

3 Easy Steps to Becoming a Student at Mission College

Application and Registration Information

Step 1

Submit an application for admission to Mission College.

New, Former and Transfer Students:

- Apply on-line at www.missioncollege.org or, in person in the Admissions Office.

Please note: If you are applying for Financial Aid, submit your Financial Aid application and/or Fee Waiver application, page 13 or page 19, to the Financial Aid Office at the same time that you apply for admission to the college (if you have not already done so, apply for Federal aid using the FAFSA form).

Step 2

Schedule Assessment, Orientation & Counseling.

- **Assessment:** All first time college students and non-exempt students who plan to earn a certificate, a degree and/or a university transfer admission are required to take placement tests. Continuing students who have not taken the tests and are taking courses with a prerequisite in English, ESL, Reading and/or Math may also be required to take placement tests.

Mission College offers year-round computerized placement tests (English & Reading Placement, Reading Proficiency, ESL Placement, and Math Placement). Appointments are not needed, students are taken on a "First Come—First Served" basis. To find the schedule of office hours for the current semester, please check out the Assessment Center website at www.missioncollege.org/student_services/assess or call 408.855.5099.

- **Orientation:** This is required for all new first time college students planning to work towards a degree or certificate at Mission College, or to transfer to a 4 year college. Register for Orientation by enrolling in the **Counseling A** class (0.5 unit). Orientation courses are also available in Spanish and Vietnamese. Students can also receive credit for Orientation by enrolling in **Counseling 001, 003 and 005**. Student athletes should register for Couns 23 to receive credit for Orientation.
- **Counseling:** for an appointment call 408.855.5030 or visit the Counseling Office, Room # E1-301.

Step 3

Registration

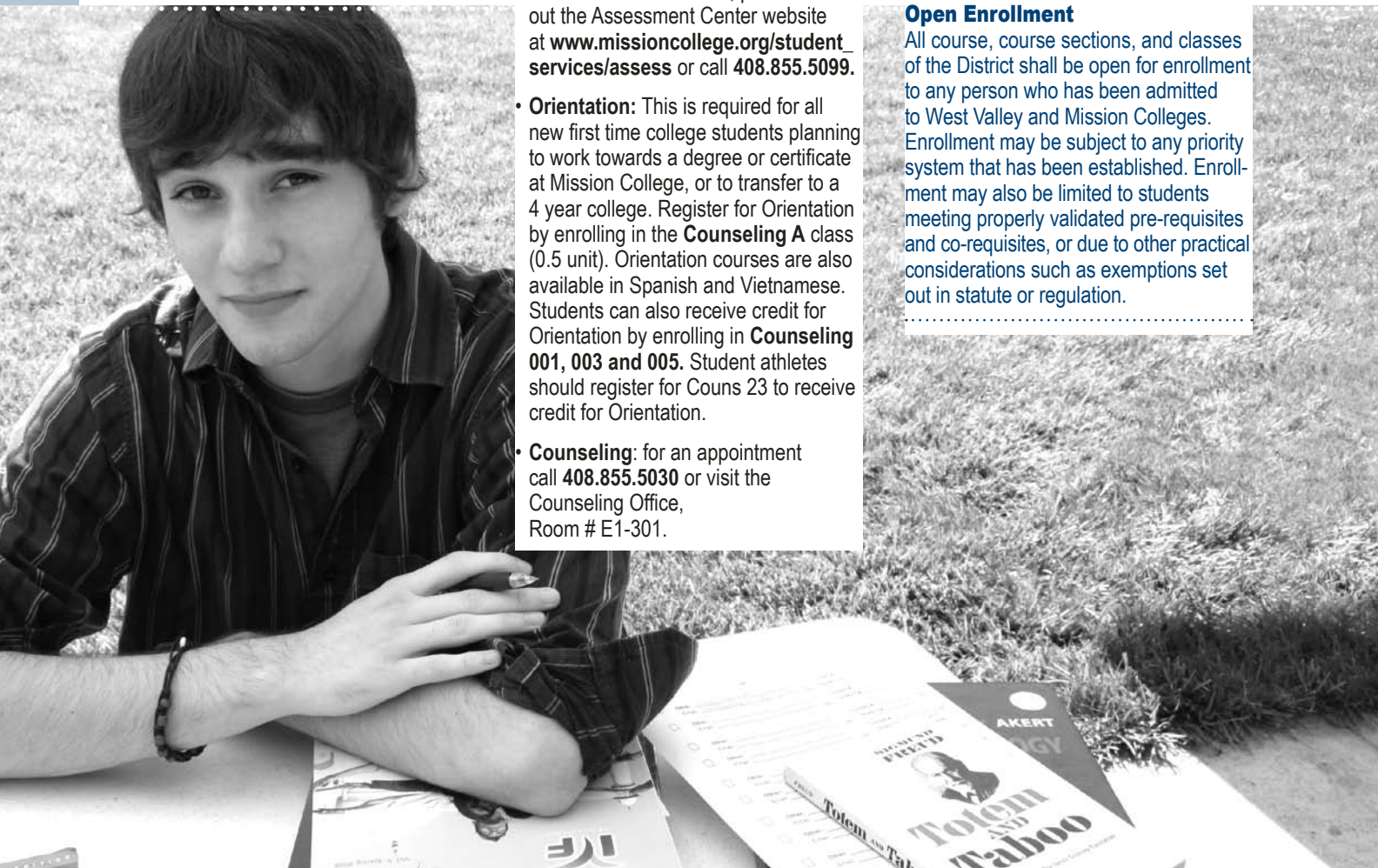
- You may register for classes during the Open Registration period which begins on April 28 via MyWebServices, our on-line registration system at www.missioncollege.org, or, register by telephone at 408.741.TREG (8734).

Please note: If you have to submit a Pre-requisite Challenge form, an Academic Council petition, or any other documentation before registration, go directly to the Admissions Office to register in person.

- If classes have started already, please attend the first class meeting and request an "Add Code" from the Instructor and add the class by phone, 408.741.TREG (8734).
- Enrollment fees are due immediately after registration.

Open Enrollment

All course, course sections, and classes of the District shall be open for enrollment to any person who has been admitted to West Valley and Mission Colleges. Enrollment may be subject to any priority system that has been established. Enrollment may also be limited to students meeting properly validated pre-requisites and co-requisites, or due to other practical considerations such as exemptions set out in statute or regulation.



Admissions and Registration Information

Application for Admissions

Mission College grants admission to anyone who is....

1. a high school graduate.
2. eighteen (18) years of age or older.
3. a non-high school graduate, 16 or 17 years of age, who has in his/her possession at the time of registration one of the following:
 - Certificate of the State Proficiency Test.
 - G.E.D., California HS Equivalency Certificate.
 - A formal, written document from the student's high school district indicating he or she is exempted from any high school attendance.
 - a high school student in grades 11 or 12 whose admission as a part-time student is recommended by his or her high school principal.

To be considered California residents for tuition purposes, applicants who have eligible immigrant status or are out-of-state US citizens must reside in California for more than one year and one day prior to the first day of the term.

Assembly Bill 540

Any student, other than a non-immigrant alien, who meets all of the following requirements, shall be exempt from paying nonresident tuition,

- (1) The student must have attended a California high school for at least three full years,
- (2) The student must have graduated from a California high school or attained the equivalent prior to the start of the term (for example, passing the GED or CA proficiency exam).
- (3) An alien student who is without lawful immigration status must file and affidavit with the college stating that he or she has filed an application to legalize his or her immigration status, or will file an application as soon as he or she is eligible to do so.

This legislation does not apply to students who hold an F-1 Visa for International Students. Eligible students must file a "Student Affidavit for Exemption from Nonresident Tuition" form with the Admissions and Records Office. Non-resident students who are exempt from paying nonresident tuition under this legislation are not eligible for a Board of Governors Fee Waiver.

High School Students Registration

Concurrently enrolled high school students in grades 11 and 12 must register In-Person starting two weeks before the first day of the term. Each term, new high school students are required to submit an Application for Admission as well as the High School Concurrent Enrollment Form. Continuing high school students are only required to submit a new Concurrent Enrollment form each term. Photo identification is required for all transactions. HS Concurrent Enrollment forms may be obtained on-line at www.missioncollege.org or from the Admissions and Records Office.

Auditing of Courses

After the last date to add classes for college credit, a student may audit selected community college courses with the following provisions:

1. Priority in class enrollment shall be given to students desiring to take the course for credit.
2. No student auditing a course shall be permitted to change his or her enrollment in that course to receive credit for the course.
3. A student wishing to audit a class must obtain prior written permission from the instructor.
4. Attendance, participation and related academic expectations shall be determined by the instructor.

Students may be withdrawn from audit status by the instructor if the student does not satisfy class standards.

The fee for auditing a class shall be \$15.00 per unit per semester. Students enrolled in classes to receive credit for ten or more semester units shall not be charged an additional fee to audit three or fewer units per semester. Fees must be paid prior to auditing a course. Fees are not refundable after two weeks of audit attendance. You may obtain the 'Request to Audit' form on-line at www.missioncollege.org or in the Admissions Office.

Refunds

To be eligible for a refund of enrollment fees, students must drop classes by the published deadline.

Dropping a class after the published deadline will result in loss of enrollment fees. Adding classes after the refund deadline will require that new fees be paid. Refunds for ASB card and Parking Permits are processed when the request is made at the Admissions and Records Office by the "last day to drop with a refund" deadline. A parking permit refund requires the return of the parking permit.

Fees

Mandatory registration fees are determined by the State and/or the College's Board of Trustees and must be paid by all students immediately after registration each term.

Enrollment Fee = \$ 20.00 per unit

Non Resident Tuition = \$181.00. per unit

Capital Outlay Fee = \$ 10.00 per unit

(Only International students and non-resident citizens of foreign countries are required to pay this fee.)

Health Fee = \$16.00 per semester

The mandatory health fee supports the Student Health Services. The health fee is not a replacement for personal health care insurance. The health fee is exempted for

- 1) students who depend exclusively upon prayer for healing in accordance with the teachings of a bona fide religious sect, denomination, or organization;
- 2) students who are attending a community college under an approved apprenticeship training program. (Ed Code 76355)

Any student who either requests an exemption of the health fee or is determined by a Student Services program to warrant review for exemption will be referred to the Financial Aid Director of the respective college. The Financial Aid Director and at least one Financial Aid supervisor/technician will review these requests on a case by case basis.

Student Center Fee

This fee supports the Student Center and is assessed at \$1 per unit up to a maximum of \$5 per semester.

Associated Student Body (ASB) Membership/ID Card Fee

This \$4 membership fee charged at the time of registration supports a variety of student services, activities, programs, scholarships, and discounts and covers the initial cost of the ID card. Should a student choose not to be a member, the fee is refundable when requested by the "refund" dead line. ID cards and stickers are available in the Campus Center Lobby. To obtain your ID card, you will need a copy of your registration statement and picture ID.

TReg and MyWebServices Fee

A one-time per semester refundable fee of \$3 is assessed for the use of the T-Reg or MyWebServices.

Parking Permit Fee

Spring and Fall parking permits = \$40.00

Summer Sessions parking permits = \$20.00

Parking permits may be purchased online at www.missioncollege.org

Detailed parking information on page 15.

Fees for Services

Copy of Class Schedule = \$2.00 per request.

Standard Official Transcripts = \$4.00 ea.
(first 2 transcripts are free)

One Hour Rush Transcripts = \$20.00 ea.

24 Hour Rush Transcripts = \$15.00 ea.

Unofficial Transcripts = \$2.00 per request

Duplicate Diploma = \$10.00 ea.

Computerized Placement Testing

Mission College is offering Year-Round Computerized Placement Tests.

Appointments are not needed, students are taken on a “First Come — First Serve” basis.

Plan ahead - don't wait until it's too late. You may come anytime, during our office hours, to take your tests.

If you decide to wait until the week before classes begin, you run the chance of waiting long hours for others to finish their tests.

Students with Disabilities

Students with Disabilities, if you need assistance, contact the Disability Instructional Support Center (DISC) in Room S2-201, or by calling **408.855.5085** or TTY at **408.727.9243**.

Four Important Rules

- 1 Students are allowed to take Placement Tests two (2) times in a 365 day period.
- 2 You must have a Mission College Student ID Number in order to take any test.
- 3 You must have a picture ID. (e.g., Driver's License, Student Picture ID Card, or Passport/VISA)
- 4 Placement Tests are for initial placement only, not to skip courses (jump classes). If this is your intention, please see a Counselor, and they will help you file a Prerequisite Challenge Form.

Assessment Center Office Hours

We have new office hours to accommodate those of you who work all day.

Assessment Center Office hours are posted on-line at www.missioncollege.org/student_services/assess/index.html or on the front window of the Assessment Center - Room: E1-101.

There will be times when the Assessment Center is closed. This is due to meetings or off-site testing. Times will be posted on the Assessment Center door of when to expect staff to return.

Test Results

Test results for English, Math and Reading are instant. For ESL (English as a Second Language) results, it may take up to 5 business days.

How long does each test take?

This is a very good question. All Tests are Timed. Some students might finish well before time expires, some might take the full amount of time. The important thing is to do the best you can.

Below is the maximum allotted time for each test:

English: **1 hour and 5 minutes**

ESL (English as a Second Language): **1 hour and 15 minutes**

Reading: **30 minutes**

Math (choice of 4 tests)

1. Algebra Readiness Test: **45 minutes**
2. Elementary Algebra Test: **45 minutes**
3. Intermediate Algebra Test: **45 minutes**
4. Pre-Calculus Readiness Test: **1 hour and 30 minutes**

Who needs to test?

All first time college students and any non-exempt students who plan to earn a degree and/or a university transfer admission. (See page 8, Matriculation)

Continuing students who have not taken the tests and want to enroll in courses with a prerequisite in English, ESL, Math and/or Reading are required to take the placement test before registration.

Exemptions: you may not need to take the placement tests if you:

- Have completed an AA/AS degree or higher at a U.S. College or University.
- Plan to enroll in courses without English, ESL, Math or Reading prerequisites.
- Have completed an agreement with the Counseling Office (Room: E1-301) for an acceptable Prerequisite Challenge Form. (e.g., transcripts or assessment test results from another college, etc.)

Get Wise...

Sign up for an Orientation Course and learn what it takes to succeed at Mission College!

College Orientation Counseling A

Take your English/Reading/Math assessment test and sign up for Counseling A. Please bring your test result with you to the class. You will get Priority Registration, educational plan, learn about Study Skills Techniques, College Resources, Degree and Transfer Requirements, and learning Styles.

Section 73365	January 10	Saturday	8:30am–5:30pm	MB E3-301
Section 73366	January 23	Friday	8:30am–5:30pm	MB E3-301
Section 73354	April 17	Friday	8:30am–5:30pm	MB S3-301
Section 73355	April 18	Saturday	8:30am–5:30pm	MB E3-601
Section 73356	April 21	Tuesday	5:15pm–9:30pm	MT-B
Section 73357	April 25	Saturday	8:30am–5:30pm	MB E3-601
Section 73358	April 27	Monday	8:30am–5:30pm	MT-06
Section 73359	May 2	Saturday	8:30am–5:30pm	MB E3-301
Section 73360	May 9	Saturday	8:30am–5:30pm	MB E3-301
Section 73361	May 13	Wednesday	8:30am–5:30pm	MT-06
Section 73362	May 15	Friday	8:30am–5:30pm	MB S3-401

Counseling A for International Students

Section 73372	January 14	Wednesday	8:30pm–5:30pm	MB E3-401
Section 73373	January 16	Friday	8:30am–5:30pm	MB E3-301
Section 73374	January 22	Thursday	8:30am–5:30pm	MB E3-401

Counseling A for Vietnamese Speaking

Section 73369	January 24	Saturday	8:30am–5:30pm	MB E3-301
Section 73364	May 9	Saturday	8:30am–5:30pm	MB E3-501

College Orientation/ English as a Second Language (ESL)

Call **408.855.5030** or go to the Counseling Office (Room E1-301) to make an orientation appointment.

ESL Orientation for Spanish Speaking

April 20	Monday	5:00pm–7:00pm	MB E1-301
May 13	Wednesday	3:00pm–5:00pm	MB E1-301

ESL Orientation for Chinese Speaking

May 9	Saturday	10:00am–1:00pm	MB E1-301
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For locations: MB = Main Building MT = Portables

What are the Benefits?

Orientation provides students with information about Mission College and higher education. Information about college programs and services; degree, certificate, and transfer requirements; academic expectations and procedures; campus facilities and registration materials are also covered.

Who Should Attend?

All new, new transfer and returning non-exempt students are required to attend one of the orientation options before or during their first semester.

Orientation Courses

Check your class schedule for times and dates:

Counseling 001 College Survival Skills

A 2-unit course that teaches essential study and test taking skills for success in all college courses.

Counseling 003 Strategies for Personal and Professional Growth

A 2-unit course will present students with practical and proven strategies for improving the skills necessary for being successful in college and their personal lives.

Counseling 005 Strategies for Success

A 3-unit semester length course that integrates critical and creative thinking proficiency, personal growth and values, and academic study strategies.

Counseling 023

Becoming a master student-athlete. A 2-unit course that teaches student-athletes the tools for success to be applied in the classroom and in their sport.

Counseling A

A 0.5 unit class which includes the Orientation, Educational Plan, and Priority Registration. Please bring your test result with you to the class.

Matriculation is a college-wide effort that benefits the students of Mission College!

How To Get Started...

Academic Skills Assessment and Orientation

The Academic Skills Assessment/Placement Test and Orientation are available for all Mission College students. Both are required for all first time college students and for any student who has indicated on the application their intent to earn a degree and/or certificate and/to transfer. In addition, all matriculants and any student taking a course with a prerequisite in English, English as a Second Language, Math and/or Reading will be required to complete the Assessment and Orientation. Students in need of special assistance for this assessment due to a disability (physical, hearing, or learning), should contact the Disability Instructional Support Center at **408.855.5085**.

Exemptions

You are exempt from Orientation/Assessment if you have an AA/AS degree or higher or if you are a returning student who has satisfactorily completed course-

work in the following: English, ESL, Reading and Math. If you have completed assessment at another college, bring your placement recommendations to a counselor for assistance in choosing the appropriate coursework. If you are concurrently enrolled in another college/university and are taking only one class at Mission College, you may not need to attend Orientation if you provide proof of current enrollment at the other institution. You will be required to meet any prerequisite requirements.

Prerequisites and Corequisites

A prerequisite is a course or skill, which is required before you can enroll in a particular course. For example, Chemistry 1A, with a grade of C or better, is required before taking Chemistry 1B. A corequisite is a course, which you must take at the same time as another course as a condition of enrollment. For example, if you want to take Business 21L, you must be concurrently enrolled in Business 21. Prerequisites and corequisites are necessary to ensure that you have sufficient knowledge and skill to participate and complete the assigned work in a class. You may not be permitted to enroll in a class if you have not met the prerequisite. See a counselor if you need help in this matter.

Challenging Prerequisites or Corequisites

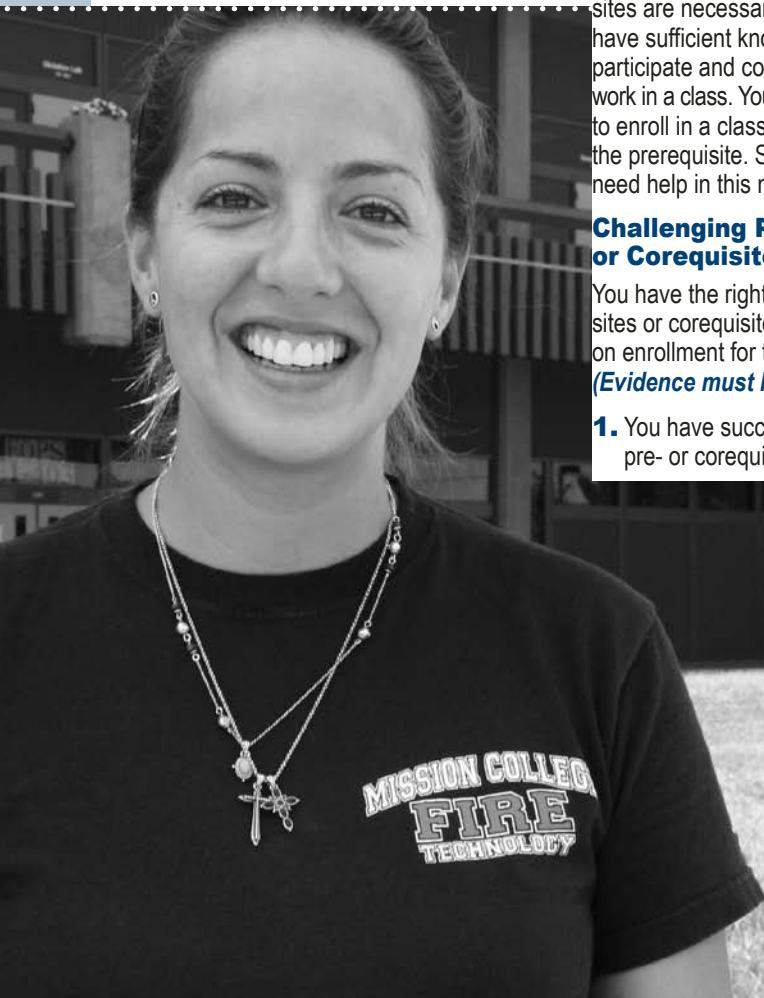
You have the right to challenge prerequisites or corequisites or other limitations on enrollment for the following reasons: **(Evidence must be provided.)**

1. You have successfully completed the pre- or corequisite at another college.

- 2.** You believe you have acquired the knowledge or ability to succeed despite not fulfilling the pre- or corequisite.
- 3.** You believe the pre- or corequisite has not been made reasonably available at Mission.
- 4.** You believe the pre- or corequisite or other limitation on enrollment is unlawfully discriminatory or is being applied in an unlawfully discriminatory manner.
- 5.** Enrollment in this class has been limited to a special group of students and there are no other classes that would allow you to meet this requirement.
- 6.** You understand that the pre- or corequisite was established to protect the health and safety of students. Despite the fact that you do not meet the pre- or corequisite, you believe that you are able to demonstrate that you do not pose a threat to yourself or others.

To Challenge a Prerequisite or Corequisite or other Limitation on Enrollment

- 1.** Complete the challenge form. Forms and specific instructions are in the Counseling Office (E1-301).
- 2.** Submit the completed form and required supporting documentation to Admissions. Please note that upon filing the challenge form you may enroll in the class in question if space is available by submitting this form to Admissions and paying all necessary fees. If your challenge is denied, the college does have the right to drop you from class and your fees will be automatically refunded.
- 3.** Your request will be evaluated and a written response will be available to you within five (5) instructional days.



Finals Week: Tuesday, May 26 – Saturday, May 30

A final examination is required of all students in all classes and will not be given in advance of scheduled times. All finals will be two hours in length. Classes meet only once during finals week.

Short Term, TV, Online and Off-Campus Courses. Courses that are less than regular semester length will have their final on the last day/night the class is scheduled. Students taking classes via TV, online, or courses taught off-campus or in Mission's field or gym, should see their instructor or course syllabus to determine final exam times. The final exam is the last class meeting of the session or semester.

Final Exam Times For Full-Semester Courses. If your class starts **before 6:30 pm**, the final exam will be held for two hours starting at the regular class meeting time (see *starred exceptions below*). If your class starts **6:30pm or later** the final exam will be held from 7:30–9:30pm.

Final Exam Days For Full-Semester Courses. Use one of the following tables to determine the day your final exam will be held.

Table I. Classes that meet only one day a week

If class meets on	then your final exam day is:
Monday Only*	Monday, May 18 (early final)
Tuesday Only	Tuesday, May 26
Wednesday Only	Wednesday, May 27
Thursday Only	Thursday, May 28
Friday Only*	Friday, May 22 (early final)
Saturday Only	Saturday, May 30

* **Monday Only** and **Friday Only** classes will meet for their entire meeting time on the final exam day. The final exam will be held during the last two hours of the class meeting.

Table II. Classes that meet at least two days a week and INCLUDE a Monday

If class starts between	then your final exam day is:
7:45 and 9:15am	Friday, May 29
9:20 and 10:50am	Second day the class meets during finals week
10:55 and 12:25pm	Friday, May 29
12:30 and 2:00pm	Second day the class meets during finals week
2:05 and 3:35pm	Friday, May 29
3:40 and 5:10pm	Second day the class meets during finals week
5:15 and 6:45pm	Friday, May 29
6:45 and 8:15pm	Second day the class meets during finals week

Table III. Classes that meet at least two days a week but NOT on a Monday

If class starts between	then your final exam day is:
7:45 and 9:15am	First day the class meets during finals week
9:20 and 10:50am	Second day the class meets during finals week
10:55 and 12:25pm	First day the class meets during finals week
12:30 and 2:00pm	Second day the class meets during finals week
2:05 and 3:35pm	First day the class meets during finals week
3:40 and 5:10pm	Second day the class meets during finals week
5:15 and 6:45pm	First day the class meets during finals week
6:45 and 8:15pm	Second day the class meets during finals week

How to determine your final schedule

- Have your class schedule on hand.
- Identify what time range and days your class meets.
- Determine your final exam time and day as per the guidelines on this page.
- Final Examination Conflicts: In case of room or hour conflicts, please notify the instructor and the instructor will notify the appropriate Division Chairperson for resolution.

Examples:

Some examples to consider.

POLIT*001 section 67535 meets Monday and Wednesday from 9:20 am to 10:45 am. Your final exam would be held on the second class meeting during finals week, which would be Wednesday, May 27, from 9:20 am to 11:20 am in Room N3-401.

COMM*001 section 66494 meets Monday evening from 7:00 pm to 10:10 pm. Your final exam would be held on Monday, May 18, from 7:30 pm to 9:30 pm in Room N3-301.

Maintaining Perspective

The purpose of financial aid is to assist students in their pursuit of education and career goals by removing some of the day-to-day financial pressures that interfere with that pursuit. Federal and state financial aid is intended to supplement, not replace, a student's resources. In other words, students are expected to contribute, to the extent they are able, toward their educational costs. Mission College offers a variety of federal, state and institutional aid programs to assist students in meeting the costs of their education. To obtain information on eligibility requirements and necessary application forms, students are encouraged to stop by the Financial Aid Office or visit our website at:

www.missioncollege.org

click on **Student Support**

then click on **Financial Aid Office**.

Some awards are subject to availability of funds; therefore, it is highly recommended that you apply as early as possible.

Board of Governor's Fee Waivers (BOGFW)

Board of Governors Waiver (BOGFW) covers enrollment fee, a portion of the parking fee, and, for lower income students, BOGFW A, also, covers the campus center fee.

Recipient must be a California resident for at least one year and one day prior to the first day of each semester. Applications are available in the Schedule of Classes, on our website or at the Financial Aid Office.

BOGFW A: To be eligible, you (or one of your parents, if you are dependent) must be a current recipient of public assistance such as AFDC/TANF/CalWORKS, SSI, GA, or others.

BOGFW B: To be eligible, you (or one of your parents, if you are a dependent) must meet the following income standards:

Family Size	2007 Income
1	\$15,315
2	\$20,535
3	\$25,755
4	\$30,975
5	\$36,195
6	\$41,415
7	\$46,635
8	\$51,855
Each Additional Family Member	\$5,220

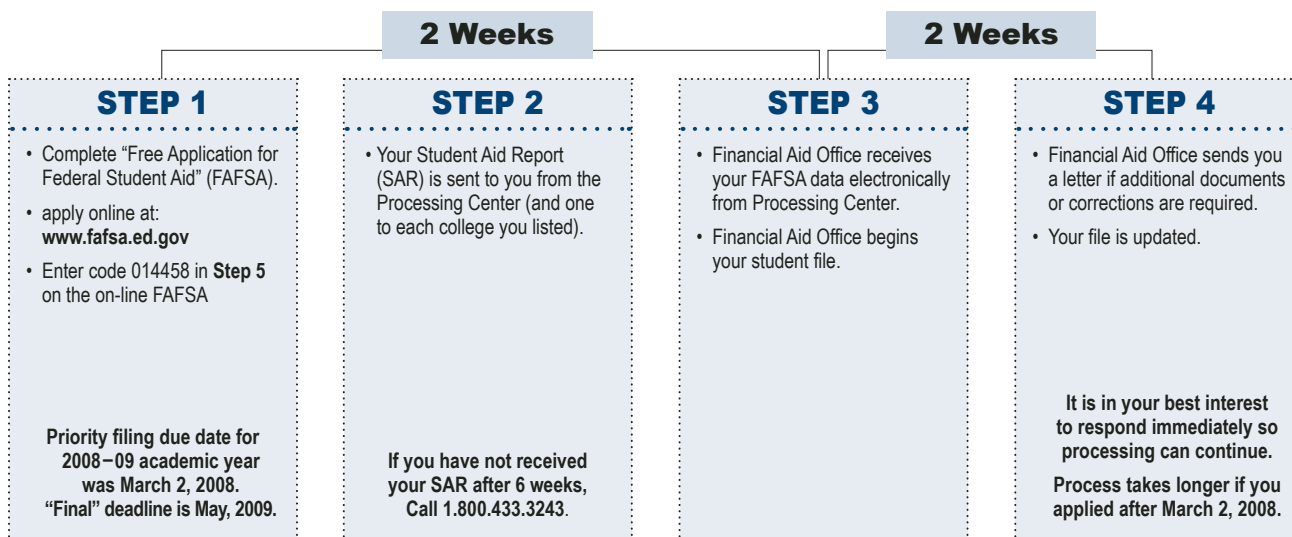
BOGFW C: To be eligible, you must qualify for a Pell Grant and/or have \$1 of "unmet need" as determined after completing a Free Application for Federal Student Aid (FAFSA) and mailing it to the processor in the envelope provided with the application or by applying online.

Note: The Board of Governors Fee Waiver Application is included with this schedule. You will find the English version on pages 13 & 14, and the Spanish version on pages 19 & 20. It is a two-sided form.

Other Financial Aid Programs

- Federal Pell Grant
- Federal Academic Competitiveness Grant (ACG)
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Work Study-part-time employment on or off campus
- Federal Student Loans-subsidized and unsubsidized Stafford
- California Grant Program (Cal Grant B or Chafee)
- Extended Opportunity Program and Services (EOP&S)
- Scholarships

The Financial Aid process time is approximate. The entire process can take three months or longer.



Key Applicant Eligibility Requirements:

Student:

- Is a U.S. citizen or eligible non-citizen
- Declares a program of study leading to a degree, certificate for gainful employment in a recognized occupation, or a transfer program leading to a bachelor's degree at a four-year, degree-granting institution
- Demonstrates financial need by completing the "Free Application for Federal Student Aid" (FAFSA) available online at www.fafsa.ed.gov
- Is not in default on any educational loan
- Does not owe a refund on any Title IV funds
- Has high school diploma, G.E.D. or equivalent, or demonstrates "ability to benefit"
- Meets other requirements as appropriate

Required Documents:

- Electronic Student Aid Report (Output document from FAFSA)
- Financial Aid Data Sheet (available on the Mission College Financial Aid website www.missioncollege.org; click on **Student Support**; click on **Financial Aid Office**; scroll down to the title of your required form; click open; print by clicking tool bar at top of screen.)
- Other documents as requested

How to Apply for Federal Aid

When you apply for financial aid, you will be asked for information about your financial situation. This information is used to determine whether your "financial need" meets the government's requirements for eligibility. Complete the "Free Application for Federal Student Aid" (FAFSA) available online at: www.fafsa.ed.gov

If you qualify for a Pell Grant, you may also be eligible for other additional types of financial aid.

Even if you don't qualify for a Pell Grant, don't give up! You may still be eligible for a variety of other types of financial

assistance, including fee waivers and scholarships. To find out about these other options, ask the staff at the Financial Aid Office.

The Financial Aid process time is approximate. The entire process can take three months or longer.

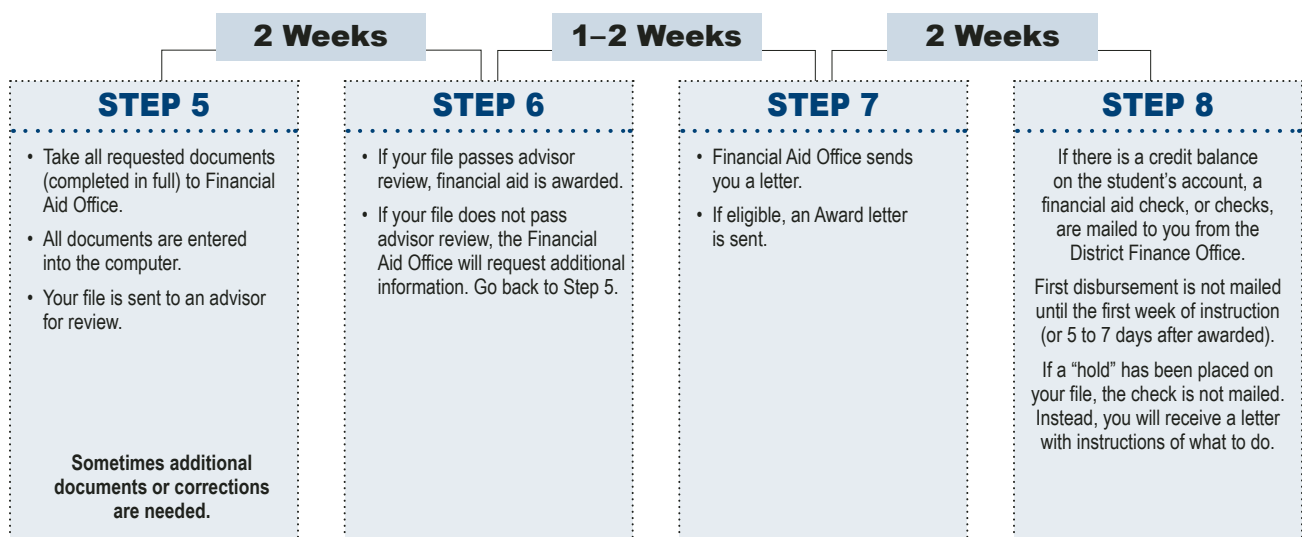
(Refer to the chart of the financial aid process, below.)

If you need additional information, go to the Financial Aid Office or call the Financial Aid Office at **408.855.5065**.

Mission College Scholarships

Mission College offers a variety of scholarships ranging from \$50 to \$5,000 per year. Eligibility may vary based on fields of study, community and/or college involvement, and /or financial need. Applications are available in the Financial Aid Office or the Mission College/Financial Aid website and the Career/Transfer Center in January for the following academic year.

If you need additional information, go to the **Financial Aid Office** or call the **Financial Aid Office** at **408.855.5065**.



T-REG — Telephone Registration Instructions

408.741.TREG (8734)

Carefully read and complete this worksheet before you place your call.

There is a one-time, non-refundable fee of \$3 per semester for using either T-REG or MyWebServices.

If you plan to pay by credit card, please have your card available before you dial.

Step 1 Using a touch-tone phone, dial **408.741.TREG** or **408.741.8734**.

Step 2 After listening to the prompt, press **1** for **Registration**

Step 3 Press **1** to **enter** your **7-digit College ID Number**.....>

or

Press **2** to **enter** your **Social Security Number**>

Step 4 At this stage, you will be asked to enter your **6-digit** Personal Identification Number (**PIN**). Your PIN is your six digit birth date.
(6 digit birth date)>

M	M /	D	D /	Y	Y

Example: May 27, 1986>

0	5	2	7	8	6
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Example: May 27, 1986

Step 5 You will now be prompted to select the semester for which you want to register.
(It will automatically select the term if there's only one semester available.)

Step 6 You will be prompted to press the following numbers from the Main Menu to perform your preferred function.

- Press **1** to **Enter** a new course
- Press **2** to **Drop** a course
- Press **3** to **Review** your Schedule
- Press **4** to **Complete** registration and pay fees
- Press **#** symbol to **return** to the Main Menu

Step 7 You will be prompted to enter a course number which is the 5-digit section number. Listen to all prompts for additional instructions. In case a class you wish to register for is closed, have alternative courses available. When you have finished entering your Adds and/or Drops, press the # symbol to return to the Main Menu.

	Section Number	Course	Day(s) & Time
Sample	10246	ESL63GW	MWF 8:30-9:30
1st Request			
Alternate			
2nd Request			
Alternate			
3rd Request			
Alternate			
4th Request			
Alternate			

Step 8 After adding or dropping, we recommend that you press **3** to **review** your schedule and insure that your transactions are posted correctly.

Step 9 To complete the registration process press **4**. Payment may be made either by credit card (Mastercard or Visa), check or money order. If paying by credit card press **1**. If paying by check or money order, press **2** and mail payment to the address below, or deliver in person to the Admissions & Records Office.

Mail to:
Mission College
attn: Cashier MS#9
3000 Mission College Blvd.
Santa Clara, CA 95054-1897

☛ Be sure to put your College ID # on your check(s) or money order(s).

To register online, go to the Mission College Website at: www.missioncollege.org

