - Score of 3, 4, or 5 on AP Exam: Language & Composition OR Literature & Composition
 - MATHEMATICS: Meet one of the following requirements:**
 - Eligibility for entrance into any 100-level MATH course through MJC Assessment Process
 - Score of 3, 4 or 5 on AP Exam: Calculus AB OR Calculus BC OR Statistics
 - Completion of MATH 80 or higher-level MATH course, or equivalent course from another institution with a grade of C or higher.
 - Score of 5 on IB Exam: Mathematics HL
- 4. Complete the *MJC Guidance and Activities Requirements**** as part of the 60 units required for associated degree. See page 68.
- 5. Fulfill the general education requirement*** as part of the 60 units required for associated degree by completing the MJC-GE Pattern (see page 69) with a GPA of 2.0 or higher.
- 6. Complete a MAJOR or General Studies EMPHASIS** from those listed in the catalog in which you plan to earn your degree:
 -  **Associate of Arts Degree (AA):**
Complete requirements for any AA Major listed in the MJC Catalog. Your AA degree will be in that major.
 -  **Associate of Science Degree (AS):**
Complete requirements for any AS Major listed in the MJC Catalog. Your AS degree will be in that major.
- 7. Earn a grade of C or Better** for every course in the major.
- 8. Apply for your degree.** The Associate of Arts Degree (AA) and the Associate of Science Degree (AS) are not automatically awarded when you complete the requirements. File an *Application for Associate's degree* in the Evaluations Office, Morris Memorial Building, Room 107, the same semester in which you plan to complete the requirements. Requirements may be completed during any semester or summer session. The graduation ceremony is held only at the end of the spring semester.

(rev 02/18/10)

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

GUIDANCE AND ACTIVITIES REQUIREMENTS



MJC Guidance & Activities Requirements for Associate Degree

In Partial Fulfillment of the Requirements for Associate's Degree for 2011-2012

Students who plan to earn an associate's degree must complete the MJC Guidance & Activities Requirements*. By completing the Guidance Requirement, students will learn about requirements for graduation, various educational and career options, resources at MJC, as well as create an Educational Plan to ensure that courses taken at MJC are appropriate for their short and long-term goals. By completing the Activities Requirement, students will participate in courses that demonstrate creativity, collaboration, teamwork, and/or self-expression.

Legend

- (3) Units earned
- (F97) Students completing this course prior to term (F: Fall, S: Spring, SU: Summer) and year indicated will not be allowed to fulfill this requirement with this course.
- ^ Although listed in more than one area, the course may be counted toward only one MJC-GE pattern area.

I. Guidance Requirement: Complete one course during first semester.

AG 115	Intro to Ag Educ & Careers (1)(F02)	GUIDE 109	Intrnl Student/Nw Amer Focus (1)	GUIDE 112	Job Hunting Skills (1/2)
AUBDY 115	Intro Tech Industries (1)(F02)	GUIDE 110	Educational Planning (1/2)	GUIDE 116	Orient for Re-Entry Adults (2)
AUTEC 115	Intro Tech Industries (1)(F02)	GUIDE 111	Career Awareness (1)	GUIDE 120	Succ Strat for Transfer Stdnrs 3 (F99)
				INTEC 115	Intro Tech Industries (1)(F02)
				STSK 78	College Study Skills (3)(F02)

II. Activities Requirement: Complete two (2) units

AG 100A/B	Leadership in Agriculture (1-2)(F98)	CMPGR 262	Exploring the WWW (1)	MUSE 126	Music Prod for Multimedi (2)(Su08)	SPCOM 122	Intro Readers' Theatre (3)
ART 102	Intro to Computer Graphics (3)	CMPGR 284	Desktop Video Animation (3)	MUSE 145	Guitar Orchestra (1)(F03)	SPCOM 123	Storytelling (3)
ART 108	Ceramics 1 (3)	ENGL 105	Creative Writing: Poetry (3)	MUSE 151	Masterworks Chorus (1)	SPCOM 125	Forensics Interp Events (2)(Su09)
ART 109	Ceramics 2 (3)	ENGL 106	Creative Writing: Short Fiction(3)	MUSE 155	Concert Choir (1)	THETR 103	Dance Reh. Performance (2)(Su08)
ART 110	Ceramics 3 (3)	ENGL 108	Creative Writing: Autobiography (3)	MUSE 156	Chamber Choir (1)	THETR 122	Intro Readers' Theatre (3)
ART 120	Basic Drawing 1 (3)	ENGL 109	Creative Writing: Scriptwriting (3)	MUSE 161	Community Orchestra (1)(F99)	THETR 123	Storytelling (3)
ART 121	Basic Drawing 2 (3)	FILM 150	Film Production (3)	MUSE 165	String Orchestra (1)	THETR 131	Fund of Choreography (3)(F02)
ART 123	Figure Drawing (3)	INTDS 140	Rendering & Rapid Visual (3)(Su07)	MUSE 166	Chamber Music Ens (Strings) (1)	THETR 156	Rehearsal/Perf - Comedy (2)(Su10)
ART 125	Color & Design 2 (3)	JRNAL 120 B,C	Multimedia News Prod Staff (2,3)	MUSE 171	Concert Band (1)	THETR 157	Rehearsal/Perf - Drama (2)(Su10)
ART 127	Altern Drawing Methods (3) (Su07)	JRNAL 146 B,C	Pirates Log Photo Staff (2,3)	MUSE 175	Symphonic Band (1)	THETR 158	Reh/Perf - Clsscl Theatre(2)(Su10)
ART 140	Sculpture 1 (3)	JRNAL 179	Photojournalism (3)(Su07)	MUSE 176	Chamber Ens (Band) (1)(Su07)	THETR 159	Reh/Perf - Music Theatre (2)(Su10)
ART 141	Sculpture 2 (3)	MUSA 121	Elementary Piano (1)	MUSE 181	Jazz Band (1)	THETR 160	Fundamentals of Acting (3)
ART 142	Sculpture 3 (3)	MUSA 122	Piano Enrichment (1)	MUSE 185	Evening Jazz Band (1)	THETR 161	Intermediate Acting (3)(Su11)
ART 144	Watercolor Painting 1 (3)	MUSA 123	Intermediate Piano (1)(Su11)	MUSP 151	Musical Theatre Workshop (2)	THETR 164	Improvisational Acting (3)(Su07)
ART 145	Watercolor Painting 2 (3)	MUSA 124	Advanced Piano (2)(Su11)	MUSP 153	Adv Musical Theatre Wkshp (2)	THETR 175	Stage Costuming (3)
ART 146	Mixed Media Painting (3)(F05)	MUSA 131	Organ 1 (1)	MUST 130	Practica Musica (1)(Su11)	THETR 178	Intro to Scenery Design (3)
ART 147	Painting 1 (in Acrylic) (3) (F06)	MUSA 135	Elementary Harpischord (1)(F99)	PE -	All Activities Courses (1,2,3)	THETR 183	Fund of Stage Makeup 1 (1)
ART 148	Painting 1 (In Oil) (3)	MUSA 141	Elementary Guitar (1)	RATV 131	Introduction to Radio Production (3)	THETR 184	Fund of Stage Makeup 2 (1) (Su08)
ART 149	Painting 2 (3)	MUSA 142	Guitar Performance (1)(Su11)	RATV 134	TV Studio Production (3)	THETR 185X,A	Beginning Modern Dance (½,1) (F01)
ART 150	Gallery Operation & Mgmt (3)	MUSA 143	Guitar Enrichment (1)(F03)	RATV 141	Documentary Production (3)(F01)	THETR 186 X,A	Int Modern Dance (½,1)(F01)
ART 170	Basic Photography (3)	MUSA 144	Intermediate Guitar (1)(Su11)	RATV 142	Light,Sound,Cam Edit Wkshp(3)(Su08)	THETR 187X,A	Advanced Modern Dance (½,1)(F01)
ART 173	Digital Imaging for Photog (3)(F02)	MUSA 145	Applied Classical Guitar (1)(F01)	RATV 168	Music Prod for Multimedia (2)(Su08)	THETR 188	Jazz Dance (1)(F01)
ART 175	Color Photography (3)	MUSA 151	Elementary Voice (1)	RATV 172	Recording Arts 1 (2)(Su08)	THETR 189X,A	Ballet 1 (½,1) (F01)
ART 179	Photojournalism (3) (SU07)	MUSA 152	Elementary Voice 2 (1)	RATV 178	Recording Arts 2 (2)(Su08)	THETR 190A,B	Theatre Production Workshop (1,2)
ART 181	Basic Photography 1 (1½)(F04)	MUSA 153	Appl Vocal Repertoire 1 (1)(Su11)	SOCS 58	Student Leadership Dev't (2)	THETR 192	Rehearsal & Performance (2)
ART 182	Basic Photography 2 (1½)(F04)	MUSA 154	Appl Vocal Repertoire 2 (1)(Su11)	SPCOM 105	Forensics Debate (2)	THETR 195	Movement for Perf Artists (3)(F01)
ART 189	Photography Lab Tech (1)(F96)	MUSA 155	Vocal Master Class (1)(Su11)	SPCOM 115	Forensics Plaf Speeches (2)(Su09)	THETR 196	Theatre Management (1)
ART 191	Photo Lab Technology 2(1)(F01)	MUSA 161	Elementary Strings (1)				
CGR 201	Graphic Arts Fund (3) (F06)	MUSA 163	Appl Music (Violin&Viola) (1)(Su11)				
CGR 211	InDesign and Typog 1 (3) (F06)	MUSA 164	Appl Music (Cello&Bass) (1)(Su11)				
CGR 212	Electronic Prepress (3)(F06)	MUSA 173	Appl Music (Brass,Perc)(1)(Su07)				
CGR 221	Image Capture & Manip (3)(F06)	MUSA 183	Appl Music (Woodwinds) (1)(Su11)				
CGR 224	Illustrator and Elect Publish (3)(F06)	MUSC 111	Recording Arts 1 (2)(F01)				
CGR 230	Graphic Design (3)(F06)	MUSC 112	Recording Arts 2 (2)(Su08)				
CGR 333	Photo Techniques (3)(F06)	MUSC 121	Intro to Synthesizer & MIDI (2)				
CMPGR 202	Intro to Computer Graphics (3)(F97)	MUSC 122	Electronic Music 2 (1)				

Students who possess a baccalaureate or higher degree completed at a regionally accredited college or university will have satisfied general education and competency requirements including guidance and activities for the Associate of Arts or Associate of Science degree.

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

**Reflects Curriculum Committee Guidance/Activities approvals effective Summer 2011. Revised 02/09/11 RAC/bs*



Expected Learning Outcomes for General Education at MJC

For students who complete MJC-GE, CSU-GE, or IGETC to fulfill GE requirements for the associate degree at MJC

UPON COMPLETION OF AN ASSOCIATE'S DEGREE AT MODESTO JUNIOR COLLEGE, THE STUDENT WILL BE ABLE TO:

Demonstrate proficiency in NATURAL SCIENCE by:

- Explaining how the scientific method is used to solve problems.
- Describing how scientific discoveries and theories affect human activities.

Demonstrate proficiency in SOCIAL AND BEHAVIORAL SCIENCE by:

- Describing the method of inquiry used by the social and behavioral sciences.
- Describing how societies and social subgroups have operated in various times and cultures.
- Analyzing the ways that individuals act and have acted in response to their societies.

Demonstrate proficiency in the HUMANITIES by:

- Demonstrating awareness of the various ways that culture and ethnicity affect individual experience and society as a whole.
- Demonstrating the ability to make well considered aesthetic judgments.

Demonstrate proficiency in LANGUAGE AND RATIONALITY by:

- Demonstrating awareness of the interactive nature of communication involving effective listening, reading, writing, and speaking.
- Demonstrating critical thinking in the analysis and production of communication.
- Demonstrating the ability to find, evaluate, and use information in a variety of formats.

Demonstrate proficiency in HEALTH EDUCATION by:

- Describing the integration of the physiological and psychological human being.
- Analyzing the development of self and making plans for lifelong learning.
- Evaluating the impact of daily decisions on life and health.

**Approved by the MJC Academic Senate 02/18/2010. BS/MA/ism*



The MJC-GE pattern constitutes a set of requirements that, when successfully completed, demonstrates that the student has completed the general education requirement for associate degree at MJC. Completion of the MJC-GE pattern does not satisfy requirements for transfer to UC or CSU. Students are strongly advised to enroll in a Guidance class and/or speak to a counselor to ensure that the MJC-GE pattern is right for their short and long-range educational goals. For more information see "Planning Your Education" on page 60 of the 2011-2012 MJC Catalog.

GENERAL INFORMATION

Area A. Natural Sciences: Complete a minimum of three (3) units.

Table listing natural science courses such as AG 376 Basic Sci & Lab Techniques, ANAT 125 Human Anatomy, ANSC 200 Intro to Animal Science, etc.

Area B. Social & Behavioral Sciences: Complete a minimum of three (3) units.

Table listing social and behavioral science courses such as ADJU 201 Intro to Admin of Justice, AGECE 210 Elem of Ag Economics, ANTHR 102 Cultural Anthropology, etc.

Area C. Humanities: Complete a minimum of three (3) units.

Table listing humanities courses such as ANTHR 104 Linguistic Anthropology, ARCH 117 History of Architecture, ART 124 Color and Design, etc.

Area D. Language & Rationality: Complete D1 and D2 as indicated for six (6) units.

Table listing language and rationality courses such as D.1 English Composition (CMPSC 201-205), D.2 Comm. & Analytical Thinking (CMPSC 213-219), and various math courses (MATH 80-171).

Area E. Health Education: Complete a minimum of three (3) units.

Table listing health education courses such as CLDDV 103 Child Growth & Devt, CLDDV 104 Child Growth/Devt:Cnc-Ch(2), CLDDV 105 Child Growth/Devt:Lt Ch-Adol(2), HE 110 Healthful Living, etc.

*Veterans or reservists who submit proof of U.S. military Basic Training will receive three (3) units of health education. File copy of DD214 with MJC Veterans Office. Allied Health Majors (ADN, VN) satisfy the Health Ed requirement by completion of major requirements.

*Reflects Curriculum Committee MJC-GE approvals effective Summer 2010. Revised 02/09/11 RAC/ba



CSU·GE Transfer Pattern 2010-2011

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

The CSU-GE pattern is one option that allows California community college transfer students to fulfill the lower-division general education requirements of any California State University (CSU) campus. The curriculum consists of a 39-unit pattern with five areas of concentration (Area A-E). The CSU History, Constitution, and American Ideals requirement may also be completed at MJC prior to transfer. All courses must be passed with a grade of "C" or higher, "P", or "CR". CSU-GE is not the only way to fulfill the lower division GE requirements of a CSU campus prior to transfer. It is recommended that students consult with a counselor or enroll in a Guidance class to ensure their individual educational goals are being met. Request for complete or partial area CSU-GE Certification must be made in the Records Office, Morris Building, Room 105. For information see "Certification of General Education" on page 64 in the 2011-2012 MJC catalog. Patterns reflecting *new* CSU-GE approvals for 2011-2012 will be available in Counseling, July 2011.

Legend

- (3) Units earned
- (F97) Students completing this course prior to term (F: Fall, S: Spring, SU: Summer) and year indicated will not be allowed to fulfill this requirement with this course.
- ^ Although listed in more than one area, the course may be counted toward only one CSU-GE pattern area.
- * Denotes a lab science course.

AREA A

English Language, Communication, and Critical Thinking

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

A.1 ORAL COMMUNICATION

- SPCOM 100 Fundamentals of Public Speaking (3)
- SPCOM 102 Introduction to Human Communication (3)
- SPCOM 110 Persuasion (3) (F03)

A.2 WRITTEN COMMUNICATION

- ENGL 101 Comp and Reading (3)

A.3 CRITICAL THINKING

- CMPS 103 Symbolic Logic (3)
- ENGL 103 Adv. Comp. & Crit. Think. (3)
- PHILO 103 Symbolic Logic (3)
- PHILO 105 Reasoning (3)
- PHILO 107 Philo of Science (3) (F93)
- SPCOM 104 Argumentation (3)
- SPCOM 107 Intro to Debate (3) (F90)

AREA B Scientific Inquiry and Quantitative Reasoning

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

B.1 PHYSICAL SCIENCE

- ASTRO 141 Intro Astrophysics (3)
- ASTRO 141-151* Intro Astro/Lab (3-1)
- ASTRO 160 Intro to Modern Astro (3)
- ASTRO 160-151* Intro to Mod Astro/Lab (3-1)
- CHEM 101* Gen. Chemistry 1 (5)
- CHEM 102* Gen. Chemistry 2 (5)
- CHEM 112* Organic Chem 1 (5) (F91)
- CHEM 113* Organic Chem 2 (5) (F91)
- CHEM 142 Pre-General Chemistry (3)
- CHEM 143* Intro College Chem (5)
- CHEM 144* Fund of Organic & Biochemistr (4)
- CHEM 150 Exploring Our Chemical Environment (3)
- CHEM 150-164* Exploring Our Chemical Environment/Lab(3-1)(F07)
- EASCI 161* Earth Science (4)
- EASCI 162* Introduction to Oceanography(4)(Su08)
- GEOG 101 Physical Geography (3)
- GEOL 160 Intro to Geology (3) (F95)
- GEOL 161* Physical Geology (4) (F90)

B.1 PHYSICAL SCIENCE (continued)

- GEOL 165 Geol of California (3)
- GEOL 166* Historical Geol (4) (F90)
- METEO 161* Intro to Meteorology(4)(Su08)
- NR 200* Soils (4) (F02)(F04)
- PHSCI 161 Science Matters (3)
- PHSCI 161-164* Science Matters/Lab (3-1) (F97)
- PHYS 101* Gen Phys: Mechanics (5)
- PHYS 102* Gen Phys: Waves, Therm, Optics (5)
- PHYS 103* Gen Phys: Elect, Mag, & Mod Phys (5)
- PHYS 142* Mech, Heat & Waves (5)
- PHYS 143* Electricity, Magnetism, Optics...(5)
- PHYS 160 Descrip Intro to Physics (3)
- PHYS 160-164* Descrip Intro to Physics/Lab(3-1)(F97)
- PHYS 165* Introductory Physics (5)
- PHYS 180* Conceptual Physics: Hands On (4)(Su08)

B.2 LIFE SCIENCE

- ANAT 125* Human Anatomy (5)
- ANSC 200 Intro to Animal Science (3) (S06)
- ANTHR 101^ Phys Anthropology (3) (F90)
- ANTHR 101^ 105* Phys Anthro/Lab (3-1) (F90)(F98)
- AP 150* Integr Anat/Physio (5) (F96)
- BIO 101* Biological Principles (5)
- BIO 111* General Biology (4)
- BIO 114* General Ecology (4) (SU10)
- BIO 115 Genetics, Evol & Soc (3) (F97)
- BIO 116* Biology: A Human Perspective (4)(SU10)
- BIO 130 Introduction to Marine Vertebrates (3) (S07)
- BIO 130-130L* Introduction to Marine Vert/Lab (3-1) (S07)
- BIO 140* Intro to Marine Biology (4)
- BIO 145* Intro to Freshwater Biology (4)
- BOT 101* General Botany (4)
- BOT 110* Plant Biology (3)
- ENSCI 108 Env. Conservation (3) (F97)
- MICRO 101* Microbiology (4) (F94)
- PHYSO 101* Intro Human Physio (5)
- PHYSO 103 Introduction to Neuroscience (3)(SU08)
- PLSC 200 Intro to Plant Science (3)
- PSYCH 103 Introduction to Neuroscience (3)(F90)
- ZOOL101* General Zoology (4)
- ZOOL 110* Animal Biology (3)

B.3 LABORATORY ACTIVITY

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

B.4 MATHEMATICS AND QUANTITATIVE REASONING

- CMPS 219 Discrete Structures for Computer Sci. (4)(SU10)
- MATH 101 Math Ideas and Applications (3) (F90)
- MATH 105 Structure of Mathematics 1 (4)
- MATH 106 Structure of Mathematics 2 (4) (F93)
- MATH 111 Applied College Algebra (3) (F02)
- MATH 121 Pre-Calculus 1 (5) (F98)
- MATH 122 Pre-Calculus 2 (5) (F98)
- MATH 130 Finite Mathematics (3)
- MATH 134 Elementary Statistics (5)
- MATH 138 Calculus for Bus/S.S. (3)
- MATH 171 Calculus: First Course (5)
- MATH 172 Calculus: Second Course (5)
- MATH 173 Calculus: Third Course (5) (S07)
- MATH 174 Intro. to Linear Alg. & Ord. Diff. Eq. (5)(S07)

AREA C

Arts and Humanities

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

C.1 ARTS (ARTS, DANCE, MUSIC, THEATRE)

- ARCH 117 History of Architecture 1 (3)
- ARCH 118 History of Architecture 2 (3)
- ART 102 Intro to Computer Graphics (3)(F95)
- ART 120 Basic Drawing 1 (3)
- ART 140 Sculpture 1 (3)
- ART 160 Appreciation of Art (3)
- ART 161 American Art (3) (F90)
- ART 162 Hist of Renaissance Art (3) (F92)
- ART 163 Hist of Modern Art (3) (F94)
- ART 164 History of Art 1 (3)
- ART 165 History of Art 2 (3)
- ART 168 Survey of Photography (3)
- ART 169 History of Non-Western Art (3)(F99)
- ART 170 Basic Photography (3) (F89)
- CMPGR 202 Intro to Computer Graphics (3)(F95)
- ENGL 161^ Film Appreciation (4) (F05)
- FILM 154 Movies with a Message (3)(F07)
- FILM 155 The Documentary Film (3) (SU07)
- INTDS 150 Hist. of Interiors-Dec. Arts 1 (3) (SU07)
- MUSG 101 Music Appreciation (3)
- MUSG 102 Intro to World Music (3)(F99)
- MUSG 111 Intro to Amer Pop Music (3)
- MUSG 121 History of Western Music 1 (S05)
- MUSG 122 History of Western Music 2 (3) (F93)
- MUST 121 Music Theory 1 (3) (F91)
- MUST 122 Music Theory 2 (3) (F91)
- MUST 123 Music Theory 3 (3) (F93)
- MUST 124 Music Theory 4 (3) (F91)
- PE 194 Intro to World Dance (3) (F01)
- SOCSC 154 Movies with a Message (3)(F07)
- SPCOM 120 Oral Read & Interpretation (3)
- SPCOM122 Intro to Readers' Their (3)
- SPCOM 123 Storytelling (3)(F00)
- SPCOM 124 Advanced Readers' Theatre (3)
- THETR 100 Intro to Theatre Arts (3)
- THETR 102 World Theatre (3) (F05)
- THETR 120 Oral Read & Interp(3)
- THETR 122 Intro to Readers' Their (3)
- THETR 123 Storytelling (3)(F00)
- THETR 124 Advanced Readers' Theatre (3)
- THETR 150* Elements of Playwriting (3) (F94)
- THETR 160 Fundamentals of Acting (3)
- THETR 161 Intermediate Acting (3)
- THETR 165 History of American Music Theater(3)(F92)
- THETR 194 Intro to World Dance (3) (F01)

C.2 HUMANITIES (LITERATURE, PHILOSOPHY, AND FOREIGN LANGUAGES)

- ANTHR 104[^] Linguistic Anthropology (3)(SU07)
- ENGL 102 Adv Comp & Intro to Lit (3)
- ENGL 105 Creative Writing: Poetry (3)
- ENGL 106 Creative Writing: Short Fiction (3)
- ENGL 112 Intro to Novel & Short Story (3)
- ENGL 114 Intro to Poetry (3)
- ENGL 116 Intro to Drama (3)
- ENGL 131 Intro to World Lit to 1500 (3)
- ENGL 132 Intro to World Lit 1500 to Present (3)
- ENGL 135 Survey of American Lit to 1850 (3)
- ENGL 136 Survey of American Lit: 1850 to Present (3)
- ENGL 137 Survey of Engl Lit. to 18th Century (3)
- ENGL 138 Survey of Engl Lit. 1700-Present (3)
- ENGL 151 Introduction to Folklore (3)
- ENGL 156 Bible as Lit. - Hebrew Canon (3)
- ENGL 157 Bible as Lit-New Testament (3)
- ENGL 161[^] Film Appreciation (3) (F05)
- ENGL 162 History of Cinema (3) (F03)
- ENGL 163 Intro to Shakespeare (3)
- ENGL 168 Adolescent Lit (3) (F90)
- ENGL 169 Children's Lit (3)
- ENGL 171 Intro African-Amer Lit (3)(F90)
- ENGL 172 Intro to Chicano/a Lit (3) (F93)
- ENGL 173 Intro Latin Amer Lit (3) (F93)
- ENGL 174 Intro Mod Asian Lit (3) (S05)
- ENGL 175 Introduction to Women's Literature (3)
- ENGL 176 Intro to Mexican Lit (3) (F04)
- ENGL 179 Intro Ntv Amer Lit, Myth & Oral Trd (3) (F95)
- FOREIGN LANGUAGE numbered 101, 102, 103, 104 (5)
- HIST 106[^] World Civil. to the 16th Century (3)(S07)
- HUMAN 101 Intro to the Humanities (3)
- HUMAN 105 Early Humanistic Trad (3) (F89)
- HUMAN 106 Humanities in the Modern World (3) (F89)
- HUMAN 110 East Meets West (3) (F87)
- HUMAN 130 Introduction to Western Religions (3) (F03)
- HUMAN 140 Intro to World Mythologies (3) (S06)
- PHILO 101 Philosophy (3)
- PHILO 111 Ethics: Theory & Appl (3)
- PHILO 113 Philosophy of Art (3)(Su08)
- PHILO 115 Religion: A Phil. & Comparative Inquiry (3)
- PHILO 120 Hist of Philo: Ancient (3)
- PHILO 121 Hist of Philo: Modern (3)
- PHILO 123 20th Century Philosophy (3) (F02)
- PHILO 135 Environmental Ethics (3)(F08)
- PHILO 140 Philosophy & Film (3) (F93)
- SIGN 125 ASL - Beginning (3) (F95)
- SIGN 126 ASL - Intermediate (3)(F95)
- SIGN 127 ASL - Advanced (3) (F95)
- SPAN 109 Span. for Span. Spkrs 1 (5) (SU07)
- SPAN 110 Span. for Span. Spkrs 2 (5) (S07)
- SPAN 112 Intro to Chicano/a Lit (3) (F90)
- SPAN 173 Survey of Latin American Lit (3) (S06)
- THETR 150[^] Elem of Playwriting (3) (F94)

**AREA D
Social Sciences**

Nine (9) units from at least two disciplines. Courses marked with [^] may be used in one area only.

D.0 SOCIOLOGY AND CRIMINOLOGY

- ADJU 201 Intro Admin of Justice(3)(F95)
- SOCIO 101 Intro to Sociology (3)
- SOCIO 102 Social Problems in US (3) (F01)
- SOCIO 125 Sociology of the Family (3)
- SOCIO 150[^] Ethnic & Culture in Am (3)
- SOCIO 154[^] Afr. Amer. Cltrs. & Comnt.(3)
- SOCIO 156[^] Mexican Culture in the US(3)

D.1 ANTHROPOLOGY & ARCHAEOLOGY

- ANTHR 101[^] Physical Anthropology (3) (F90)

- ANTHR 102 Cultural Anthropology (3)
- ANTHR 104[^] Linguistic Anthropology (3)(SU07)
- ANTHR 130 Arch and Cultural Prehist (3)
- ANTHR 140 Magic, Witch & Relig (3) (F97)
- ANTHR 150 Native People of N. Amer (3)

D.2 ECONOMICS

- AGEC 210 Elem of Ag Econ (3)(F98)
- ECON 101 Principles of Macroeconomics (3)
- ECON 102 Principles of Microeconomics (3)
- ECON 115[^] Econ Hist of the US (3)
- GEOG 105[^] Economic Geog (3) (F00)
- HIST 115[^] Econ Hist of the US (3)

D.3 ETHNIC STUDIES

- HIST 125[^] History of Mexico (3)
- HIST 145[^] History of Latin America (3)
- HIST 154[^] Afr. Amer thru 19th Century(3)(F95)
- HIST 155[^] Afr. Amer in 20th/21st Cents. (3)(F99)
- SOCIO 150[^] Ethnicity and Culture in America (3)
- SOCIO 154[^] Afr- Amer Culture & Communities (3)
- SOCIO 156[^] Mex Culture in the US (3)
- SPCOM 130[^] Intercultural Communication (3)(F02)

D.4 GENDER STUDIES

- PSYCH 111[^] Psychology of Gender (3) (S07)
- SOCSC 105 Women's Studies (3) (F01)

D.5 GEOGRAPHY

- GEOG 102 Cultural Geography (3)
- GEOG 104 California Geography (3)(F08)
- GEOG 105[^] Economic Geography (3)(F00)
- GEOG 110 World Regional Geography(3)(F97)

D.6 HISTORY

- ECON 115[^] Econ Hist of the US (3)
- HIST 101 History of US to 1877 (3)
- HIST 102 History of the US- Post Civil War(3)
- HIST 104 Western Civilization to 1650 (3)
- HIST 105 Western Civilization Since 1650 (3)
- HIST 106[^] World Civ. to the 16th Century (3) (F02)
- HIST 107 World Civ. from the 16th Century (3) (F02)
- HIST 112 Twentieth Century Amer (3)
- HIST 113 Soc & Cult Hist of US Prior to 20th Cent(3)
- HIST 115[^] Econ History of the US(3)
- HIST 116 Women in Amer History (3)
- HIST 119 Soc & Cult Hist 20th Cent Amer (3) (F00)
- HIST 125[^] History of Mexico (3)
- HIST 128 Hist of Amer Far Western Frontier (3)(F94)
- HIST 129 History of California (3)
- HIST 145[^] History of Latin Amer (3)
- HIST 154[^] Hist Afr. Amer. thru 19th Cent (3) (F95)
- HIST 155[^] Afr. Amer. in 20th/21st Cent (3)(F99)

D.7 INTERDISCIPLINARY SOCIAL OR BEHAVIOR SCIENCE

- AGGE 146 Ag, Envir & Soc. (3) (F97)
- CLDDV 103[^] Child Growth & Development (3)(F09)
- CLDDV 262 Diversity in Educ. Settings (3)(F08)
- ENSCI 110 Calif Water (3) (F98)
- FAMLF 131[^] Family Relationships (3)(S07)
- SPCOM 103 Interpersonal Communication(3)(F08)
- SPCOM 130[^] Intercultural Communication (3)(F97)

D.8 POLITICAL SCIENCE, GOVERNMENT AND LEGAL INSTITUTIONS

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

D.8 POLITICAL SCIENCE, GOVERNMENT AND LEGAL INSTITUTIONS

- POLSC 130 Political Theory (3)
- POLSC 131 American Political Thought (3) (S07)
- POLSC 140 Comparative Politics (3)

D.9 PSYCHOLOGY

- PSYCH 101 General Psychology (3)
- PSYCH 105 Abnormal Psychology (3) (S07)
- PSYCH 111[^] Psychology of Gender (3) (S07)

**AREA E:
Lifelong Understanding and
Self-Development**

Complete one course from the following list.

- CLDDV 103[^] Child Growth/Development (3) (F07)
- CLDDV104&105 Child Grwth/Dev't (complete sequence)(2-2)(F07)
- FAMLF 131[^] Family Relationships (3)
- HE 110 Healthful Living (3)
- HE 111 Women's Health Issues (3)
- PSYCH 104 Social Psychology (3)
- PSYCH 110 Human Sexualities (3)
- PSYCH 130 Personal Adjustment (3)
- PSYCH 141 Human Lifespan (3)

Total Units required for General Education: 39

**CSU US History, Constitution and
American Ideals**

Six (6) units are needed to complete the US History & Government requirement for the BA/BS degree. Three (3) units from *Group a* and three (3) units from *Group b* or six (6) units from *Group c*. Six (6) units may also be counted toward *Area D*.

Group a.

- ECON115 Econ Hist of US (3) (F04)
- HIST 101 Hist. of US to 1877 (3)(F04)
- HIST 102 Hist of US post Civil War (3)(F04)
- HIST 112 Twentieth Cent. America(3) (F04)
- HIST 113 Soc & Cult Hist US Prior to 20th Cent (3)(F04)
- HIST 115 Econ Hist of US (3) (F04)
- HIST 116 Women in Amer History (3) (F04)
- HIST 119 Soc & Cult Hist 20th Cent Amer (3) (F04)
- HIST 154 Hist of Afr Amer thru 19th Cent (3) (F04)
- HIST 155 Hist Afr Amer 20th/21st Centuries(3) (F04)

Group b.

- POLSC 101 American Politics (3) (F04)
- POLSC 102 The Const. & Rights of Americans (3)(F04)
- POLSC 120 Calif Politics & Prob (3) (F04)

OR

Group c.

- HIST 101 Hist of the US to 1877(3)(F04)
- HIST 102 Hist of the US-Post Civil War (3) (F04)



IGETC Transfer Pattern 2010-2011

MJC General Education Transfer pattern for California State University or the University of California

IGETC is a general education pattern that, upon full or partial completion (defined as "all but two courses,"), will fulfill some or all lower-division general education requirements at California State University (CSU) campuses and most University of California (UC) campuses/majors. It is also accepted by some private/independent or out of state universities. IGETC is not the only way to fulfill the lower division GE requirements of a UC or CSU campus prior to transfer. It is recommended that students consult with a counselor or enroll in a Guidance class to ensure individual educational goals are being met. Requests for complete or partial IGETC certification must be made in the MJC Records Office, Morris Building, Room 105. For information see "Certification of General Education" on page 64 of the 2011-2012 MJC catalog. All courses must be passed with a grade of "C" or higher, "P", or "CR". Patterns reflecting new IGETC approvals for 2011-2012 will be available in Counseling, July 2011.

AREA 1: English Communication

If you plan to attend CSU, choose 3 courses, 1 from each group.
If you plan to attend UC, choose 2 courses, 1 from Group A, and 1 from Group B.

Group 1A: English Composition

One course, or three (3) semester units.

ENGL 101 Composition & Reading (3)

Group 1B: Critical Thinking/English Composition

One course, or three (3) semester units

ENGL 103 Adv. Comp & Critical Thinking (3)
PHILO 105 Reasoning (3)
PHILO 107 Philo of Science (3) (F93)
SPCOM 104 Argumentation (3) (F93)

Group 1C: Oral Communication (CSU ONLY)

One course, or three (3) semester units

SPCOM 100 Fundamentals of Public Speaking (3)
SPCOM 102 Introduction to Human Communication (3)
SPCOM 110 Persuasion (3) (S06)

AREA 2: Mathematical Concepts and Quantitative Reasoning

One course, or three (3) semester units

MATH 101 Math Ideas & Application (3)
MATH 111 Applied College Algebra (3) (F02)**
MATH 121 Pre-Calculus 1 (5)(F98)**
MATH 122 Pre-Calculus 2 (5)(F98)**
MATH 130 Finite Mathematics (3)
MATH 134 Elementary Statistics (5)
MATH 138 Calculus for Business/Soc. Sci (3)**
MATH 171 Calculus: First Course (5)**
MATH 172 Calculus: Second Course (5)
MATH 173 Calculus: Third Course (5) (S07)
MATH 174 Intro-Linear Algebra & Diff Eq (5)(S07)

AREA 3: Arts and Humanities

For UC and CSU, choose at least three (3) courses/ nine (9) semester units. One course must be from 3A and one from 3B, & one additional course from either 3A or 3B.

Group 3A. Arts

ARCH 117 Hist of Architecture 1 (3)**
ARCH 118 Hist of Architecture 2 (3)**
ART 160 Appreciation of Art (3)
ART 161 American Art (3)
ART 162 Hist of Renaissance Art (3)(F95)
ART 163 History of Modern Art (3)(F95)
ART 164 History of Art 1 (3)
ART 165 History of Art 2 (3)
ART 169 Hist of Non-Western Art (3)(F99)
MUSG 101 Music Appreciation (3)
MUSG 102 Intro to World Music (3)(F99)
MUSG 111 Intro to American Popular Music (3)(S07)
MUSG 121 Hist of Western Music 1 (3)(S05)
MUSG 122 Hist of Western Music 2 (3)(S05)
MUST 121 Music Theory 1(3)
MUST 122 Music Theory 2 (3)
MUST 123 Music Theory 3 (3)
MUST 124 Music Theory 4 (3)
PE 194 Intro to World Dance (3)(S01)
THETR 100 Intro to Theatre Arts (3)
THETR 102 World Theatre (3) (S06)
THETR 165 Hist of American Musical Theatre (3)(S07)
THETR 194 Intro to World Dance (3)(S01)

Group 3B. Humanities

ANTHR 104* Linguistic Anthropology (3)(SU07)
ENGL 102 Adv Comp & Intro to Lit (3)(S07)
ENGL 112 Intro Novel & Short Story (3)
ENGL 114 Intro to Poetry (3)
ENGL 116 Intro to Drama (3)
ENGL 131 Intro to World Lit to 1500 (3)
ENGL 132 Intro to World Lit 1500 to Present (3)
ENGL 135 Survey of American Lit to 1850 (3)
ENGL 136 Survey of American Lit 1850 to Present (3)
ENGL 137 Survey of English Lit to 18th Cent(3)
ENGL 138 Survey of English Lit 1700-Present (3)
ENGL 151 Folklore (3)(F01)
ENGL 156 Bible as Lit: Hebrew Canon and... (3)
ENGL 157 Bible as Lit: New Testament (3)
ENGL 161 Film Appreciation (4) (S05)
ENGL 162 History of Cinema (3) (F03)
ENGL 163 Intro to Shakespeare (3)
ENGL 168 Adolescent Literature (3)(S07)
ENGL 169 Children's Literature (3)(S07)
ENGL 171 Intro African-Amer. Lit (3)
ENGL 172 Intro to Chicano/a Lit (3) (F95)
ENGL 173 Intro to Latin American Lit (3) (F95)
ENGL 174 Intro to Modern Asian Lit (3) (S05)
ENGL 175 Introduction to Women's Literature (3)
ENGL 176 Intro to Mexican Literature (3) (S05)
ENGL 179 Intro Nat.Amer Lit-Myth-Oral Trad(3)(F99)
FREN 102 French 2 (5)(S07)
FREN 103 French 3 (5)
FREN 104 French 4 (5)
GERM 102 German 2 (5)(S07)
HIST 106* World Civ to 16th Century (3)(S07)
HUMAN 101 Intro to the Humanities (3)
HUMAN 105 Early Humanistic Traditions (3)
HUMAN 106 Human in Modern World (3)
HUMAN 110 East Meets West (3)
HUMAN 130 Intro. to Western Religions (3) (S03)
HUMAN 140 Intro to World Mythologies (3) (S06)
PHILO 101 Philosophy (3)
PHILO 111 Ethics: Theory & Appl (3)
PHILO 113 Philosophy of Art (3) (Su08)
PHILO 115 Religion: Philo & Comp Inq (3)
PHILO 120 Hist of Philosophy: Ancient (3)
PHILO 121 Hist of Philosophy: Modern (3)
PHILO 123 Twentieth Century Philosophy (3)(F02)
PHILO 135 Environmental Ethics (3)(F09)
PHILO 140 Philosophy & Film (3)(S07)
SIGN 126 ASL - Int Comm. w/ the Deaf (3)(F97)
SIGN 127 ASL - Adv Comm. w/ the Deaf (3)(F97)
SPAN 102 Spanish 2 (5)(F08)**
SPAN 103 Spanish 3 (5)(F92)
SPAN 104 Spanish 4 (5)(F92)
SPAN 112 Intro to Chicano/a Lit. (3)**
SPAN 173 Survey of Latin American Lit (3) (S06)

AREA 4: Social and Behavioral Sciences

At least three courses/nine (9) semester units in a minimum of two disciplines.

Group 4A. Anthropology & Archaeology

ANTHR 102 Cultural Anthropology (3)
ANTHR 104* Linguistic Anthropology (3)(SU07)
ANTHR 130 Archaeology & Cult Prehist (3)
ANTHR 140 Magic, Witchcraft, and Religion (3)(S07)
ANTHR 150 Native People of North America (3)

Group 4B. Economics

ECON 101 Principles of Macroeconomics (3)
ECON 102 Principles of Microeconomics (3)
ECON 115*/HIST 115* Econ History of the US (3)**
HIST 115*/ECON 115* Econ History of the US (3)**

Group 4C. Ethnic Studies

HIST 155* Afri-Amer in 20th & 21st Cent. (3)(F02)**
SPCOM 130* Intercultural Communication (3)(F08)

Group 4D. Gender Studies

PSYCH 111* Psychology of Gender (3)(S07)**

Group 4E. Geography

GEOG 102 Cultural Geography (3)
GEOG 104 California History (3)(F08)
GEOG 105 Economic Geography (3)(S00)
GEOG 110 World Regional Geography (3)(S07)

Group 4F. History

ECON 115*/HIST 115* Econ History of the US (3)**
HIST 101 History of the US to 1877 (3)
HIST 102 Hist of the US-Post Civil War (3)
HIST 104 Western Civilization to 1650 (3)
HIST 105 Western Civilization Since 1650 (3)
HIST 106* World Civ. to the 16th Century (3)(F02)
HIST 107 World Civ. from the 16th Century(3)(F02)
HIST 112 20th Century America (3)**
HIST 113 Soc Ctrtl. Hist of US prior to 20th Cent.(3)
HIST 115*/ECON 115* Economic Hist of the US**
HIST 116 Women in American Hist (3)
HIST 119 Soc/Ctrtl Hist. 20th Cent Amer (3)(F00)**
HIST 125 History of Mexico (3)
HIST 128 Hist. of American Far Wstrn Front (3) (F95)
HIST 129 History of California (3)
HIST 145 History of Latin American (3)
HIST 154 Afri-Amer thru 19th Cent.(3)(F99)
HIST 155* Afri-Amer in 20 and 21st Cent. (3)(F02)**

Group 4G. Interdisciplinary, Social & Behavioral Sciences

CLDDV 103 Child Growth and Development (3)(F09)**
ENSCI 110 California Water (3)(F98)
FAMLF 131 Family Relationships (3)(S07)
SPCOM 103 Interpersonal Communication(3)(F08)
SPCOM 130* Intercultural Comm. (3)(F97)

Group 4H. Political Science, Government & Legal Institutions

PHILO 130*/POLSC 130* Political Theory (3)**
POLSC 101 American Politics (3)
POLSC 102 Const & Rights of Americans (3)
POLSC 110 International Relations (3)
POLSC 111 War & Peace: From Lenin to Al Qaeda (3)
POLSC 120 Calif Politics & Problems (3)
POLSC 130*/PHILO 130* Political Theory (3)**
POLSC 131 American Political Thought (3)(S07)
POLSC 140 Comparative Politics (3)

Group 4I. Psychology

PSYCH 101 General Psychology (3)
PSYCH 104 Social Psychology (3)
PSYCH 105 Abnormal Psychology (3)(S07)
PSYCH 110 Human Sexualities (3)**
PSYCH 111* Psychology of Gender (3)(S07) **
PSYCH 141 Human Lifespan (3)**

Limitations of IGETC

IGETC is not recommended for certain UC colleges and majors. Please see IGETC Considerations on page 76 of the 2011-2012 Catalog.

Group 4J. Sociology & Criminology

SOCIO 101	Introduction to Sociology (3)
SOCIO 102	Social Prob. in the US (3)(F99)
SOCIO 125	Sociology of the Family (3)
SOCIO 150	Ethnic & Culture in America (3)
SOCIO 154	Afr-Amer Cultures and Communities (3)
SOCIO 156	Mexican Culture in the US (3)
SOCSC 105	Women's Studies (3)(S01)

AREA 5: Physical and Biological Sciences

Select at least two courses (7-9 semester units). Choose one course from 5A and one course from 5B required. One course from 5A or 5B must be a laboratory marked with a single asterisk (*).

5A. Physical Science

ASTRO 141	Intro to Astrophysics (3)
ASTRO 141/151*	Intro to Astrophysics w/ lab (3)(1)
ASTRO 160	Intro to Modern Astronomy (3)**
ASTRO 160/151*	Intro to Mod Astro w/ Lab (3)**(1)
CHEM 101*	General Chemistry 1 (5)
CHEM 102*	General Chemistry 2 (5)
CHEM 112*	Organic Chemistry 1 (5)**
CHEM 113*	Organic Chemistry 2 (5)
CHEM 142	Pre-General Chemistry (3)**
CHEM 143*	Intro College Chem (5)**
CHEM 144*	Fund of Organic & Biochemistry (4)**
CHEM 150	Exploring Our Chemical Environment (3)(F09)**
CHEM 150/164*	Exploring Our Chem Env/Lab (3)(F09)(2)(F07)**
EASCI 161*	Earth Science (4)**
EASCI 162*	Introduction to Oceanography (4)(Su08)
GEOG 101	Physical Geography (3)
GEOL 160	Intro to Geology (3)(F99)**
GEOL 161*	Physical Geology (4)**
GEOL 165	Geology of California (3)
GEOL 166*	Historical Geology (4)
METEO 161*	Introduction to Meteorology(4)(Su08)
NR 200*	Soils (4)(F09)
PHSCI 161	Science Matters (3)**
PHSCI 161/164*	Sci Matters/Phys Sci Envir Lab (1)(F09)**
PHYS 101*	Gen Phys: Mechanics (5)**
PHYS 102*	Gen Phys: Waves, Therm, Optics(5)**
PHYS 103*	Gen Phys: Elct, Mag, Mod Phys (5)**
PHYS 142*	Mech, Heat & Waves (5)**
PHYS 143*	Elect, Magnetism, Optics... (5)**
PHYS 160	Descrip Intro to Physics (3)**
PHYS 165*	Introductory Physics (5)**
PHYS 180*	Conceptual Physics:Hands On (4)(Su08)**

5B. Biological Sciences

ANAT 125*	Human Anatomy (5)(S07)**
ANSC 200	Intro to Animal Science (3)(S06)
ANTHR 101	Physical Anthropology (3)(F91)
ANTHR 101/105*	Physical Anthro w/ Lab (3-1)(F91)/(F98)
AP 150*	Integrative Anat and Physio (5)(S07)**
BIO 101*	Biological Principles (5)**
BIO 111*	General Biology (4)**
BIO 115	Genetics, Evolution, and Society (3)(S07)
BIO 140*	Intro to Marine Biology (4)**
BIO 145*	Intro to Freshwater Biology (4)**
BOT 101*	General Botany (4)**
BOT 110*	Plant Biology (3) (S04)**
ENSCI 108	Environmental Conservation (3) (F97)
MICRO 101*	Microbiology (4) (F95)
PHYSO 101*	Introductory Human Physio (5)**
PHYSO 103	Introduction to Neuroscience (3)(Su08)
PSYCH 103	Introduction to Neuroscience (3)(F91)
ZOOL 101*	General Zoology (4)**

**AREA 6A (UC Only)
Languages Other than English**

Students transferring to UC are required to demonstrate competence (proficiency) in a language other than English equal to two years of high school study. Competence may be demonstrated through one of the following mechanisms:

- 1) Completion of two years of high school coursework (US high school or high school in a country where the language instruction is in English) in a language other than English, with a grade of C minus or better in each course. The two years must be in the same language.
- 2) Complete one of the following MJC courses with a grade of "C" or better. The more advanced courses can also be used to satisfy IGETC: 3B requirement.

FREN/GERM/SPAN**/ITAL101(5)	(F91)" "(F07)
FREN/GERM/SPAN** 102	(5) (F05)
FREN/SPAN 103	(5) (F05)
FREN/SPAN 104	(5) (F05)
SIGN 125	(3) (F97)
SIGN 126 & 127	(3) (F05)
SPAN 110	(5) (S07)
SPAN 111	(4) (F95-SU06)
SPAN 112**	(3) (F98)

- 3) Satisfactory completion of course(s) at a college or university with a grade of C or better in each course. For the purpose of IGETC Area 6, the appropriate course(s) that can be used to satisfy Area 6 is indicated on the approved IGETC list for each college.
- 4) Satisfactory completion, with grades of C or better, of two years of formal schooling at the 6th grade level or higher in an institution where the language of instruction is not English. Appropriate documentation must be presented to substantiate that the required coursework was completed. If an official sealed transcript cannot be obtained from a foreign institution an unofficial transcript may be used to verify proficiency. Students who cannot provide documentation should either pass one of the examinations or tests listed below in 5 through 11 or satisfactorily complete an appropriate language course at their college as outlined in 2 above.
- 5) Achieve a satisfactory score on the SAT Subject Test in languages other than English. If the test was taken before May 1995, the first score is the minimum; if the test was taken after May 1995, use the second score.

Chinese with Listening: 500/520
French/French with Listening: 500/540
German/German with Listening: 500/510
Hebrew (Modern): 500/470
Italian: 500/520
Japanese with Listening: 500/510
Korean/Korean with Listening: /500
Latin: 500/530
Spanish/Spanish with Listening: 500/520

- 6) Achieve a score of 3 or better on a College Board Advanced Placement (AP) Examination in a language other than English.
- 7) Achieve a score of 5 or higher on an International Baccalaureate (IB) Higher Level Examination in a language other than English.
- 8) Satisfactory completion of achievement test (credit by exam) administered by a community college, university or other college in a language other than English. The test must assess the student proficiency at a level equivalent to at least two years of high school language. This conclusion must be posted on a transcript indicating unit, course title, and grade; or on a document with letterhead of the institution granting

proficiency stating that the student has mastered proficiency in the language equivalent to two years of high school language.

- 9) If an achievement test (credit by exam) is not available, a faculty member associated with a United States accredited institution of higher learning can verify a student's competency. The institution must provide a document on letterhead asserting that the student has mastered proficiency in the language equivalent to two years of high school study.
- 10) Language other than English "O" level exam with grade of A, B, or C. (Exams in British and former British Colonies.)
- 11) Language other than English International "A" level exam with a score of 5, 6, or 7. (Exams in British and former British colonies.)

US History, Constitution and American Ideals (AI) Requirement (CSU Only)**For CSU**

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

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

a. ECON 115	Econ History of the US (3) (F04)
HIST 101	Hist. of US to 1877 (3)(F04)
HIST 102	Hist of US post Civil War (3)(F04)
HIST 112	20th Cent. America (3)(F04)**
HIST 113	Soc./Cult. Hist US Prior 20th Cent. (3)(F04)
HIST 115	Econ History of the US (F04) (3)
HIST 116	Women in American History (3)(F04)
HIST 119	Soc/Cult. Hist 20th Cent Amer(3)(F04)**
HIST 154	Afr Amer thru 19th Cent.(3)(F04)
HIST 155	Afr-Amer in 20th & 21st Cents. (3)(F04)**
b. POLSC 101	American Politics(3) (F04)
POLSC 102	The Const. & Rights of Amer.(3)(F04)
POLSC 120	Calif Politics & Probs (3) (F04)

OR

c. HIST 101	Hist of US to 1877 (3) (F04)
HIST 102	Hist of US - Post Civil War (3)(F04)

Legend

(3)	Units earned
(F97)	Students completing this course prior to this Term and year will not be allowed to fulfill this requirement with this course..
*	Denotes a lab course.
**	Indicates that transfer credit may be limited on specific course sequences at the UC. Please consult the UC Transfer Course Agreement available in Counseling, MM 103 or in the MJC Transfer Center.
^	Although listed in more than one area, the course may be counted toward only one IGETC pattern area



Transfer to CSU California State University

Transfer to California State University (CSU)

The California System of State Universities and Colleges provides upper-division educational programs for California community college transfer students. Students can select from the following campuses:

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

All the campuses of the California State University welcome applications from transfer students. If you complete college units after the summer following graduation from high school, you are considered a transfer student. The number of units you have completed at the time you enter a CSU determines the admission standards that will apply to your application. It is important to identify which admission requirements apply to you. If you will have at least 60 semester or 90 quarter transferable units completed by the time you enter a CSU, you are considered an upper-division applicant

Students planning to transfer to a CSU should plan a program to meet the **admissions** and **graduation requirements** of the specific institution that they plan to attend. They should also select courses that prepare them for upper-division study in their **major** or fulfill recommended **general education** requirements. Transfer admission eligibility is based on transferable college units (courses numbered 100-299 at MJC) and/or high school record(s) and test scores. Each institution has its own requirements for admission and junior standing.

UPPER DIVISION TRANSFER ADMISSIONS REQUIREMENTS

1. Transfer students are eligible for admission with junior status with 60 or more transferable semester units or 90 quarter units if they:
2. Maintain a college GPA of 2.00 or better (2.40 for non-California residents) in all transferable college units attempted.
3. Are in good standing at the last college or university attended, i.e., eligible to re-enroll.
4. Will complete prior to transfer at least 30 semester units (45 quarter units) of general education courses which include the *Golden Four*: Oral Communication, English Composition, Critical Thinking, and College Mathematics, with grades of "C" or better in each of the 30 units. The Golden Four categories appear on the CSU-GE Transfer Pattern as Areas A1, A2, A3, and B4.
5. Will complete additional general education units that comprise the total CSU general education pattern of 39 units.

Please be advised that these are minimum entrance requirements and that they do not guarantee admission to any of the 23 CSU campuses. Many CSU campuses are currently requiring completion of all general education, as well as completion of all lower division major preparatory course work

offered at the community college you are attending. GPA requirements will vary with the applicant pool and majors you are pursuing.

PLANNING FOR CSU WHILE ATTENDING MJC

The following checklist will help you correctly apply, optimize the chances of attending the CSU of your choice and make sure you get credit for all applicable courses.

- **Meet with your MJC counselor or go to the transfer center** to discuss your transfer plans and to find out any additional information you need to know.
- **Use CSUMentor**, <http://www.csumentor.edu/planning/transfer/> a free online resource, to check the CSU's admission requirements, application fees, tuition rates, testing, application dates and other commonly asked questions.
- **Refer to ASSIST**, <http://www.assist.org> an online student-transfer information system, to find how the credits you have earned at one public California college or university can be applied when transferring to another school.
- **Check your final college transcripts** before sending them to the CSU. All transfer applicants are required to submit final college transcripts prior to enrollment in CSU classes to verify their successful completion of all admission requirements. If you did not complete the courses needed for admission, the CSU campus to which you apply may delay or cancel your admission or enrollment until you have successfully completed these requirements. (A few CSU campuses admit transfer students based on courses "in progress;" others do not.) More information is available at CSU Mentor.
- Check with your California Community College Transfer Center to see if you are **eligible for a Transfer Admissions Agreement (TAA)** or a Transfer Admissions Guarantee (TAG), which secures you a place at the selected campus specified in the agreement.
- **Find out if the CSU campus(es) and the programs you are applying to are "impacted" and what supplemental admission criteria is being used.** Several CSU campuses receive more applications during the initial filing period than can be accommodated; these campuses are designated "impacted" and may impose supplemental admission criteria for transfer admission. In addition, a number of CSU campuses also have programs or majors that are impacted, which requires them to impose more selective admission criteria in determining student eligibility. For more information, see the CSUMentor Impaction Web page, <http://www.csumentor.edu/planning/transfer/impaction.asp>.

Source of information: <http://www.csumentor.edu/planning/transfer/>



Transfer to UC University of California

The University of California System

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

- University of California, Berkeley (S)
 - University of California, Davis (Q)
 - University of California, Irvine (Q)
 - University of California, Los Angeles (Q)
 - University of California, Merced (S)
 - University of California, Riverside (Q)
 - University of California, San Diego (Q)
 - University of California, San Francisco (Health Sciences)
 - University of California, Santa Barbara (Q)
 - University of California, Santa Cruz (Q)
- (S)=Semester system
(Q)=Quarter system

JUNIOR-LEVEL TRANSFER

The vast majority of transfer students go to the University at the junior level from California community colleges. To be eligible for admission as a junior transfer student, a student must fulfill both of the following criteria:

1. Complete 60 semester (90 quarter) units of UC transferable college credit with a GPA of at least 2.4 (2.8 for nonresidents). No more than 14 semester (21 quarter) units may be taken Pass/Not Pass.
2. Complete the following course pattern requirements, earning a grade of C or better in each course:
 - Two transferable college courses (3 semester or 4–5 quarter units each) in English composition;
 - One transferable college course (3 semester or 4–5 quarter units) in mathematical concepts and quantitative reasoning;
 - Four transferable college courses (3 semester or 4–5 quarter units each) chosen from at least two of the following subject areas: the arts and humanities, the social and behavioral sciences, and the physical and biological sciences.

If a student satisfies the Intersegmental General Education Transfer Curriculum (IGETC) prior to transferring, he or she may satisfy part 2 of the transfer eligibility requirements.

In addition to meeting the minimum admission requirements, a student should adhere to any special application or screening procedures for the selected major or UC campus. Additional requirements for highly competitive majors can also be identified through articulation agreements (available at www.assist.org) and campus General Catalogs. Students should enroll in the courses that meet these requirements. To earn 60 semester units before transferring, the student should select courses that meet the eligibility, lower-division major-preparation and appropriate general education/breadth requirements.

PLANNING FOR UC WHILE ATTENDING MJC

Prospective transfer applicants should plan their coursework carefully. Their courses should help them meet the minimum **admission** requirements for transfer. They also should select courses that prepare them for upper-division study in their **major** or fulfill recommended **general**

education requirements. All courses students take to meet University requirements must be transferable.

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

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

TRANSFER ADMISSION GUARANTEE (TAG)

Seven UC campuses (Davis, Irvine, Merced, Riverside, San Diego, Santa Barbara, and Santa Cruz) offer guaranteed admission to California community college students who meet specific requirements. By participating in a Transfer Admission Guarantee (TAG) program, students receive early review of their academic records, early admission notification, and specific guidance about major preparation and general education coursework. For more information, see www.uctransfer.universityofcalifornia.edu/tag.

Intersegmental General Education Transfer Curriculum (IGETC)

The Intersegmental General Education Transfer Curriculum (IGETC) is a series of courses prospective transfer students attending California community colleges may complete at the community college to satisfy the lower-division breadth/general education requirements at both the University of California and the California State University. Visit www.ccctransfer.org/main-page for details of standards adopted in June 2010.

Students have the option of completing IGETC or the specific lower-division general education requirements of the school or college at the campus they plan to attend. The University has an agreement with each California community college specifying which of its courses may be applied to each category of IGETC. All courses must be completed with a grade of C (not C-) or better. A grade of Credit or Pass may be used if the community college's policy states that it is equivalent to a grade of C or better.

IGETC is most helpful to students who know they want to transfer but have not yet decided upon a particular institution, campus or major. Certain students, however, will not be well-served by following IGETC. Students who intend to transfer into majors that require extensive lower-division preparation, such as those in engineering or the physical and natural sciences, should concentrate on completing the many prerequisites for the major that the college screens for to determine eligibility for admission. See IGETC *Considerations section*.

IGETC is not an admission requirement. Completing it does not guarantee admission to the campus or program of choice. However, completing the lower-division breadth/general education requirements — whether through IGETC or the campus-specific requirements — may be considered

PLANNING YOUR EDUCATION

by the campus in selecting among qualified applicants.

Students who do not complete IGETC before transferring will be required to satisfy the specific lower-division general education requirements of the UC college or school they attend. California community colleges may grant partial certification of IGETC to students who are missing no more than two requirements. Students submitting partial IGETC certification should complete the missing requirements at either UC or a California community college as designated by their department. Students who have been granted partial IGETC certification should **not** return to the community college for a full certification.

A community college course can satisfy only one IGETC subject area even if it is listed on the IGETC Course Agreement in more than one area. The exception being courses that appear in Area 6A and IGETC, Area 3B; these courses can be used to satisfy both areas. However, a single course may be counted toward IGETC and a major requirement. IGETC course credit may be earned for scores of 3, 4 or 5 on Advanced Placement (AP) exams. Visit the AP section of the MJC catalog for more information. Full or partial certification of IGETC completion is the responsibility of the last community college a student attends prior to transfer. Requests for IGETC certification must be made in the MJC Records Office (Morris, 105).

IGETC CONSIDERATIONS

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

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

DAVIS: IGETC works well for students planning for Bachelor of Arts majors with few units of lower-division preparation. Bachelor of Science degree and high-unit majors often have many courses of lower-division preparation. In these cases, the UC Davis GE pattern is the best choice. Students in the College of Engineering who have satisfied IGETC are still required to complete two upper-division general education courses at UC Davis to satisfy College of Engineering requirements.

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

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

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

RIVERSIDE: The Bourns College of Engineering (BCOE) accepts completion of IGETC as satisfying the majority of the college's breadth requirement for transfer students. Some additional breadth coursework may be required after enrollment. For details, see student.engr.ucr.edu/breadth.html. However, prospective applicants are strongly encouraged to focus instead on preparatory coursework for their desired major, such as mathematics, science and other technical preparatory coursework, rather than on IGETC completion. Strong technical preparation is essential for success in the admissions process and, subsequently, in all coursework at Bourns. The College of Natural and Agricultural Sciences does **not** accept IGETC, although courses taken to satisfy IGETC may be applied toward the college's breadth pattern. The College of Humanities, Arts, and Social Science and the School of Business Administration accept IGETC.

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

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

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

Source: University of California 2011-2012: Quick Reference for Counselors

Transfer to Private Schools and Schools Outside of California

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

MODESTO JUNIOR COLLEGE HONORS PROGRAM

Eva Mo, Honors Program Coordinator/History Professor

Phone: (209) 575-6105

Hours: By appointment

Email: moe@mjc.edu

What is 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/or academically committed students. Honors students are challenged and guided by honors faculty to delve deeper, think more critically, and argue more persuasively. These students also have the opportunity to meet other gifted students and experience the spirit and encouragement of such a like-mindedly determined cohort.

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

HONORS UNITS

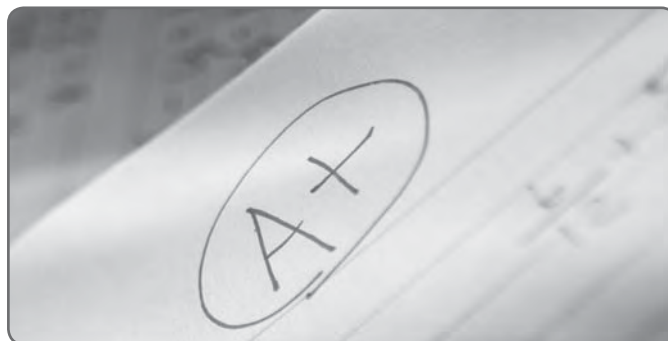
Honors units are units of coursework that you complete in order to demonstrate that you are academically competent in strategically challenging courses. Honors units are **not** additional units to be completed, but rather overlap your existing educational plan. You will work with a counselor **and** 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 courses completed will be noted on your official MJC transcript



To apply to the program:

1. Make an appointment with the Honors Program Coordinator in Founders Hall 173.
2. 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 or recent 1050 SAT or recent 25 ACT*
 - c. One letter of recommendation (see application)
 - d. One 'statement of purpose' 500 word-essay (see application)
3. Attend honors orientation before starting your first honors semester.

If you have not recently attended community college or high school, or if you do not meet the entrance requirements, see the Honors Coordinator for alternate requirements.

TO MAINTAIN ENROLLMENT:

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

TO COMPLETE THE PROGRAM:

1. Complete 15 units of honors coursework.
2. Maintain a 3.25 cumulative GPA.
3. File an application to graduate from the Honors Program.
4. Complete an Honors Program Experience Survey. ♦



Intradistrict Course Equivalencies

Between Modesto Junior College and Columbia College



As members of the Yosemite Community College District, Columbia College and Modesto Junior College have established articulation agreements allowing students to use specific courses taken at either college to satisfy prerequisites and program requirements at either Institution. The below list represents the most current course equivalencies at the time this publication went to print. Evaluation of course equivalencies occurs throughout the year. If you are interested in learning whether another course taken at either institution is equivalent to a specific course, you should contact the MJC Evaluators at (209) 575-6033 or (209) 575-6040.

MJC	COLUMBIA	MJC	COLUMBIA	MJC	COLUMBIA	MJC	COLUMBIA
ANAT 125	BIOL 10	CMPS 206	CMPS 9	HIST 116	HIST 21	NR 215	NARTC 181
ANAT 125+PHYSO 101	BIO 10+60	CMPS 213	CMPS 28	HIST 128	HIST 55	NR 220	FORES 1
ANTHR 102	ANTHR 2	CMPS 231	OFTEC 141	HIST 129	HIST 11	NR 224	NARTC 160
ANTHR 130	ANTHR 10	CMPS 261	CMPS 24	HUMAN 105	HUMAN 1	NR 376	FORES 10/FORTEC 162
ANTHR 150	ANTHR 15	CMPS 275	CMPS 55	HUMAN106	HUMAN 2	NR 379	NATRE 22
AP 50	BIOL 150	CMPS 278	CMPS 30	HUMAN 110	HUMAN 3	OFADM 301 & 302	OFTEC 120
ART 108	ART 31	EASCI 162	ESC 50	HUMSR 114	SOCIO 28	OFADM 314	OFTEC 131
ART 123	ART 9A	ECON 101	ECON 10	HUMSR 116	PSYCH 35	OFADM 328B	OFTEC 121
ART 144	ART 23A	ECON 102	ECON 11	JRNAL 100	JRNAL 1	PE 108	HHP 4
ART 145	ART 23B	EMS 350	EMS 157	JRNAL 120 B	JRNAL 10	PHILO 101	PHILO 1
ART 146	ART 25	ENGL 49	ENGL 650	MATH 70	MATH 101	PHILO 115	HUMAN/PHILO 4
ART 148	ART 21A	ENGL 50	ENGL 151	MATH 71	MATH 100A	PHILO 123	PHILO 25
ART 149	ART 21B	ENGL 101	ENGL 1A	MATH 72	MATH 100B	PHYS 101	PHYS 5A
ART 164	ART 11	ENGL 102	ENGL 1B	MATH 90	MATH 104	PHYS 103	PHYS 5B
ART 165	ART 12	ENGL 103	ENGL 1C	MATH 101	MATH 6	PHYS 142	PHYS 4A
ART 169	ART 13	ENGL 132	ENGL 81	MATH 105	MATH 4A	PHYS 143	PHYS 4B
ART 170 or (181 & 182)	ART 40	ENGL 135	ENGL 17	MATH 106	MATH 4B	PHYS 160	PHYS 1
BIO 101	BIOL 2	ENGL 136	ENGL 18	MATH 121	MATH 17A	PHYSO 101	BIOL 60
BIO 101+BOT101+ZOO101	BIO 2+4+6	ENGL 137	ENGL 46	MATH 122	MATH 17B	POLSC 101	POLSC 10
BIO 111	BIOL 17	ENGL 138	ENGL 47	MATH 130	MATH 12	POLSC 110	POLSC14
BOT 101	BIOL 6	ENGL 161	ENGL 11	MATH 134	MATH 2	PSYCH 101	PSYCH 1
BUSAD 201	BUSAD 2A	ENGL 163	ENGL 50	MATH 171	MATH 18A	PSYCH 110	PSYCH 5
BUSAD 202	BUSAD 2B	ENGTC 210 & 211	DRAF 50A	MATH 172	MATH 18B	PSYCH 130	PSYCH 30
BUSAD 218	BUSAD 18	ENSCI 109	GEOGR 60	MDAST 321	OFTEC 50	PSYCH 141	PSYCH 10
BUSAD 240	BUSAD 40	FDNTR 219	BIOL 50	MICRO 101	BIOL 65	RATV/SPCOM/THETR 101	DRAMA /SPCOM 18
BUSAD 245	BUSAD 30	FSCI 301	FIRE 1	MUSA 121	MUSIC 31A	SOCIO 101	SOCIO 1
BUSAD 248	BUSAD 20	FSCI 302	FIRE 2	MUSA 123	MUSIC 41A & 41B	SOCIO 102	SOCIO 2
CHEM 101	CHEM 1A	FSCI 303	FIRE 3	MUSA141	MUSIC 49	SOCIO 125	SOCIO12
CHEM 102	CHEM 1B	FSCI 304	FIRE 4	MUSA145	MUSIC 50	SOCIO 150	SOCIO 5
CHEM 143	CHEM 10	FSCI 305	FIRE 5	MUSA151	MUSIC 36	SOCSC 58	GUIDE 115
CHEM 144	CHEM 11	FSCI 337	FIRE 7	MUSA152	MUSIC 37	SOCSC 109	EDUC 10
CHEM 150	CHEM 20	FSCI 362 & 363	FIRE 7,50,101,106,108,110	MUSA153	MUSIC 39	SOCSC 110	EDUC 12
CLART 211	HPMGT 120	FSCI 364	FIRE 29A & 29B	MUSA 154	MUSIC 56	SPAN 51	SPAN 10A
CLDDV 101	CHILD 3	GEOG 101	GEOGR 15	MUSA 183	MUSIC 52	SPAN 101	SPAN 1A
CLDDV 103	CHILD 1	GEOG 102	GEOGR 12	MUSE 151	MUSIC 66	SPAN 102	SPAN 1B
CLDDV 109	CHILD 22	GEOG 109	GEOGR 60	MUSE 156	MUSIC 69	SPAN 103	SPAN 2A
CLDDV 125	CHILD 25	GEOL 161	ESC 5	MUSE 161	MUSIC 76	SPAN 104	SPAN 2B
CLDDV 127B,C	CHILD 16	GEOL171A, B	ESC 35	MUSE 166 or 176	MUSIC 78	SPCOM 100	SPCOM 1
CLDDV 128B,C	CHILD 16	GUIDE 110	GUIDE 107	MUSE 185	MUSIC 72	SPCOM 102	SPCOM 4
CLDDV 150	CHILD 30	GUIDE 111	GUIDE 11	MUSG 121	MUSIC 10	SPCOM 104	SPCOM 2
CLDDV 151	CHILD 31	GUIDE 112	GUIDE/BUSAD 25	MUSG 122	MUSIC 11	SPCOM 105	SPCOM 7
CLDDV 163	CHILD 19	HE 100	HHP 62	MUST 121	MUSIC 20A	SPCOM 130	SPCOM 5
CLDDV 292	CHILD 12 & 13	HE 101	EMS 13	MUST 122	MUSIC 20B	STSK 78	GUIDE 100
CMPGR 215	CMPS 11	HE 101	HHP 60	MUST 123	MUSIC 21A	THETR 100	DRAMA 10
CMPGR 262	CMPS 10	HE 110	HHP 2	MUST 124	MUSIC 21B	THETR 120	DRAMA 20
CMPGR 264	CMPS 12	HE 111	HHP 2	MUST 131	MUSIC 4A	THETR 122	DRAMA 22
CMPGR 268	CMPS 19	HIST 101	HIST 16	MUST 132	MUSIC 4B	THETR 160	DRAMA 42
CMPS 205	CMPS 22	HIST 102	HIST 17	MUST 133	MUSIC 5A	THETR 164	DRAMA 46
		HIST 106	HIST 13	MUST 134	MUSIC 5B	ZOOL 101	BIOL 4
		HIST 107	HIST 14				

*Updated 01/26/11 by RAC(MJC)/JM(CC)/sm

Parking

The District and College provide parking facilities for vehicles for the sole purpose of conducting college business. All persons parking on campus must pay fees as prescribed by 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 both East and West Campus Business offices. The East and West Campus Business Offices are usually open extended hours for the first two weeks of school.
- 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—Parking Lot 103 (between Science and Coldwell): Staff (A, T), handicap, or guests.
- 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 you do not to cover the permit or knock it to the floor of the car.

Citations: All vehicles, operated or parked in violation of the YCCD Parking and Traffic Ordinances will be cited with a Municipal Court citation under authority of 21113a of the California Vehicle Code. 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. ◆

Safety on Campus

Campus Safety Operations

John Muir Hall, Room 151 Phone: (209) 575-6351

Hours: Sunday - Saturday (24 hours)

EMERGENCIES: 911

Phone: (209) 575-6911

Accidents (On-Campus) (209) 575-6038 (College Nurse)

CAMPUS SAFETY

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

CAMPUS SAFETY STATISTICS

The Crime Awareness and Campus Security Act of 1990 requires institutions to report data for certain criminal acts that occur on or adjacent to the campus. The Yosemite Community College District's Campus Safety Department and local law enforcement reported the following crimes on or adjacent to the Modesto Junior College campus for 2006 - 2008.

2007-2009 Crime Statistics For MJC East and West Campuses Combined			
Crime	2007	2008	2009
Sexual Offenses - Non-Forcible	0	0	0
Sexual Offenses - Forcible	0	0	0
Murder	0	0	0
Aggravated Assault	1	1	0
Robbery	1	2	0
Burglary	11	12	5
Arson	2	0	0
Vehicle Theft	9	5	5
Weapons Law Violations	2	2	1
Drug Law Violations	3	4	6
Liquor Law Violations	4	4	1

CAMPUS SECURITY ACT

The Annual Security Report is available upon request from Campus Safety/Security at (209) 575-6005, or online at <http://www.mjc.edu/general/information/safety/>.

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 Web site at www.mjc.edu/healthservices. Call 575-6038 for more information.

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

EMERGENCY CALL BOXES

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

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

ESCORT SERVICE

Campus 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 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.

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. ♦