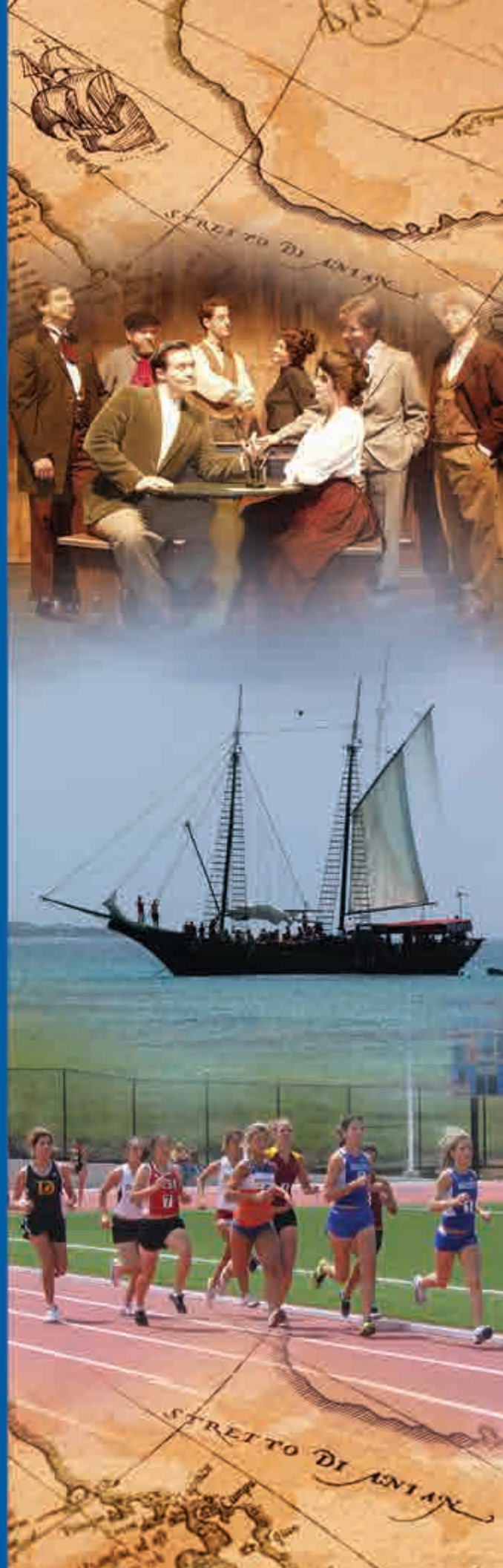


# MODESTO JUNIOR COLLEGE Student Handbook 2013-2014

## The Pirates' Navigator Ahoy ye matees!



# Have a question about MJC?

Use this directory to find who will best answer your questions and provide the services you need. For your convenience, information is listed by keyword, with office location, phone numbers provided when applicable.

**(209)-575-(number)**

*(unless otherwise indicated)*

Accident Report.....	Morris 108	6037	Library & Learning Center (EAST)(Temporary Location) .....	Morris 105	6868
ACT Information .....	Counseling, Student Services Building 226	6080	Circulation (Temporary location).....	Morris 105	6228
Add a class .....	PiratesNet www.mjc.edu		Reference (Temporary location) .....	Morris 105	6230
Admissions .....	East: Student Services Bldg. 102; West: Yosemite A133	6013	Reserve (Temporary location) .....	Morris 105	6229
Agriculture and Environmental Sciences Division .....	Ag. 100	6200	Library (WEST).....	Yosemite 235	6437
Allied Health Division .....	Glacier Hall 165	6362	Circulation.....	Yosemite 235	7761
Alpha Gamma Sigma.....	Student Center	6700	Reference.....	Yosemite 235	6409
Application for admission.....	www.mjc.edu	6013	Literature and Language Arts Division .....	FH 200	6149
Articulation - Colleges/High Schools .....	Morris 205D	6713	Lost and Found.....	Campus Safety SH 151	6351
Auditorium Box Office .....	PAC	6776	Matriculation (Student Success & Support).....	Student Services Bldg. 102	6740
Arts, Humanities, and Communications Division.....	PAC 205	6081	Music.....	PAC 205	6081
Athletic eligibility determination.....	PEM 111	6835	Nurse (East Campus).....	Morris 108	6037
Behavioral and Social Sciences Division .....	FH 100	6130	West.....	Yosemite 154	6360
Books, supplies.....	Bookstore	6840	Parking Permits.....	Business Office	6829
Business Division.....	FH 100	6128	Petitions.....	Student Services Bldg. 102	7729
Business Services			Physical, Recreation, and Health Education Division.....	PE 105	6269
East.....	Student Center	6829	Probation, academic/progress.....	Student Services Bldg. 226	6080
Campus Safety .....	South 151	6351	Public Information/Relations.....	Morris 201	6866
Career Information Center.....	Career/ Transfer Ctr.	6239	Records Office .....	Student Services Bldg. 102	6018
Catalog (purchase) .....	Bookstore	6840	Registration (East).....	Admissions Office Student Services Bldg. 102	6013
Class, withdrawal from .....	www.mjc.edu		West.....	Admissions Office YH A133	6013
Clubs .....	Student Center	6700	Residency (East).....	Admissions Office Student Services Bldg. 102	6013
Community Education Classes and Tours .....	Morris 204	6063	West.....	Admissions Office YH A133	6013
Counseling.....	Student Services Bldg. 226	6080	Scholarships .....	Yosemite 151A	7715
Dean of Counseling & Student Services.....	Student Services Bldg. 226	6036	Science, Math and Engineering Division.....	Science Comm. Ctr. 137	6173
Diploma (pick up) .....	Student Services Bldg. 110	6033	Student Complaints.....	Morris 212	6060
Directory Assistance .....	Sierra	6498	Student Development .....	Student Center	6700
Disability Services .....	Student Services Building 120	6225	Student Educational Plans .....	Counseling Student Services Bldg. 226	6080
Dismissed, academic and progress .....	Student Services Bldg. 226	6080	Student Government information .....	Student Center	6700
Drop a class .....	www.mjc.edu		Student, Title IX.....	Morris 212	6060
Educational Plans.....	Student Services Bldg. 226	6080	Study Skills.....	Counseling Student Services Bldg. 226	6080
Emergency.....	Campus Safety SH 151	6351	TTY.....	575-6863	
.....		6911	Testing, assessment, placement.....	Yosemite 147	7728
EOPS .....	Student Services Bldg. 210	6251	Theft, to report .....	Campus Safety South 151	6351
Evaluations .....	Student Services Bldg. 110	6033	Transcript requests .....	www.mjc.edu	
Family and Consumer Science.....	John Muir 157	6343	Transfer applications, requirements for 4 year colleges and universities.....		
Financial aid .....	Yosemite A147	7700	.....	Morris 103 or Transfer/Career Center 6239/6080	
Fire Training Center .....	Brink Ave. 549-7028		TRIO Programs		
General education, transfer information.....	Counseling or Transfer Center	6239/6080	Educational Talent Search .....	Morris 208 E-F	6743
Grade, determination of .....	Contact Instructor		Student Support Services .....	Morris 208	6189
Grade, not appearing on grade report .....	Contact Instructor		Upward Bound .....	Morris 208	6743
Graduation applications.....	Student Services Bldg., 110 www.mjc.edu		Verifications.....	Student Services Bldg. 102	6013
Technical Education .....	Sierra 255	6332	Veterans Office.....	Student Services Bldg. 200	6017
Health Services .....	Morris 108	6037	Vice President, Instruction .....	Morris 205B	6056
Housing (off campus) .....	Student Development, Student Center	6700	Vice President, Student Services .....	Morris 212	6060
Incomplete grades .....	Contact Instructor		Web Site.....	www.mjc.edu	
Job Information Service .....	Career/Transfer Ctr.	6239			

## TABLE OF CONTENTS

New Student Checklist	5
Pre-Registration Activities	6
<b>CHOOSE A DIRECTION</b>	<b>8</b>
Complete a Certificate of Achievement or a Skills Recognition Award	9
Earn an Associate Degree	10
Complete Requirements for University Transfer	11
Transferring to the California State University system	11
Transferring to the University of California system	11
Transferring to a Private or Out-of-State College	12
GE Certification	13
Improve Basic Skills, English, Reading or Math	14
List of Degrees and Certificates Awarded at MJC	15
<b>FUND THE JOURNEY</b>	<b>16</b>
College Fees	17
Fee Waiver	18
Financial Aid	19
Scholarships	20
<b>LAUNCH YOUR EDUCATION</b>	<b>21</b>
Orientation	22
Assessment (Placement Test)	23
English/Reading	24
English as a Second Language	25
Math	26
Advising	27
Educational Plan	28-30
<b>SET SAIL</b>	<b>32</b>
Registration	33
Prerequisites, Corequisites, and Advisories	34
Searching the 'Net for open classes	35
Wait Lists	36
Using PiratesNet	37-38
<b>ASK THE STARS FOR HELP</b>	<b>40</b>
Manage Your Time	41-42
Figure Your Own Grade Point Average	43
Choose to be a Successful Student	44
MJC's Integrated Learning Center and Support Services	45-46
Directory of Campus Activities	47-48
<b>REACH YOUR DESTINATION</b>	<b>49</b>
Enrollment & Grade Verification	50
Apply for an Associate Degree	51
Apply for a Vocational/Technical Certificate	51
Apply to Transfer to a University	51
Continuing Student Checklist	52
<b>IMPORTANT INFORMATION YOU NEED TO KNOW ALONG THE WAY</b>	<b>53</b>
Academic Regulations	54-57
Withdrawal Limitation	58
Matriculation – Student Rights and Responsibilities	58
Academic Standards	59-60
Code of Conduct	61-64
<b>SAFETY ON THE HIGH SEAS</b>	<b>65</b>
Emergency Procedures	66
Drug and Alcohol Abuse Prevention	67
Sexual Assault	68-69
Campus Maps	70







## WELCOME TO MODESTO JUNIOR COLLEGE

It is a sincere pleasure to welcome you to Modesto Junior College! Our educational focus is on you, the student. MJC takes pride in offering excellent educational programs and course offerings to the community, and is considered the college of first choice for Stanislaus County residents. We are committed to open access as well as educational and cultural diversity.

Student success and helping you achieve your educational goals are the top priorities for the faculty and staff at MJC. Whether you plan to achieve an Associate degree, obtain a vocational certificate, prepare to transfer to a four-year university or are polishing up your job skills – we want to assist you in accomplishing your objectives.

There are many student services in place on campus that can assist you in being a successful student and we urge you to take advantage of these opportunities. Here are just a few suggestions to ensure a successful beginning at MJC:

- After applying complete your online orientation and your testing before making an appointment to see a counselor.
- Take a guidance class.
- Explore the many opportunities for financial aid, grants and scholarships.
- Stop by the Transfer Center if you are planning to transfer.
- Use the computer labs on campus for study, research and writing.
- Get involved in ASMJC, buy a student activity sticker, find out what activities your student government is planning and join a student club!
- Participate in as many campus activities as your busy schedule allows. Every month there are opportunities to enjoy lectures, plays, concerts, special events and sports programs. Many are free events or very reasonably priced!

Thank you for choosing Modesto Junior College. We are excited you are here!

Please Note: This Student Handbook has been published as a supplement to the MJC catalog and should not be used to replace the catalog. Please see the current MJC catalog for all policies and procedures.



## NEW STUDENT CHECK LIST

- Complete MJC admissions application (if you enrolled in MJC classes while you were a high school student, you must update your graduation information by completing a new admissions application)
- Set up Pirates Link email account
- Apply for Financial Aid; at a minimum complete the BOGW fee waiver
- Complete the Online new student orientation
- Take MJC assessment tests
- Schedule advising session
- Develop a class schedule from recommended class list received in advising session
- Build a class schedule on PiratesNet (be sure to include a Guidance class)
- Register for classes
- Pay your fees upon registration – Avoid being dropped: Payment for registration fees must be received within 10 days of registering for class(es)
- Obtain MJC Student I.D. Card
- Attend class
- During semester, meet with a counselor to create an Education Plan



These Student Success and Support (Matriculation) activities are coordinated by the Dean of Matriculation, Admissions, and Records: Student Services Building, 209-575-6740.

## PRE-REGISTRATION ACTIVITIES:

New students must complete the following three activities after they have applied to the college and before they register for classes. Following completion of the application, new and returning students will receive detailed information about pre-registration activities and registration via email. These activities must be completed in the following order:

### ORIENTATION:

Be sure to complete the online orientation before you take your placement assessment. Students are required to complete orientation and testing before meeting with a counselor for advising. Orientation is offered to acquaint students with Modesto Junior College, its campus, its procedures and processes. Students are encouraged to complete the orientation online. There are a limited number of onsite orientations. More information on orientation follows on page 28.

### ASSESSMENT:

New students should complete the English/Reading or ESL test and the Math test. More information on testing follows on page 24. The Testing Center in Yosemite Hall on West Campus offers the assessment tests throughout the school year.

### ADVISING:

After orientation and assessment, counselors and faculty advisors are available to discuss educational goals and class selections. Following the completion of orientation and assessment, students will have an opportunity to meet with a counselor or advisor to discuss class choices for the upcoming term. Students who complete the online orientation and testing should contact the counseling office for an advising session. More information on advising follows on page 29.

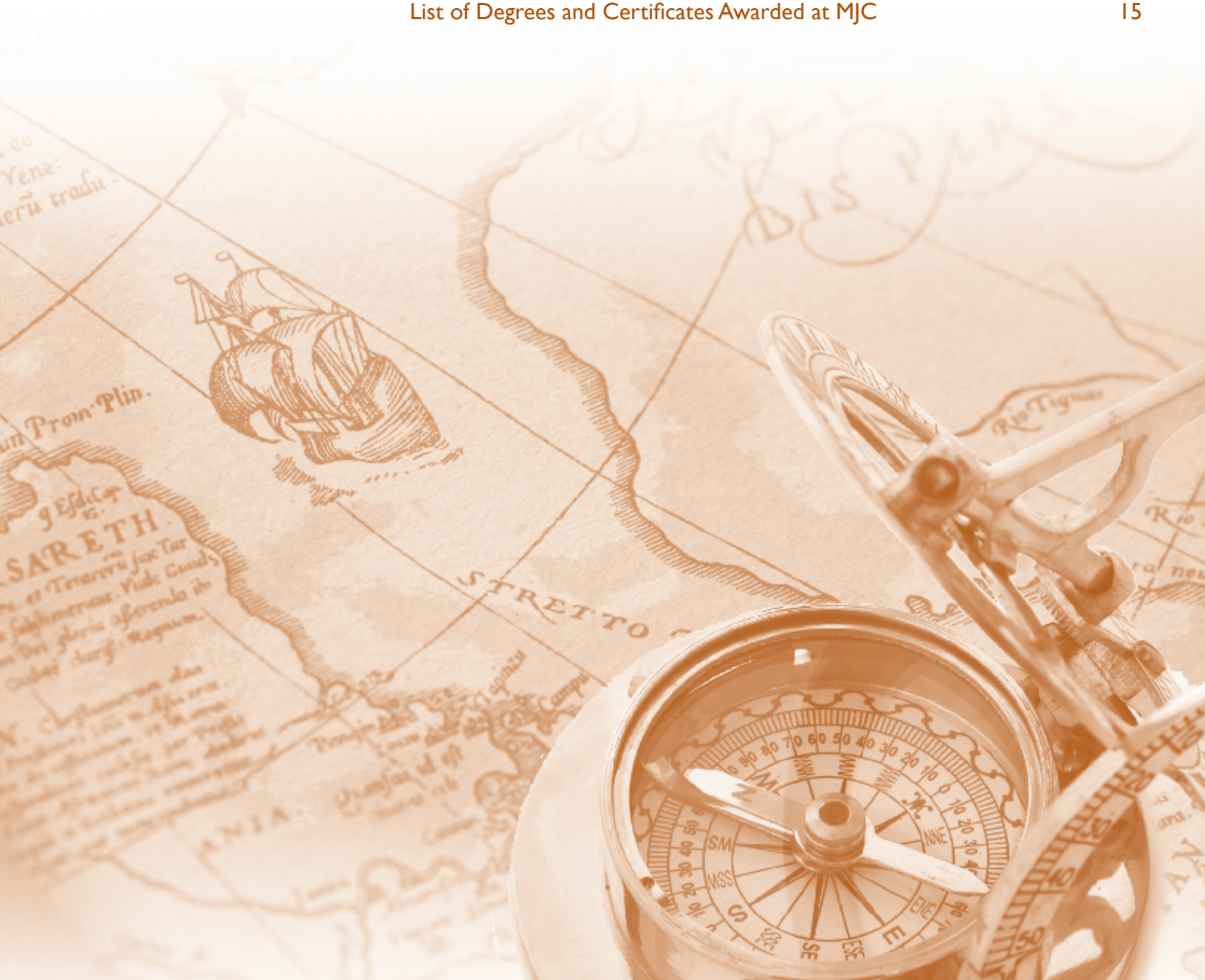
#### NOTE:

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. Students who do not complete the required assessment testing or who do not complete a Matriculation Release form may forfeit their registration priority date and time.

# Choose a Direction

## CHOOSE A DIRECTION

Complete a Certificate of Achievement or a Skills Recognition Award	9
Earn an Associate Degree	10
Complete Requirements for University Transfer	11
Transferring to the California State University System	11
Transferring to the University of California System	11
Transferring to a Private or Out-of-State College	12
GE Certification	13
Improve Basic Skills in English, Reading, or Math	14
List of Degrees and Certificates Awarded at MJC	15





*Not every student enters MJC knowing exactly why they are here or what they want to do with their lives. That's what's nice about community colleges. They are affordable. They have many services to help students figure out what they want to do with their lives. And, they have a variety of programs and classes from which to choose! And, counselors and advisors are here to discuss with you the opportunities available at MJC and help guide you with your decisions and help make your educational dreams come true.*

*Please, use the services available to you—become responsible for your future by actively participating in your education today! Choose a direction, maybe not today but maybe during your first semester, chart your course, launch your dream, and let us help you reach your destination.*

Approximately 20,000 students enroll in classes at MJC each semester. Each student's academic goal may be different and no two students are taking the same set of classes. Each student enrolls in classes unique to that student's academic goal.

MJC offers more than 80 majors and more than 70 Certificate of Achievement and Skills Recognition Awards. Each year, students transfer to hundreds of different colleges and universities. MJC offers classes to meet the needs of students transferring to top-notch universities as well as classes to teach non-English speaking students the English language or classes to improve the basic math, reading, and English skills of entering students who one day hope to transfer to four-year universities. Because community colleges like MJC offer such an array of courses and such a variety of programs, it is extremely important that each student participates in orientation, assessment, advising, and guidance classes and that students work closely with a counselor or an advisor throughout their enrollment at MJC to ensure that they are enrolling in appropriate courses to meet their goals.



# Choose a Direction

## COMPLETE A CERTIFICATE OF ACHIEVEMENT OR A SKILLS RECOGNITION AWARD

---

### WHAT IF I'M JUST INTERESTED IN LEARNING JOB SKILLS SO I CAN GET A JOB?

MJC's many programs prepare students to enter a wide variety of careers or to upgrade their current job skills. These training programs vary in length from nine months to two years. Certificates of Achievement or a Skills Recognition Award are awarded, instead of diplomas, in recognition of completion of requirements specified in each area.

At MJC, you can choose to earn a Certificate of Achievement or a Skills Recognition Award in one of our 70 programs or you can choose to complete major requirements in those programs along with graduation requirements and earn vocational associate degrees. Studies show that individuals who have certifiable job skills or vocational degrees are more likely to be employed and earn more money than those who don't. MJC is proud to offer over 70 job skill and vocational programs which award a **Certificate of Achievement or a Skills Recognition Award** or **Associate Degree**.

Strong evidence shows that the hands-on skills and technical training you can receive through MJC's vocational programs can make you much more valuable to an employer. MJC's expansive vocational programs give you transferable skills – skills required by many different occupations making you a highly marketable job candidate!

### WHAT KINDS OF JOBS CAN I PREPARE FOR AT MJC?

MJC offers over 70 job training programs to prepare students for jobs such as automotive technicians, computer programming specialists, dairy industry technicians, account clerks, machine tool technicians, medical assistants, maintenance electricians, and the list goes on.

Please see page 15 for a list of all the programs offered at MJC.

Students who are interested in taking classes to earn a Certificate of Achievement or a Skills Recognition Award can:

- o See a counselor/advisor in the Counseling Center, Student Services Building  
209-575-6080.





## EARN AN ASSOCIATE DEGREE

---

### WHAT IS AN ASSOCIATE DEGREE AND HOW IS IT DIFFERENT FROM A CERTIFICATE OF ACHIEVEMENT OR A SKILLS RECOGNITION AWARD?

Students can earn an associate degree in arts or an associate degree in science at MJC. This is the highest degree that community colleges are authorized to award. It requires a minimum of 60 units, approximately 20 units are taken from the MJC General Education Pattern, a minimum grade point average of 2.0, and a MAJOR. Students pursuing a Certificate of Achievement or a Skills Recognition Award do not complete the General Education Pattern. Students who plan to earn an Associate Degree have a few choices to make.

**First,** you need to choose a major. Please refer to the list of associate degrees awarded at MJC on page 15.

**Second,** you need to decide whether or not you plan to transfer. Students can choose to earn an Associate Degree without transfer or an Associate Degree with transfer.

If you are planning to transfer with or without an Associate Degree, please refer to the section on Transfer.

### WHAT'S THE DIFFERENCE BETWEEN AN ASSOCIATE IN SCIENCE (AS) DEGREE AND AN ASSOCIATE IN ARTS (AA) DEGREE?

The General Education requirements are the same and the minimum grade point average is the same. The only difference is 10 units in the major. An AS degree requires 30 units in the major, and an AA degree requires 20 units in the major. The 10 unit difference is made up in elective units.

Students who plan to earn Associate Degrees without Transfer can:

- o Make an appointment with a counselor in the Counseling Center, 209-575-6080.
- o Purchase an MJC catalog and review the degree requirements of your major as well as the General Education Pattern for the Associate Degree.

# Choose a Direction

## COMPLETE REQUIREMENTS FOR UNIVERSITY TRANSFER

### DOES EVERY MJC CLASS TRANSFER TO A UNIVERSITY?

No. Not every course offered at MJC is intended to transfer to a university. Remember, MJC has students taking courses for many different purposes. Students should consult with counselors/advisors before enrolling in courses to ensure that the courses they are taking meet their educational goals. With careful planning, students who enter MJC with college level skills can transfer all of their units successfully to universities.

Students can transfer a maximum of 70 units from MJC to the University of California or the California State University system. Independent and out-of-state unit maximums will vary. Many courses offered at Modesto Junior College will transfer to meet general education, major, and elective requirements.

### I PLAN TO TRANSFER TO A CALIFORNIA STATE UNIVERSITY CAMPUS. DO I HAVE TO WORRY WHETHER OR NOT MY MJC UNITS WILL BE ACCEPTED?

The California State University system depends on community college transfer students for a large portion of its upper division enrollment. More than 50% of CSU bachelor's degrees are awarded to community college transfer students. With proper planning, MJC students may complete lower division preparation at MJC and transfer to the campus of their choice as a junior. The California State University and California Community College systems have developed a transfer pattern called the CSU General Education Transfer Pattern to serve transfer students as a guide. In addition the AAT and AST degrees have been developed to provide a smoother transition. MJC students who enroll in courses numbered 100 through 299 can be confident that their units will be accepted by a CSU campus. Please be sure to consult with an MJC counselor for all your transfer questions.

### I PLAN TO TRANSFER TO A UNIVERSITY OF CALIFORNIA CAMPUS. DO I HAVE TO WORRY WHETHER OR NOT MY MJC UNITS WILL BE ACCEPTED?

The University of California has built an international reputation for academic excellence. The University of California has ten campuses located throughout the state, each with outstanding academic programs, faculty, libraries, and research facilities. The University of California gives priority consideration for admission to California community college students over other types of transfer students. To meet the general education requirements of the University of California, students can complete the Intersegmental General Education Transfer Curriculum (IGETC), or the general education requirements for specific campuses. Only certain MJC courses transfer to the UC system. Be sure to confirm transferability by reading the course descriptions in the catalog.

For major preparation articulation agreements, go to [www.assist.org](http://www.assist.org).





Transfer services  
are available in the  
East Campus:  
Transfer Center,  
209-575-6239.

## IS TRANSFER IN YOUR FUTURE?

The IGETC and CSU-GE transfer patterns are advantageous general education patterns for transfer students who have not yet decided on a major or campus and want to keep their options open. IGETC is accepted at CSU & UC campuses. CSU-GE is only accepted at CSU campuses. However, it is often not advisable for transfer students preparing for engineering and high unit science or performance arts majors to try and complete these Patterns (see a counselor). Students entering high unit majors like these should focus on completing lower division major preparation courses and courses to meet admissions requirements at specific campuses. Students are encouraged to discuss transfer issues with a counselor/advisor. Students who work closely with MJC counselors/advisors can be confident that their units will be accepted by their transfer campus of choice.

## HOW DOES MJC WORK WITH PRIVATE AND OUT-OF-STATE UNIVERSITIES?

In addition to state-supported universities in California (CSU and UC), there are many outstanding private institutions in California, as well as out-of-state. Each of these institutions has its own unique requirements for admission. Information about these colleges can be accessed via the MJC Transfer Center or Counseling Center. Although admission requirements differ at these colleges and universities, students who transfer to these schools are given credit for most of their transferable MJC course work. Students are encouraged to discuss transfer issues with an MJC counselor.

## HOW DO I KNOW WHICH MAJOR PREPARATION CLASSES I SHOULD TAKE AT MJC?

Major preparation requirements specify the courses students should be taking during their enrollment at MJC to prepare for advanced studies in a major. These courses may be required as part of the major, as prerequisites for other courses that are required as part of the major, or they may be required to gain admission into the major at a transfer university.

Community college transfer applicants are evaluated, in part, on the basis of their performance in major preparation courses, especially when transferring to a University of California or to an impacted major at a California State University. Therefore, it is important for students to investigate the requirements for their intended major as soon as possible. Students should refer to [www.assist.org](http://www.assist.org) for many major-preparation articulation agreements. Again, be sure to discuss your transfer plans, including your major and your intended transfer university, with an MJC counselor/advisor.



# Choose a Direction

## IMPORTANT TO NOTE:

Preparation for the major courses should be taken for a letter grade rather than for a pass/no pass grading option. Impacted majors often require a specific grade point average in the preparation courses for admission to the major.

## CAN I EARN AN ASSOCIATE DEGREE AND COMPLETE TRANSFER REQUIREMENTS AT THE SAME TIME?

The University preparation pathway and Associate in Arts for Transfer (AAT) or Associate in Science for Transfer (AST) degrees provide a clear path for your goal! By following the University preparation pathway you can complete coursework that is applicable to an associate degree at MJC and also fulfill lower-division requirements for your Bachelor's degree at UC and CSU, and other schools in California. Completion of AAT and AST guarantee admission within the CSU system. As stated before, it's important that you work closely with an MJC counselor or an advisor to ensure that you are completing appropriate classes.

## WHAT IS A GE CERTIFICATION AND HOW WILL IT HELP ME?

During the university application period when you request that your transcripts be sent from MJC, be sure to indicate on your Transcript Request form that you want a "GE Cert" or "IGETC" to be sent along with your transcripts. MJC will then officially notify the CSU or UC campus that General Education requirements have been satisfied.

It is important that you request certification of general education coursework. Certification will ensure that a CSU or UC campus accepts all your courses in the areas in which the coursework is certified. If you do not request certification, the CSU or UC campus you transfer to will apply your general education courses to the general education areas that are the most appropriate. See your counselor for more information about certification.

Students who are interested in taking classes to prepare for university transfer can:

- o Contact the Transfer Center, East Campus, 209-575-6239.
- o Make an appointment with a counselor in the Counseling Center, Student Services Building Room 226.
- o Access the Assist website at [www.assist.org](http://www.assist.org) to learn what types of articulation agreements exist between MJC and your intended transfer university.





## IMPROVE BASIC SKILLS

---

### WHAT IF I'M NOT READY TO ENTER A DEGREE OR CERTIFICATE PROGRAM YET? What if I need help with reading and writing and math before I tackle college level classes?

First, you should take the assessment tests (see page 24). Once counselors have information on your ability levels, they can help recommend courses for you. They may recommend basic skills courses to help you improve skills in reading, math, writing, and English to prepare you for college level work.

For assistance to improve your basic skills, contact the Library & Learning Center for Tutoring Services at 575-6682 for more information

Students who are interested in taking classes to improve their basic skills in math, reading, and writing can make an appointment with the Basic Skills Counselor, Tina Giron at 575-6080.

# Degrees and Certificates Awarded at MJC

**Meaning of Awards:** **AS:** Associate of Science Degree **AA:** Associate of Arts Degree **C:** Certificate

PLANNING YOUR EDUCATION

## Degrees, Certificates and Skills Recognitions Offered at MJC

TITLE OF AWARD	AWARD TYPE	PG.
Accounting	C AA AS	162
Accounting Clerk	C	162
Administration of Justice	AS AST	154
Adv. Heavy Eqpmnt Technician	C	114
Agricultural Business	AS	114
Agriculture-Sales, Service (C: Technician)	C AS	116
Agricultural Science	AS UPE	115
Animal Science	AS	117
Art	AA	142
Art: Photography	AA	148
Art: Studio Art	AAT	
Artificial Insemination Technician	C	117
Athletic Training/Sports Medicine	AS	188
Autobody/Collision Repair	C	202
Autobody/Refinishing	SR AS	202
Automotive Maintenance	C	204
Automotive Technician	C AS	203
Basic Heavy Equipment Technician	C	118
Biological Sciences	UPE	196
Bookkeeping	C AA AS	163
Business Administration	AS AST	164
Business Operations: Management	AA AS	165
Chemistry	UPE	196
Chemical Dependency Counseling	AA	155
Child Development	AS	
Child Devt. Assoc. Teacher	C	
Child Devt. Teacher	C	180-
Child Devt. Master Teacher	C	182
Child Devt. Site Supervisor	C	
Child Devt. Early Intervention Asst. 1	C	
Child Devt. Early Intervention Asst. 2	C	
Clerical	C AS	166
CNC Operator	SR	206
CNC Programmer	SR	206
Commercial Floristry Technician	C	118
Communication Studies	AAT	144
Computer Applications Specialist	C	167
Computer Electronics	AS	204
Computer Graphics Applications	C AS	167
Computer Information Systems	AS	168
Computer Network Administration	C	168
Computer Network Technician	C	171
Computer Programming Specialist	C	169
Computer Science	AA AS TAS	169
Crop Science	AS	119
CS-GE Transfer Pattern	C	106
Dairy Science	AS	119

TITLE OF AWARD	AWARD TYPE	PG.
Earth Science	UPE	197
Electronics Tech-Comp Electronics	C AA AS	204
Emergency Medical Technician(EMT)	SR	192
English	AA TAA	184
Environmental Horticultural Science	AS	120
Environmental Science	UPE	197
Ethnic Studies	SR	156
Fire Science	C AS	193
Fire Science (Basic Fire Academy)	SR	192
Forestry	C AS	120
Fruit Science	AS	121
Geography	UPE	157
Gerontology	SR	155
Health and Physical Education		198
Heavy Machinery Management	C	122
Humanities	UPE GSE	145 212
Human Services	C AA	157
IGETC Transfer Pattern	C	108
Industrial Electronics	C AS	205
International Business	C	170
Landscape and Park Maintenance	C	122
Landscape Design	C	123
Language and Rationality	GSE	213
Language Studies	AA TAA	185
Liberal Studies (Teacher Prep)	UPE	158
Machine Tool Technology	AS	206
Machine Tool Technology 1	C	206
Machine Tool Technology 2	C	206
Maintenance Machinist 1	SR	208
Maintenance Machinist 2	C	208
Mathematics	AST	198
Marketing	AA AS	171
Mechanized Agriculture	C AS	123
Medical Assisting	C AS	130
Music	AA TAA AAT	146
Natural Sciences	GSE	214
Nursery Production	C	124
Nurse Assistant (for CNA)	SR	136
Nursing, Associate's degree (for RN)	AS	131
Nursing, LVN 30-Unit Option	C	136
Nursing, LVN to ADN Advanced Placement Pthwy	AS	134
Office Administration	C AS	172
Office Computer Applications	C	173
Office Support	C	173
Physical Education	AA	188
Physics	UPE	199

TITLE OF AWARD	AWARD TYPE	PG.
Poultry Science	AS	125
Professional Selling	C	174
Psychosocial Rehabilitation	SR	160
Real Estate	C AA AS	174
Recording Arts	SR	149
Records Management/Data-Entry	C	175
Recreational Land Management	C AS	125
Respiratory Care	AS	137
Retail Management (WAFC)	C	176
Social and Behavioral Sciences	GSE	215
Soil Science	AS	126
Spanish	AA	185
Speech Communication	SR AA	149
Supervisory Management	C AA AS	176
Supervisory Mgmt in Public Safety	SR	154
Theatre	AA AAT	150
Theatre: Design and Technical	SR	150
Theatre: Performance	SR	150
Veterinary Technician	C	127
Welding	AS	
Welding: Gas Metal Arc Welding and Gas Tungsten Arc Welding	SR	
Welding: Pipe Welding	SR	208-
Welding: Sheet Metal Fabricator Tech	SR	209
Welding: Shielded Metal Ac	SR	
Word Processing	C	178

### LEGEND

- AA:** Associate in Arts Degree
- AAT:** Associate in Arts Degree for Transfer (p. 98)
- AS:** Associate in Science Degree
- AST:** Associate in Science Degree for Transfer (p. 98)
- TAA/TAS:** Transfer Preparation Associate Degree
- GSE:** General Studies Emphasis (Non-transfer) (
- UPE:** University Preparation Emphasis (for Transfer) (p. 97)
- C:** Certificate of Achievement
- SR:** Skills Recognition

# Fund the Journey

## FUND THE JOURNEY

College Fees	17
Fee Waiver	18
Financial Aid	19
Scholarships	20







## HOW WILL I KNOW WHAT TO EXPECT IN COLLEGE FEES?

It is important to know how to calculate fees and to plan for their payment. Fees are due at the time of registration. Students who do not have a zero balance at the end of a day, within 10 days of registering for any classes, will be dropped for non-payment of fees. Students, who are a California resident and have a current active BOG fee waiver before registering, will not be dropped from classes, however, your account will be frozen if all fees are not cleared within 10 days.

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

The amount you owe will depend on a variety of factors, such as whether or not you are considered a California resident, whether or not you applied for and are eligible for a Board of Governors Fee Waiver, and the number of units for which you are registered.

The Business Services Office can answer your questions about fees, located in the East Campus: Student Center. Their information number is 209-575-6829.

<b>Mandatory Fees</b>	<b>Fee Amount</b>	<b>Fee Totals</b>
Enrollment fee	\$46/unit x enrolled units =	_____
Out of State Tuition (non-residents only)	\$222/unit x enrolled units =	_____
Health Services fee	\$18 for Fall or Spring \$15 for Summer	_____
Student Center fee per fiscal year	\$1/unit w/a maximum \$10/ fiscal year	_____
Student Representation Fee	\$1/semester	\$1.00
<b>Optional Fees</b>		
Student Benefits Fee	\$5.00/semester	_____
Parking Permit, Fall/Spring	\$20.00/semester	_____
Parking Permit, Summer	\$7.50	_____
Parking Permit, Shuttle, Fall/Spring	\$10.00	_____
Parking Permit, motorcycle, moped	\$7.50	_____
Student ID Card	Free	_____
	<b>Total Due</b>	_____

In addition to fees, there are other expenses associated with going to college. Books, transportation, supplies, and materials must be considered in creating a budget for college. Students concerned about the cost of college should consider applying for financial aid. Please see the financial aid information on page 19.

# Fund The Journey

## WHAT IS A FEE WAIVER AND HOW CAN I GET ONE?

The Board of Governors Fee Waiver (BOGW) can waive the enrollment fees for eligible students. To receive a BOGW, you must meet certain low-income criteria, be classified as a resident of California, and complete a BOGW application. The Fee Waiver application is available online at [www.mjc.edu/financial\\_aid/](http://www.mjc.edu/financial_aid/). Students who complete the Free Application for Federal Student Aid (FAFSA) automatically apply for a BOGW fee waiver. Students who are eligible for a BOGW fee waiver are eligible for the entire academic year and must re-apply each new academic year. A new academic year begins July 1.

## WHAT IF I CAN'T AFFORD COLLEGE?

Financial Aid's mission is to ensure that money problems are not a barrier to your enrollment or to the achievement of your educational goals. Their goal is to help students keep their financial concerns manageable while they attend college. The financial aid process requires a close partnership between you, the financial aid staff and, sometimes, others. A comprehensive Financial Aid Handbook is available that describes programs and the process in greater detail. Students can pick up the Financial Aid Handbook in Yosemite Hall 147 on West Campus.

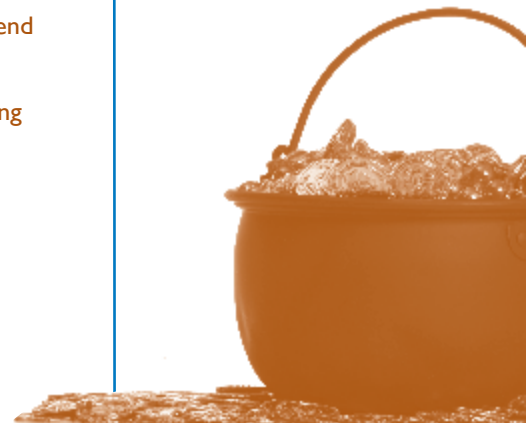
## WHAT IS FINANCIAL AID?

Generally, financial aid is funds made available by the federal government and state government, to help families pay for educational costs. The amounts and kinds of aid a student will be offered depends on a student's financial need and satisfactory academic progress. Financial need is the difference between the cost of attending a college and the amount a family can pay toward those costs. Costs include tuition, fees, room and board, transportation to and from college, books, supplies, and personal expenses. These costs vary from college to college, and the amount each family is expected to contribute also varies.

## HOW IS THE FINANCIAL AID AWARD DETERMINED?

The formula used to calculate college costs considers the family's income and assets, the number of family members in the household, the number of family members who will attend college at the same time, along with other information collected on the Free Application for Federal Student Aid (FAFSA). Generally, the greater a student's financial need (according to the federal formula) and the more units enrolled, the larger the financial aid package awarded by the college.

The Student Financial Services Office is located on West Campus: Yosemite Hall, 147. Their information number is 209-575-7700.





## HOW DO I APPLY FOR FINANCIAL AID?

To apply for financial aid, you must complete the Free Application for Federal Student Aid (FAFSA), available online at [www.fafsa.gov](http://www.fafsa.gov). The FAFSA is a financial aid application made available by the United States federal government and used by all colleges and universities to determine students' eligibility for federal and state aid. To be considered for a state award (Cal Grant), you must also have your GPA submitted by the deadline.

**Cal Grant Application Deadlines:** March 2nd and September 2nd.

Modesto Junior College will automatically submit GPA's for all students who have attended MJC during the last 5 years and will have completed a minimum of 16 degree-applicable units.

### **To Check your Cal Grant GPA Submission Status:**

Go to our website at [www.mjc.edu](http://www.mjc.edu). Log into Pirates Net then click on "Cal Grant GPA".

If you meet the selected criteria, your GPA and Status will appear.

If you have not completed the minimum number of units, you must request your GPA from the high school you graduated from. If you have completed at least 16 units but have not attended MJC in the last 5 years, you should contact the Financial Aid Office for GPA submission.

## WHEN SHOULD I APPLY FOR FINANCIAL AID?

For maximum eligibility, you should submit the FAFSA as soon after January 1st as possible and submit verification documents as soon as requested.

# Fund the Journey

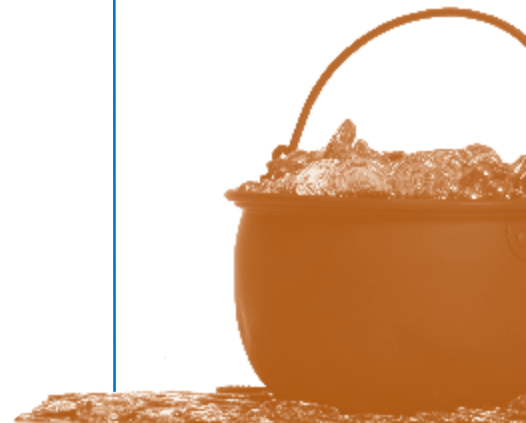
## I RECEIVED A SCHOLARSHIP IN HIGH SCHOOL. HOW DO I GET MY MONEY?

Check with the donor of the scholarship or your high school to determine if the scholarship money has been sent to the Modesto Junior College Scholarship Office. If so, you should contact the Scholarship Office (209) 575-7715. Usually, donors require proof of college enrollment before the scholarship money can be released.

## CAN I APPLY FOR SCHOLARSHIPS AT MJC?

Yes. The Scholarship program offers over 200 scholarships annually to eligible students in amounts ranging from \$200 to \$2,000. Incoming, continuing, and transferring students are encouraged to apply through the MJC scholarships online scholarship application each October through mid-December; deadline for high school seniors is early March. If you're interested in scholarships, contact the Scholarship Office on West Campus in Yosemite Hall, 147 or call 209-575-7715.

The scholarship office is located in the Financial Aid office on West Campus: Yosemite Hall, 147. Their information number is 209-575-7715.





# Launch Your Education

## LAUNCH YOUR EDUCATION

Orientation	22
Assessment	23
English/Reading	24
English as a Second Language	25
Math	26
Advising	27
Educational Plan	28-30





For orientation  
information  
phone  
209-575-6087.

## ORIENTATION

### WHO SHOULD COMPLETE AN ONLINE ORIENTATION WORKSHOP?

Every new and returning student, even those who attended an orientation session one or more years ago, should complete an online orientation session. Orientation explains MJC procedures, policies and the current registration process. Orientation can be completed online. Go to [mjc.edu](http://mjc.edu) for the orientation online link. There are limited onsite orientations offered.

### WHAT WILL I LEARN IN ORIENTATION? GET THE FACTS!

Everything you need to know about being an MJC student, as well as learning how to register, will be shared with you in the informative MJC Orientation. By completing orientation, you will fulfill one of the three preregistration requirements. Orientation and testing are required, before meeting with a counselor or advisor to discuss your first semester classes.

All orientations include:

- o Information to help you navigate the registration process
- o An introduction to college resources and services
- o Information about associate degrees, vocational certificates, and transfer requirements
- o Tips for becoming a successful student
- o An overview of college regulations and student rights and responsibilities
- o Assistance in creating a first semester class schedule to match your educational goals



The Testing Center is located on MJC's West Campus: Yosemite Hall, 147. To reach the Testing Center, phone 209-575-7728.

## WHAT ASSESSMENT TESTS AT MJC MEAN TO YOU!

### DO I HAVE TO TEST?

All MJC students whose educational goals include: An associate degree, a vocational or technical certificate, undecided, completing requirements for university transfer, learning job skills, improving basic skills, including students who have completed 15 units or more, regardless of educational goal, are required to complete assessment testing.

Most math and English composition classes, English-as-a-second-language classes, and many science classes, like Chemistry and Biology, have prerequisites. Students may not enroll in these classes without a qualifying assessment score on file or having completed the required college level prerequisite class.

### CAN I USE OTHER COLLEGE TEST SCORES OR COLLEGE COURSES IN LIEU OF MJC ASSESSMENT?

**Yes.** *The following will be accepted in lieu of MJC assessment for prerequisite purposes.*

- If you tested at another California community college, you can send your results to the MJC Records Office (at least 10 days prior to completing orientation, advising, and/or registration).
- If you completed English, math, ESL, or chemistry courses at another college, you must submit an official transcript at least six weeks prior to registration to the MJC Records Office.

### WHEN SHOULD I TEST?

Students should test after completing orientation. Counselors use assessment scores to recommend appropriate coursework.

For a schedule of all upcoming assessment tests, go to [www.mjc.edu](http://www.mjc.edu) and click on Admissions and Testing and Assessment Dates.

### WHAT IF I NEED SPECIAL ACCOMMODATIONS FOR TESTING?

Accommodations for students with disabilities can be arranged for any college service if the request is made at least 10 days prior to the service or activity. If you are being served through the Disability Services Program, phone 209 575-6225 or TTY 209-575-6863. If you are not being served through DSPS, phone the ADA Coordinator at 209-575-6225 or TTY 209-575-6863 to arrange accommodations.

# Launch Your Education

## CAN I TAKE THE TEST(S) MORE THAN ONCE?

Yes. Students can retake the same test 60 days after the original test date. Retesting is not permitted once a student has enrolled in the recommended English, ESL, math or reading course.

## WHAT IF I AM UNHAPPY WITH MY PLACEMENT RECOMMENDATION?

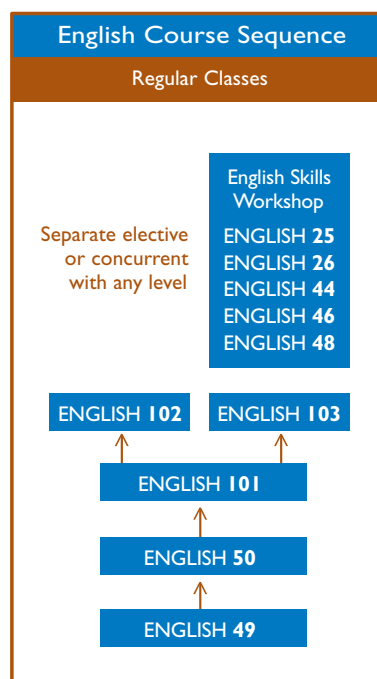
Regarding assessment there are two actions you can take. You may retest after 60 days as mentioned above, or you may challenge the course placement (also referred to as a prerequisite challenge) for a higher placement. To do this, you must begin in the English or math Division Office by completing the prerequisite challenge form at least five days before registration. A 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. See page 37 for more information on prerequisites.

In general MJC students can also challenge any prerequisites on the following grounds:

1. it was not established in accordance with the District's policy
2. it's a Title 5 violation
3. it's discriminatory
4. students feels they can succeed even though they have not started the prerequisite.
5. students will be subject to undue delays because the prerequisite has not been made reasonably available

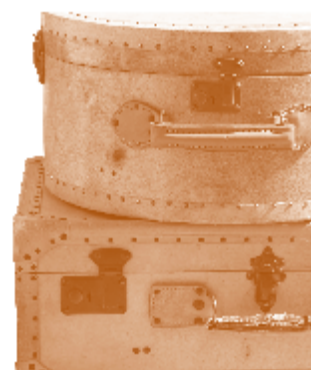
## WHAT IS THE ENGLISH/READING ASSESSMENT

The ACCUPLACER test is an untimed computerized adaptive test where questions constantly adjust for your ability level. These tests consist of questions covering reading comprehension and language use skills. There are no grammar questions but a student should understand sentence structure and construction shift (which requires a sentence be rewritten while keeping the same meaning as the original sentence). Test scores are combined with multiple measures such as hours worked, high school grades and completion of high school English and Math classes to determine placement. This helps counselors recommend appropriate courses for you.



## ENGLISH PATHWAY

Note: English 49 has no prerequisite.







Literature and Language Arts Division is located on East Campus: Founders Hall, Room 200 209-575-6149.

## WHAT DO MY SCORES MEAN?

### ENGLISH PLACEMENT SCORE RANGE COURSE PLACEMENT RECOMMENDATION

1005	English 101 Composition & Reading
1004	English 50 Basic Composition & Reading
1002, 1003	English 49 Basic English Skills

### READING PLACEMENT SCORE RANGE COURSE PLACEMENT RECOMMENDATION

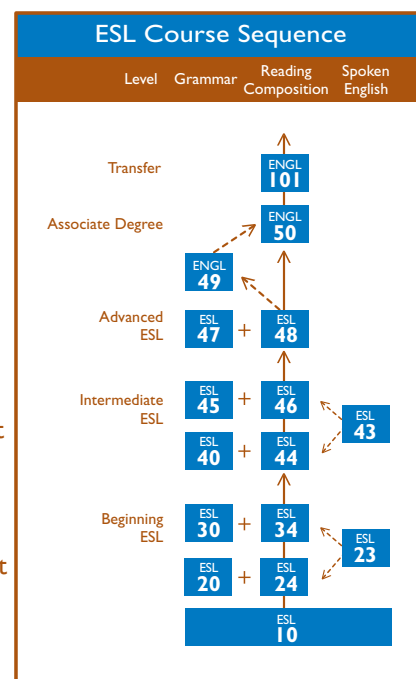
3004	Reading 184, 82, 62; Spelling 32
3003	Reading 82, 62; Spelling 32
3002	Reading 40, 21; Spelling 31

## MY FIRST LANGUAGE IS NOT ENGLISH, SHOULD I TAKE THE ENGLISH-AS-A-SECOND-LANGUAGE TEST (ESL)?

Students whose first language is one other than English, and who want to enroll in English-as-a-Second-Language classes before enrolling in credit English Composition courses may be better served by taking the ESL assessment test.

The ESL test was developed to place adults into different language ability levels in ESL courses. This test measures students' grammar and reading skills.

Most of MJC's credit ESL classes have prerequisites that can be satisfied by a placement recommendation on the ESL assessment test.



### ESL PLACEMENT SCORE RANGE COURSE PLACEMENT RECOMMENDATION

5700	ESL 47, 48
5600	ESL 43, 45, 46
5500	ESL 40, 43, 44
5400	ESL 30, 33, 34
5300	ESL 20, 23, 24
5200	ESL 10
5100	TAKE ESL FOR LIFE AND WORK TEST (CASAS)



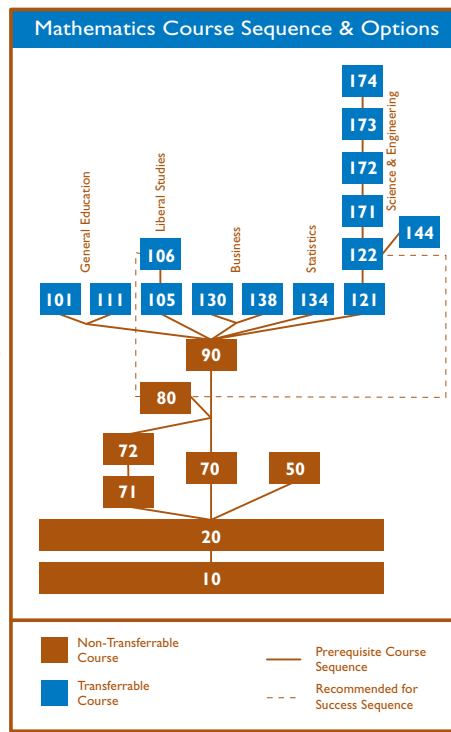
# Launch Your Education

## WHAT IS THE MATH ASSESSMENT?

Students may not enroll in any math class, except the lowest level Math 10, without a math recommendation from the math assessment test or a prerequisite course. Other classes, like Chemistry, also have math prerequisites which can be satisfied with a math recommendation from the math assessment test.

## WHAT IS THE MATH ASSESSMENT?

The ACCUPLACER math assessment is an untimed, computerized, adaptive exam designed to test your current math skills and place you at the appropriate math level at MJC. Upon completion of the exam, you will receive one of the following placements:



To reach the Science, Math & Engineering Division, located on the West Campus in the Science Community Center, phone 209-575-6173.

## ARITHMETIC

MATH PLACEMENT CODE	COURSE PLACEMENT
2100	Math 10
2200	Math 20
2300	Math 70, Math 50

## ALGEBRA

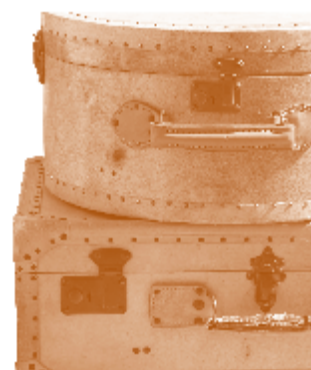
MATH PLACEMENT SCORE RANGE	COURSE PLACEMENT
2300	Math 70, Math 50
2400	Math 90, Math 88

## COLLEGE LEVEL MATH

MATH PLACEMENT SCORE RANGE	COURSE PLACEMENT
2500	Math 101, Math 138
2600	Math 121
2700	Math 122
2800	Math 171

## MATH PATHWAY

Math 10 has no prerequisite.



# Launch Your Education

## DO I HAVE TO MEET WITH A COUNSELOR/ADVISOR BEFORE I REGISTER?

All MJC students whose educational goals include: An associate degree, a vocational or technical certificate, undecided, completing requirements for university transfer, learning job skills, or improving basic skills, are encouraged to meet with a counselor/advisor before they register. Regardless of educational goal, students who have completed 15 units or more should definitely meet with a Counselor/Advisor.

Counseling is an important part of your successful educational process and it is essential to getting a good start at Modesto Junior College. After you have completed an admissions application, orientation and assessment testing, you will have an opportunity to meet with a counselor or an advisor to put together a schedule for the upcoming term.

Counselors recommend that during your first semester you enroll in one of the following college Guidance classes where you will learn more about the many different educational opportunities offered at Modesto Junior College, and you will have an opportunity to create your Educational Plan, a plan that details the classes required and support services recommended for you to complete your educational goal. The following classes fulfill the guidance graduation requirement:

*Guidance 109: International Student/New American Focus*

*Guidance 110: Educational Planning*

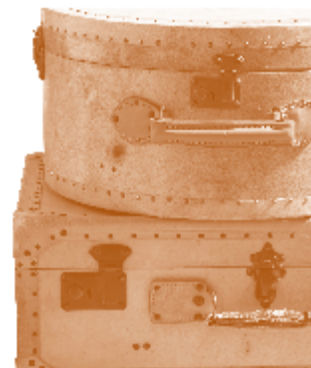
*Guidance 111: Career Awareness*

*Guidance 112: Job Development Skills*

*Guidance 116: Orientation for Re-entry Adults*

*Guidance 120: Success Strategies for Transfer Students*

The Counseling Center is located on East Campus: Student Services Building, 226. Their information number is 209-575-6080.





*AG 115: Introduction to Agricultural Education and Careers*

*Study Skills 78: College Study Skills*

It's easy to 'stay on course' and work consistently towards your educational goal within your desired timeframe IF you work with a counselor/advisor and IF you follow your educational plan.

### **WHAT IS AN EDUCATIONAL PLAN (ED PLAN)? AND, DO I NEED ONE?**

All MJC students whose educational goals include: An associate degree, a vocational or technical certificate, undecided, completing requirements for university transfer, learning job skills, or improving basic skills, are required to have an Ed Plan on file by the semester after they have reached 15 units. Students who have already completed 15 units or more, regardless of educational goal must have an Ed Plan on file.

Think of an Ed Plan as your road map to your educational goals. It will include a list of all of the classes you need to reach your academic goal and the order in which you should take them. Counselors will also list any services that may assist you while you are a student at MJC, like financial aid, tutoring, special accommodations, etc. See page 31 for an MJC Educational Plan Form.

### **ONCE I HAVE AN ED PLAN IS THAT IT? IS IT DONE?**

No. You should meet periodically with your counselor to review your Ed Plan to make sure you are on track. If, at any time, you change your educational goal, your major, or your intended transfer university, you should meet with your counselor/advisor to update your Ed Plan so that you can be confident you are always enrolling in appropriate courses that you need to meet your goal!





## WILL A COUNSELOR BE ASSIGNED TO ME?

Counselors are not assigned. Students may choose their own counselor. Many students continue to work with the counselor who taught their Guidance class. Counselors provide service to students throughout their enrollment at Modesto Junior College. Counselors are available by appointment for continuing students and via group advising for new students. If you don't have a particular counselor in mind, phone the Counseling Center for assistance 209-575-6080.

Due to the large number of students at MJC, there are certain times of the academic year when counseling is available by drop-in only – usually at the beginning of each semester. To avoid the possibility of lengthy waits and a rushed atmosphere associated with drop in only, plan ahead!

Counseling services include:

### **Academic Planning**

- o Consider educational options
- o Review requirements
  - Graduation
  - Transfer
  - Vocational and Technical Certificates
- o Assistance in selecting appropriate courses to achieve goals
- o Information regarding student rights and responsibilities
- o Assistance in addressing academic problems such as difficulty in a particular course, probation, dismissal
- o Development of an Educational Plan

### **Career Planning**

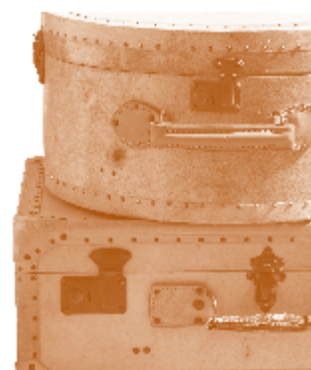
- o Explore interests, values, and goals
- o Research and review career options
- o Plan appropriate courses to achieve goals

### **Personal Counseling and Referrals**

- o Assistance with problems that affect school performance
- o Referrals to college services or community resources



# Launch Your Education



# Set Sail

## SET SAIL

Registration	33
Prerequisites, corequisites, and advisories	34
Searching the PiratesNet for open classes	35
Wait Lists	36
Using PiratesNet	37-38







The Admissions Office is responsible for registration. There are two Admissions Offices. One is located on East Campus: Student Services Building and the other on West Campus: Yosemite Hall. Their information number is 209-575-6853.

## HOW DO I GET A DATE AND TIME TO REGISTER?

New students are ready to register after they have:

- 1) Submitted an admissions application, and it has been processed by the Admissions Office;
- 2) Attended an orientation workshop
- 3) Completed assessment (if required)
- 4) Discussed class choices with a counselor (if required)

When the Admissions Office processes a student’s application, a registration date and time is assigned to the student. The college emails this information to the student (if an email address is provided). The student can register at this time and any time thereafter as long as registration is open.

## DO I HAVE TO COME IN TO THE ADMISSIONS OFFICE TO REGISTER?

Students can register using any of the following methods:

- PiratesNet** MJC’s web based registration system. Available at [www.mjc.edu](http://www.mjc.edu) seven days a week, from 6 a.m. until 11 p.m.
- In person** MJC provides a registration lab – MJC Admissions East (435 College Avenue in the Student Services Building) to allow students to register, request transcripts, complete FAFSA, etc.

## WILL I EVER GET AN EARLIER REGISTRATION DATE?

As you earn units and retain your continuing student status, you will move up in the registration priority order. Effective Fall 2014 registration priorities will reflect current title 5 regulations. Students who fully matriculate by applying, completing orientation, assessment and advising who have an education plan on file will receive priority over students that do not complete these core steps.

Approximately one month before each registration period, registration dates and times for continuing students are posted on the PiratesNet. New student registration dates and times are posted as applications are processed.

## REGISTRATION: COURSE PREREQUISITES/COREQUISITES/ADVISORIES

### WHAT IS A PREREQUISITE?

A **prerequisite** is a course completed or skills a student must have before enrolling in a particular class. For instance, the prerequisite for AUTEK 323 says: a student must “satisfactorily complete AUTEK 311” in order to enroll in AUTEK 323. The prerequisite for MATH 70 says: a student must have “satisfactory completion of Math 20 or qualification by MJC assessment process” to enroll in Math 70. If a student has not completed these courses or does not have a qualifying score on file, enrollment in the courses will be blocked.

### WHAT IS A COREQUISITE?

A **corequisite** is a course that a student must take at the same time as another course. For instance, a student who enrolls in HUMSR 145A must also enroll in HUMSR 144.

### WHAT IS AN ADVISORY?

An **advisory** is a recommendation for success. For example, some courses like Humanities 101 have a recommendation for success: “Satisfactory completion of English 101.” Students who have not completed English 101 will not be blocked from enrolling in Humanities 101, but the division is warning students that students who have completed English 101 have a better chance at being successful in Humanities 101 than those who have not. It is important to take advisories seriously as they are based on the skills or knowledge that department faculty believe are needed to succeed in a class.

### HOW CAN I SATISFY A COURSE PREREQUISITE?

- 1) Students can register in the prerequisite classes and complete them with a C grade or better.
- 2) Students who have completed the prerequisite class at another college can submit their college transcripts to MJC at least six weeks prior to registration so that Records Office staff can update their academic records.
- 3) Students who completed the prerequisite course at MJC prior to 1985 must notify MJC Records Office staff (Student Services Building) at least six weeks prior to registration so that their academic records can be updated.
- 4) Students who completed assessment testing at another California Community College can send their results to the MJC Records Office at least 10 days prior to registration so that their academic records can be updated.

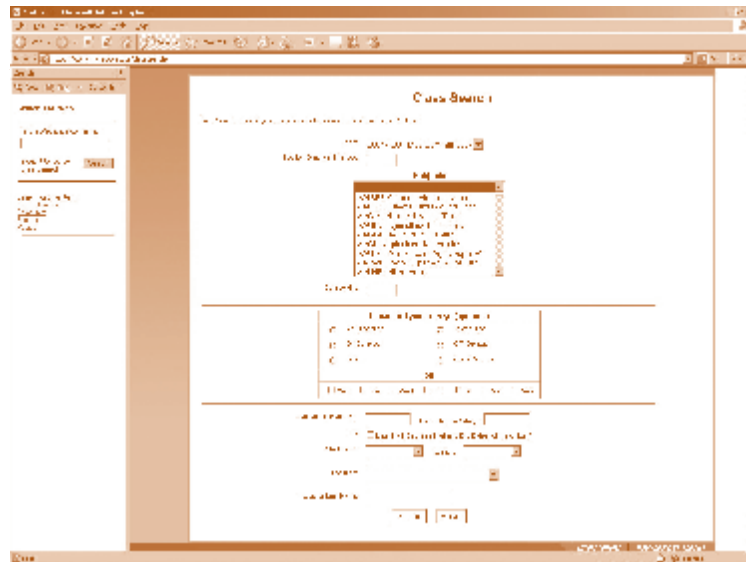


5) Students who believe they have the skills necessary to enroll in a class without having met the stated prerequisite can submit a **Prerequisite Challenge Form** to the division offering the course. On this form, students must specifically state the reason why they believe they can be successful in the class as well as the grounds for the challenge. A committee from the division in which the course is offered will review each petition and render a decision within five working days. If the challenge is approved, the student's record will be updated so that enrollment in the class will be permitted.

### DO YOU KNOW THAT YOU CAN SEARCH FOR OPEN CLASSES ON PIRATESNET?

The PiratesNet offers students a convenient, easy, and fast way to search for open classes.

All you have to do is access the PiratesNet website at **www.mjc.edu** and click on Class Schedule and catalog.



You can search for classes in a number of different ways, including by:

- o A specific synonym/section number
- o A course
- o A location
- o A day of the week
- o A time period, (if you are looking for late start classes)
- o A time, either morning or afternoon or evening
- o An instructor

The information that you receive back will let you know if the class is still open or if it has closed and a wait list has been started.



## WHAT IF THE CLASS I WANT IS CLOSED? WHAT ARE MY OPTIONS?

With the convenient search feature, it's always better to find an open class and enroll in that open class so that you have a full schedule. You can search for the course at a different time, or you can refer to the pattern you are following (MJC graduation, CSU transfer, etc.) and find another class required in the same Subject Area. But, there are those times when you just want that one class with that one instructor and even though the class has closed, you still want to take a chance and put your name on a wait list. If the class you want is closed, you can add your name to the wait list when you are registering.

## WHAT IS A WAIT LIST?

Don't wait until the first day of the term to get into a class that's full. Put yourself on the waitlist and be first in line to fill a vacated spot!

When all of the seats of a section have been filled, a wait list is created. Think of it as an "overflow". Waitlisting allows students to electronically add themselves to a class when a vacancy becomes available. Students on a waitlist will be notified via their college email when an open spot becomes available in the class. Students will have 5 days from the date they receive the notification to register into the vacant spot using PiratesNet.

Students who have errors preventing registration such as an outstanding balance, unmet prerequisites, time conflicts, or overload issues will not be able to add the class until the error is resolved.

PiratesNet checks for schedule conflicts for wait listed courses, so don't waitlist for a class that meets at the same time or overlaps with a class for which you're already registered. PiratesNet also checks for completed prerequisites, so don't waitlist for a class until you are ready to take the class.

You also can't be added into a class from the waitlist if you're already registered in another section of the same class, or if adding you into the waitlisted class will give you a unit overload.

After classes begin, faculty has control of the enrollment in a class. Students are not automatically added into classes from the wait list after the class has begun. To add a waitlisted class after classes begin students will need to attend the first class meeting and obtain an add card from the instructor.

For online courses students will submit an Electronic Add Card to the instructor. See the steps listed below to submit an electronic add card:

- 1) On the first day of the semester or the first day of the course (not before!), submit an Electronic Add Card to the instructor by accessing **www.mjc.edu** and selecting "PiratesNet", select "Students", select "E-Add Card Request (Online Courses)".
- 2) When you've submitted the card electronically, the instructor will e-mail you to notify you if you have been accepted into the course.
- 3) Using PiratesNet, or in-person registration, you may then add the course.
- 4) Keep the original email that gave you permission to add the class for your records.





# PiratesNet

---

## How to Create a PiratesNet User Account.

### First Time Log-in:

#### First time users of PiratesNet must first establish their account/User ID

- 1) Load the MJC website at [www.mjc.edu](http://www.mjc.edu)
- 2) Select Register for classes, PiratesNet.
- 3) On the Main Menu, click the Current/Former Students link.
- 4) The Current/Former Students menu will open. Click the LOG IN tab.
- 5) In the fields provided, enter your User ID (“w” number)—include the w – do not capitalize and enter your password.
  - \* If this is your first time logging-in, your default password is your six digit birth date (example January 3, 1985---010385).
  - \* If you don’t remember your User ID (“w” number), click on the Main Menu, then click on “What is My User ID”. The “Retrieve my User ID (“w” number) form will display. Enter your last name and social security number; then click submit. Your User ID (“w” number) will display. Click the LOG IN button.
- 6) Make note of your User ID and password. Store them in a safe place for future use. **Do not share your password**
- 7) Click the “Current/Former Students” Option.

### How to Create a PiratesNet User Account for a Continuing Student:

- 1) Load the MJC website at [www.mjc.edu](http://www.mjc.edu).
- 2) Select PiratesNet.
- 3) On the Main Menu, click the Current Students tab.
- 4) The Current Students menu will open. Click on LOG IN.
- 5) In the fields provided, enter your User ID (“w” number) include the w – do not capitalize) and enter your password.
  - \* If you don’t remember your User ID (“w” number) click on the Main Menu. Then click on “What is my User ID”. “Retrieve my User ID (“w” number) form will display.” Enter your last name and social security number and submit. Your User ID (“w” number) will display. Click the log-in tab. See number 3 above.
  - \* If you don’t remember your password, click on the Main Menu. Then, click on “Password Reset” fill out the required information and submit. Double-click the temporary password from the email in PiratesNet. Click the LOG-IN tab. Type your “w” number and paste the temporary password in the Password field.
  - \* Please phone the Student Help Desk at 209-575-7900 if you have questions.
- 6) Make note of your User ID and password. Store them in a safe place for future use. **Do not share your password.**
- 7) Click “Current/Former Students” option and then choose an item from the list of options.



## BEFORE YOU REGISTER:

All first-time PiratesNet users must first create a PiratesNet User Account (see page 40)

### Step 1: Open PiratesNet.

1. Load the MJC website at **www.mjc.edu**
2. Select PiratesNet.
3. Click on Current Students.

### Step 2: Log-in to PiratesNet.

1. Click on LOG IN. (Please note that the first time you access PiratesNet you must establish your user account. See page 40 for user account information)
2. When prompted to login, enter your User ID and Password (a student's user ID is their "w" number.) Students must enter their number with a leading w; i.e., w023567). If this is your first time logging in your default password is your six digit birthdate; i.e., (March 10, 1966 . . . 031066). The system will prompt you to change your password.
3. Click current students.
4. Under the heading "Registration," click Register for Classes/Build class schedule.

### Step 3: Register using the method that suits you.

#### I. "EXPRESS REGISTRATION"

Before using Express Registration, you must have a list of sections you wish to take. Using the printed class schedule or "search for classes" option on PiratesNet, prepare a list of the course section/synonym numbers (and alternate choices in the event that your first selection isn't available) for all the courses you would like to take.

- A. Enter the Synonyms (section numbers) in the fields provided. Also be sure to select the appropriate term for **each** class entered.
- B. Repeat as needed until you have entered all of the courses you wish to add.
- C. Click Submit. This moves your selected class list. (shopping cart)

#### 2. "SEARCH & REGISTER FOR CLASSES"

- A. Select the Term and Subject, as well as any other criteria for the search.
- B. Click Submit. View the list of courses that match your criteria.
- C. Click on the checkbox to Select the course you wish to add.
- D. Click Submit.
- E. To add additional courses you must return to the student menu and repeat steps A,B,C.
- F. You must actually register in the classes that you have in your preferred class list. Select register in the action menu for each class.
- G. Review the confirmation screen to ensure that you are enrolled in the correct course. If the information is correct, click Submit again.

Note: This process will take more time than Express Registration.

### Step 4: Review your schedule.

4. View the window listing of the classes in which you attempted to enroll. The Status column will tell you that you're Registered or that registration Failed. If registration for a course section Failed, that indicates that your enrollment was not granted for one or more of the following reasons: a) excess units b) time conflict with another course c) prerequisite required d) too many completions e) other message Correct the problem and repeat steps above to move courses from Preferred Class List to Registered.

### Step 5: Pay Your Fees.

TO PAY BY CREDIT CARD, click SUBMIT PAYMENT  
TO PAY WITH CASH or CHECK, pay in person at the East or West Campus Business Office.  
Print a copy of schedule and fee receipt.  
Log out.

If you forget your password, access "Change Password" on current students menu.



# *Set Sail*





# Ask the Stars for Help

## ASK THE STARS FOR HELP

Manage Your Time	41-42
Figure Your Own Grade Point Average	43
Choose to be a Successful Student	44
MJC's Integrated Learning Center and Support Services	45-46
Directory of Campus Activities	47-48





## MANAGE YOUR TIME

Use this weekly calendar to plan the first semester. Be sure to block out class time first, then work time (if it is a fixed schedule), and study time. After making those commitments, it will be easy to see where there is free time.

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
6am							
7am							
8am							
9am							
10am							
11am							
12pm							
1pm							
2pm							
3pm							
4pm							
5pm							
6pm							
7pm							
8pm							
9pm							
10pm							

# Ask The Stars for Help

## MANAGE YOUR TIME...

### How many units should you take?

A typical student load is 12 to 16 units of work per semester. A heavier or lighter study load may be recommended by your counselor/advisor based on outside demands, like family, work, etc. In no case will you be allowed to enroll in more than 18 units per semester (12 units for the summer) without seeking approval through the Counseling Center.

Here are some common sense guidelines recommended by MJC counselors:

#### If employed and you work:

#### Take no more than

40 hours per week	6 units
30 hours per week	9 units
20 hours per week	12 units

### How long will it take me to earn a degree or transfer?

That's not an easy question to answer because every student enters MJC with varying levels of academic readiness. Some students may have to remediate (improve basic skills in writing, reading, math) before they can enroll in college level classes. So, it may take them longer than a student who is ready for college level courses upon entry to MJC. So, let's look at it from the point of view of number of classes if you have only the 60 degree or transfer units to complete:

	Number of Years to Reach Your Goal	
	Associate Degree 60 units required	Transfer 60 units required
One class per semester (3 units)	10 years	10 years
Two classes per semester (6 units)	5 years	5 years
Three classes per semester (9 units)	3 1/3 years	3 1/3 years
Four classes per semester (12 units)	2.5 years	2.5 years
Five classes per semester (15 units)	2 years	2 years

*\*You can shorten these timeframes by taking summer session courses.*

The Counseling Center is located on East Campus:  
Student Services Building,  
209-575-6080.





## HOW CAN I FIGURE OUT MY OWN GRADE POINT AVERAGE (GPA)?

A 2.0 minimum GPA is required to be in good academic standing and for graduation. To keep track of your own GPA, follow these steps:

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

Example:

Course	Units	Grade	Units x Grade	Grade points
Hist 101	3	B	$3 \times 3 = 9$	9
Speech 102	3	C	$3 \times 2 = 6$	6
PE 195	1	A	$1 \times 4 = 4$	4
AgEc 200	3	C	$3 \times 2 = 6$	6
RIEs 380	3	D	$3 \times 1 = 3$	3
Units Attempted	13			
Grade Points.....				28 total
Grade Point Average:.....				28 grade points divided by 13 units = 2.15 GPA

# Ask The Stars for Help

## CHOOSE TO BE A SUCCESSFUL STUDENT

Becoming a successful student is very much like mastering a new job. In order to excel, you have to know what is expected of you.

At Modesto Junior College, we expect every student to:

- 1) Read and understand the college catalog.
- 2) No later than the semester after completing 15 units, have a Educational Plan (EP) on file in the Counseling Center.
- 3) Check with your counselor periodically to review your EP and make changes as may be required.
- 4) Allow adequate study time per week for each course.
- 5) Show satisfactory academic progress.
- 6) Assume responsibility for your learning.
- 7) Develop a plan for increasing your listening skills and improving your study habits.
- 8) Work collaboratively with other students.
- 9) Evaluate your own academic progress.
- 10) Attend all class sessions and be on time.
- 11) Complete all work IF absent from class.
- 12) Read, understand, and follow the instructions provided in the syllabus and by the instructor.
- 13) Come prepared to participate in class.
- 14) Complete reading and writing assignments for all classes.
- 15) Turn in assignments on time.
- 16) Complete assignments without cheating or committing plagiarism.
- 17) Actively participate in class.
- 18) Exhibit respectful behavior at all times.



## LIBRARY & LEARNING CENTER

The Modesto Junior College Library & Learning Center offers information literacy instruction, a full range of library services, tutoring, computer assistance, and other support services to help you succeed.

- **Library Services:** As MJC students, you are expected to write research papers, speeches, and complete other assignments that require outside research. Library faculty (librarians) introduce you to research methods, information sources, and library services. Librarians teach you how to frame research questions, choose appropriate information sources for your specific project, develop effective search strategies within those sources, evaluate information in terms of its suitability for academic use, and cite sources correctly. Additional resources available to you include:
  - o Books, models, electronics, and other materials available for checkout
  - o Course reserves available for checkout
  - o Library's Web site provides access to the library's online catalog, eBooks, a variety of online article and research databases, and a collection of customized research guides. Online access to these resources is particularly useful to those of you in distance education courses who may not frequently visit our campus
  - o Study space for individuals and groups
- **Tutoring:** Most tutoring on campus is now integrated and offered through the Library & Learning Center. These tutoring functions include:
  - o Math Drop-In Center: Math tutors are available to help you understand your math homework, as well as course concepts. This is a place where you can bring your quick questions and get prompt responses. The goal of the Math Drop-In Center is to help you complete your homework as quickly and accurately as possible.
  - o Writing Center: You can receive 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 your topic, and organize your paper.
  - o BBSS Tutoring: The Business, Behavioral & Social Sciences Tutoring is an area where you can work with a tutor in subjects such as history, psychology, sociology, anthropology, business courses, and other related subject areas.
  - o STEM Center: The Science, Technology, Engineering, and Mathematics Center is located in Yosemite Hall 235. The STEM Center has an array of anatomy models, STEM tutors, laptops, and many other resources to help you succeed in STEM courses.
- **Computer Lab Services:** We assist you with various computer programs and online resources. Typically this includes tasks such as:
  - o Logging in to PiratesNet
  - o Accessing MJC student email accounts
  - o Applying to MJC
  - o Some assistance with applying for financial aid
  - o Registering for classes
  - o Logging in to Blackboard
  - o Downloading, copying, printing, and scanning documents

Library & Learning  
Centers:  
Drop-in Center math  
& writing currently  
located in classroom  
annex 103.  
BBSS is currently  
located in Founders  
Hall room 116

Operations will move  
to Library Building  
upon completion of  
renovation



# Ask The Stars for Help

## LEARNING COMMUNITIES

A learning community is a “package of courses”. These courses are typically for first year students to help them become oriented to MJC, to make connections with other students and with instructors. Instructors in learning communities work together, planning readings and assignments and activities for all of the courses in the package. If you would like to enroll in two or three courses as a package with the same group of students, take a look at “Learning Communities” in the current class schedule or discuss this option with your counselor/advisor. It’s a great way to enroll in 12 units and connect with the college!





## DIRECTORY OF CAMPUS ACTIVITIES --- GET INVOLVED!!!!

### CLUBS AND ORGANIZATIONS

Joining a club is another way of enriching your academic experience at MJC. There are a variety of clubs that exist on campus that focus on careers, recreation, athletics, crafts, politics, culture, or social events. Some of the clubs that currently exist include:

The Office of Student Development is located on East Campus: Student Center & West Campus: Mary Stuart Rogers Student Learning Center, 209-575-6700.

- |                        |                           |
|------------------------|---------------------------|
| Alpha Gamma Sigma      | Kappa Phi Upsilon         |
| Anthropology Club      | Art of Music Appreciation |
| Astronomy Club         | M.E.Ch.A                  |
| Black Student Union    | Martial Arts Appreciation |
| Chi Alpha              | Nursing                   |
| College Republicans    | Otaku                     |
| Freedom Forum          | Phi Theta Kappa           |
| Gamers Club            | Philosophical Society     |
| The Gathering          | Pre-Health                |
| Geology                | Psychology Club           |
| Human Sexualities Club | Operation Green           |
| International Club     | Veterans Club             |

If you are interested in joining a club or starting up a new club, visit the Office of Student Development and Campus Life on either Campus.

### STUDENT ID CARDS

All students should have an MJC student ID card. The cards are free and are available in the Student Development and Campus Life Offices on East Campus in the Student Center and on West Campus in the Mary Stuart Rogers building. Students must present their MJC Business Office Receipt showing payment made or a copy of their Account Summary printed from PiratesNet showing a zero balance and picture identification.

If you choose to pay the optional \$5 charge for the Student Benefits Sticker, you will be entitled to one \$2 Go Print Copy Card, scantrons, blue books, and pencils, usable in all MJC Computer Labs. The Student Benefits Sticker also provides you with discounts from local businesses and at various campus events.

Many MJC computer labs and offices, including the Library, require an MJC ID card.

# Ask The Stars for Help

## STUDENT LEADERSHIP

The Student Development and Campus Life program offers opportunities for students to develop leadership skills, prepare for civic responsibility, explore diverse cultures and build a strong sense of college community.

**THE ASSOCIATED STUDENTS OF MJC (ASMJC)** is the official representative body of MJC students. Government officers and senators must have a 2.0 GPA and be enrolled in and be in good academic standing in order to meet eligibility requirements. ASMJC is the officially recognized “student voice” to the faculty and administration. Student input into decision making bodies has become increasingly important over the years, making student involvement in student government keenly mandatory.

If you are interested in participating in student government, visit the Office of Student Development and Campus Life on East campus in the Student Center or on West campus in the Mary Stuart Rogers Student Learning Center..



# Reach Your Destination

## REACH YOUR DESTINATION

Apply for an Associate Degree	50-51
Apply for a Vocational/Technical Certificate	51
Apply to Transfer to a University	51
Continuing Student Checklist	52







## TAKE CHARGE! REACH YOUR DESTINATION

### FUTURE REGISTRATIONS

As long as you enroll at MJC within the calendar year, you will be assigned a registration date and time for upcoming terms. For example, when referring to the Fall 2012 semester, if you were enrolled in a class during the Fall 2011, Spring 2012, or Summer 2012 terms, you will automatically be assigned a date and time to register for Fall 2012. However, when your past enrollment is longer than one year ago, you must be re-admitted to the college by completing a new Admissions Application.

### EDUCATIONAL PLANS

No later than the semester after you complete 15 units, you must have an Education Plan on file with the college. Each semester, you should meet with your counselor/advisor to discuss your educational plan to ensure that you are still on track to reach your educational goal. If you change your educational goal, your major, or transfer institution, make sure you make an appointment with a counselor/advisor to discuss how this affects your current educational plan.

### ENROLLMENT AND GRADE VERIFICATION

Sometimes, your insurance company or your parent's insurance company requires proof of your enrollment. Sometimes the company will accept a copy of your grades that you can print from the PiratesNet. Sometimes, the company wants a certified enrollment verification from the Admissions Office. To get a certified Enrollment Verification, go to the Admissions Office and complete an Enrollment Verification Request form. The first two are free, and there is a \$3 charge per verification thereafter. You should allow 10 working days for processing. A \$10 fee is charged for 24-hour service and a \$20 fee is charged for same-day service. No charge is made for loan deferment.

### UPDATE YOUR PERSONAL INFORMATION

MJC communicates with students and faculty via e-mail. MJC will no longer send email to your personal email account and will send email ONLY to your PiratesLink MJC Student Email. PiratesLink will be used to inform students of registration dates & times, financial aid, class cancellations, new class offerings, and more. Go to [www.mjc.edu](http://www.mjc.edu) and click on "Activate PiratesLink Student Email". What's in it for you? 5GB mailbox size and 10 MB attachment limit. Link to documents (never get marked down late for assignments forgotten at home again!). Upload multiple files easily by simply dragging and dropping from the desktop. Share your space with the world or with those you select from your contact list. Have group discussions and work collaboratively on a project with students and faculty. Send and receive messages, manage calendars, and track contacts. If you have any questions about setting-up your PiratesLink student email account, call the MJC helpdesk at (2090 575-7900). You should also keep the following information updated: Your legal name, mailing address, phone number, educational goal, and major. Goals and majors can be updated in the Counseling Center.

# Reach Your Destination

## REPORT CARDS

MJC does not print report cards for students, but students can print their grades as soon as instructors submit them to the college. Students can access current grades and past grades on PiratesNet. Just go to [www.mjc.edu](http://www.mjc.edu).

## TRANSCRIPTS

Need official transcripts of your completed MJC work? Just go online to [www.mjc.edu](http://www.mjc.edu). The first two transcripts are free and there is a \$7.25 charge thereafter. Please allow 10 working days for processing.

## DEGREE AUDIT

Degree audit is a tool to help you monitor your progress towards your MJC degree and certificate goals. You can run a report that shows what you have completed and what still needs to be completed towards your degree or certificate. It also allows you to run “what if” scenarios with other degrees and certificates available at MJC. See PiratesNet for more information.

## APPLY FOR AN ASSOCIATE DEGREE

The college does not award degrees automatically. You must apply for an Associate Degree during the semester in which you plan to complete your degree requirements. Apply in the Evaluations Office in the Student Services Building. Degrees are posted each semester; however, there is only one graduation ceremony in April. In order to have your name printed in the Commencement Program, you must have a completed graduation application on file by the beginning of March.

## APPLY TO RECEIVE YOUR CERTIFICATE OF ACHIEVEMENT OR A SKILLS RECOGNITION AWARD

The college does not award a Certificate of Achievement or a Skills Recognition Award automatically. You must apply for your Certificate or Award during the semester in which you plan to complete your program requirements. Apply in the Evaluations Office in the Student Services Building.

## APPLY TO TRANSFER TO COLLEGES AND UNIVERSITIES

The Transfer Center will gladly assist you with the University Transfer Application procedure. Every semester, the Transfer Center hosts university representatives who are on campus with one purpose in mind --- to meet with you to discuss any questions you might have about transferring to their institutions. Students planning to transfer in the fall semester should complete the CSU or UC application the preceding fall. In other words, application takes place approximately one year prior to the date of transfer.

The fall priority application for the UC is November 1st through the 30th and for the CSU, October 1st through November 30th. Students planning to transfer in the spring should complete the application the preceding summer. Spring priority application for the CSU is August 1st through the 30th and July 1 through the 31st for the UC (some UC's do not accept spring transfers). Please note non-impacted campuses may continue accepting applications past the priority application period. Check with the Transfer Center to determine the application status of the institution to which you are trying to apply.





Private four-year institutions have varying application deadline dates. Check with the Transfer Center to determine application deadlines.

Again, check with the Transfer Center for specific information on college visits. Meet with a counselor your first semester to help you plan for a successful transfer.

Please visit often with Transfer Center staff and seek out the many services that they have available for MJC transfer students ---- guarantee transfer agreements, on-the-spot admissions, application workshops, college tours, and a lot more.

## CONTINUING STUDENT CHECK LIST

Prior to each registration:

- Make sure all previous fees have been paid.
- Activate your student email (see page 76) “Pirates Link”
- Meet with a counselor to review your Educational Plan (Ed Plan)
- Develop your class schedule; build your class schedule on PiratesNet.
- Update on-line ([www.mjc.edu](http://www.mjc.edu)) any personal information that has changed such as, address, phone number, etc.
- Have you applied for a BOGW fee waiver/financial aid for the current academic year?

During registration period:

- Register on the date and time of your scheduled registration
- Pay fees
- Pick-up Student ID Card in Student Development and Campus Life Office
- Purchase books

During semester:

- Diligently attend class
- Participate in class and keep up with assignments
- Seek out services at the first sign of academic difficulty, see pages 50-53
- Run a Degree Audit report in PiratesNet

In the semester that you plan to complete requirements:

- Apply for Associate Degree in Evaluations Office, Student Services Building
- Apply for Certificate of Achievement or a Skills Recognition Award in Evaluations Office, Student Services Building

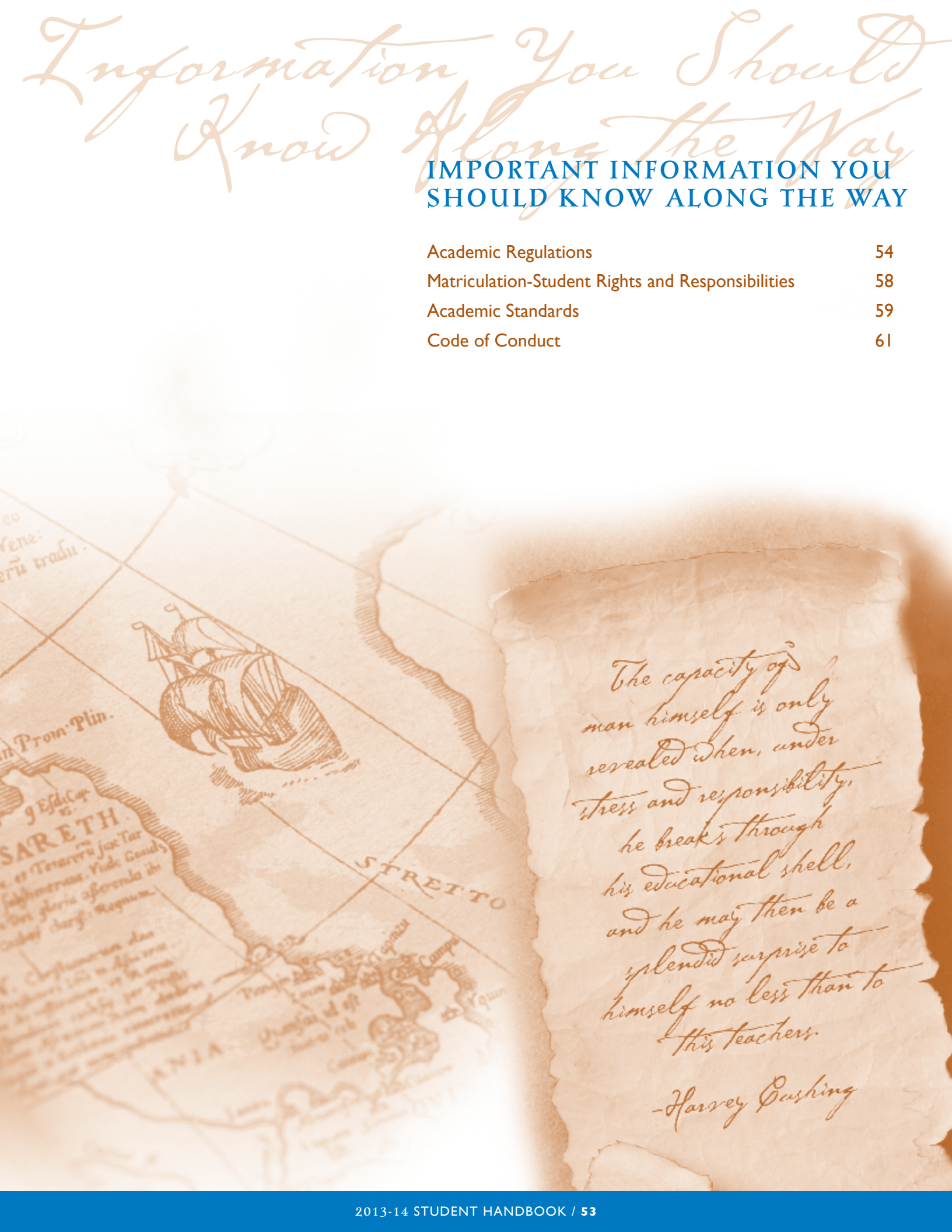
In the year prior to your anticipated university transfer:

- Contact the Transfer Center regarding important upcoming transfer admissions deadline dates
- Complete university transfer admissions applications, keep in touch with your counselor and/or the Transfer Center for important deadline dates.

# Information You Should Know Along the Way

## IMPORTANT INFORMATION YOU SHOULD KNOW ALONG THE WAY

Academic Regulations	54
Matriculation-Student Rights and Responsibilities	58
Academic Standards	59
Code of Conduct	61



The capacity of man himself is only revealed when, under stress and responsibility, he breaks through his educational shell, and he may then be a splendid surprise to himself no less than to his teachers.

-Harvey Cushing





## ACADEMIC REGULATIONS

### ACCEPTANCE OF CREDIT FROM OTHER INSTITUTIONS

If you completed classes at another college, be sure to have your official college transcripts sent to the MJC Records Office, 435 College Avenue, Modesto, CA 95350. Staff will evaluate your transcripts, and credit will be given for courses that are equivalent to MJC courses. Lower division credit will be accepted from institutions listed as accredited by accrediting bodies that MJC recognizes. Keep in mind that transfer classes accepted by MJC are not included in your priority registration appointment.

MJC does not evaluate international transcripts. Lower division courses may be accepted if recommended by a recognized foreign transcript evaluation service. The cost of this evaluation is the responsibility of the student. Following receipt from the evaluation service, students should meet with a counselor for assistance.

### ADVANCED PLACEMENT

Modesto Junior College recognizes the Advanced Placement 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 existing AP policy (see the current MJC Catalog for specific information). Students who have taken Advanced Placement tests should have their official score reports from the College Board sent to MJC, Attention Vice President, Student Services. Official score reports can be requested from the College Board at (888) 225-5427. For complete advanced placement information, see the current MJC catalog.

### ATTENDANCE POLICY

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



# Information You Should Know Along the Way

## CATALOG RIGHTS

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

Continuous enrollment requires the earning of any academic record symbol (A through F, CR, NC, I,W) in at least one semester or summer term during each academic year without interruption. An academic year is defined as the calendar in the MJC catalog.

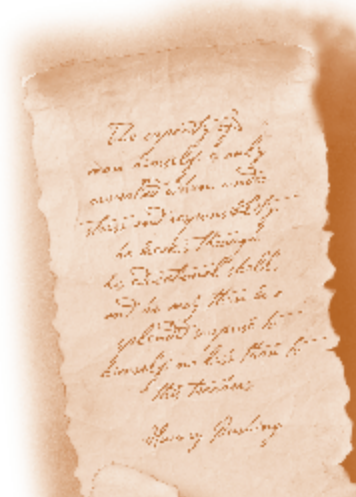
## COURSE NUMBERING SYSTEM AT MJC


1-49	Non-degree courses
50-99	Courses certified as Associate Degree applicable
100-199	Courses certified as appropriate for Baccalaureate or Associate Degree credit*
200-299	Vocational courses certified as appropriate for Baccalaureate or Associate degree credit*
300-399	Associate 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)
900-9999	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](http://www.assist.org).

## EDUCATIONAL PRIVACY RIGHTS OF STUDENTS (FERPA)

The Family Educational Rights and Privacy Act (Section 438, Public Law 93-390) requires educational institutions to provide: student access to official educational records directly related to the student; explanation of records and an opportunity for a hearing to challenge such records on the grounds that they are inaccurate, misleading, or otherwise inappropriate; that the college must obtain the written consent of the student before releasing personally identifiable information about the student from records other than to a list of persons and agencies specified by the Act; and that these rights extend to present and former students of the college.





Under Section 49061 of the *Education Code*, parents of community college students do not have a right of access to their children's student records, regardless of whether the student is under the age of 18. Also, under federal law (Section 1232 of Title 20 of the *United States Code*), there is a general right of parental access to student records, but not for college students, regardless of age.

The Act provides that the college may release certain types of directory information, unless the student submits a request in writing to the college that certain or all such information shall not be released without the student's consent. Directory information includes: student participation in officially recognized activities and sports including weight, height and high school of graduation of athletic team members. Degrees and awards received by students, including honors, scholarship awards, athletic awards and Dean's list recognition. Students who have questions about their privacy rights may contact the Dean of Matriculation, Admissions and Records, Student Services Building. Any student who feels their rights have been violated can file a complaint within 180 calendar days of a suspected violation with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605

## HOLDS

A hold is a block on your record that prohibits you from:

- o Obtaining your registration date and time
- o Registering, adding or dropping classes
- o Accessing grades
- o Obtaining transcripts, diplomas, etc.

Holds can be placed on student records for financial reasons, academic performance, or because of student conduct issues. Financial reasons include failure to repay money borrowed from the college, failure to pay tuition or registration fees, library fines, bookstore merchandise, failure to reimburse the college for an insufficient funds check or for a disapproved credit card transaction, failure to return or account for athletic uniforms and or other college equipment, or failure to pay scheduled fees for other services provided by the college. Academic performance includes students who have been placed on dismissed status. Student behavior issues includes situations where students have violated the student code of conduct.

PiratesNet messages usually lead the student to the office where the student can learn more about the hold.

# Information You Should Know Along the Way

## MJC ID NUMBER

Immediately after processing your application for admission, an MJC ID number is assigned. Your MJC ID number (commonly referred to as your “w” number) will be used on all printed documents, such as your class schedule, your academic history, instructor class rosters, etc.

As soon as your application is processed, your ID number will be transmitted back to you in an email from our automated email system. If you forget your ID number, go to **www.mjc.edu**, click on “PiratesNet” and then on “What’s My Web Login”. Follow the prompts.

## REQUIRED STUDY LOADS

To qualify for the following programs:

International students ..... 12 units

Student body officers..... 9 units with a 2.3 grade point average

Varsity athletes ..... Must be enrolled in at least 12 units, at least 9 units shall be attempted in courses counting towards the Associate 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 units, eighteen shall be in coursework counting toward the Associate Degree, remediation, transfer, and/or certification. Student athletes must maintain at least a 2.0 grade point average at all times.

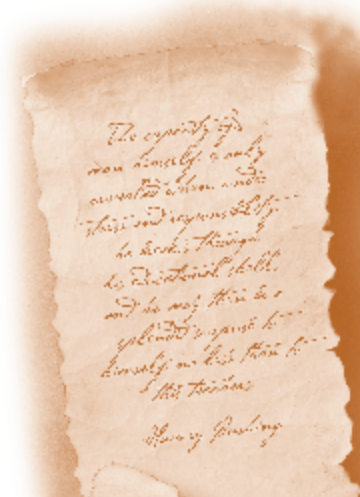
To qualify for VA Educational assistance, a student must carry a program load as indicated below:

Veterans – Students must confer with Veterans Service Coordinator

Veterans – Chapters 30, 35, 1607, 31 Minimum 6 units

Veterans – Chapter 33 Minimum 7 units

Veterans – Chapter 1606 Minimum 3 units





## 2 + 2 PROGRAM

Many recently graduated high school students completed high school courses that articulated with MJC courses in a program called 2 + 2. If you completed a 2 + 2 class at your high school, a copy of your certificate was mailed to you following graduation and appropriate college credit will be added to your college record after you complete a Fall or Spring MJC class. If you have any questions, please contact the office of Early College at 575-7858.

## WITHDRAWING FROM CLASS

Students are responsible for officially dropping classes after the first day of class. Even if an instructor promises to drop a student, the student is responsible to officially drop the class. Students who do not officially drop a class may receive an “F” in the class. Any outstanding fees will block them from future service, including enrollment at MJC. When you register in an MJC class, your PiratesNet printed schedule includes all of the important dates for that class, including last day to drop to be eligible for a refund, last day to drop without a “W”, and last day to drop. Pay attention to these dates! If you have any questions, contact the Admissions Office.

## STUDENT SUCCESS AND SUPPORT (MATRICULATION) – STUDENT RIGHTS AND RESPONSIBILITIES

Matriculation is the process that brings Modesto Junior College and you, the student, into an agreement for the purpose of developing and realizing your educational objective.

- 1) You have the right to the following matriculation services: admissions, orientation, placement assessment, advising, counseling, and follow-up services.
- 2) You have the responsibility to: express a broad educational intent at entrance and declare a specific educational goal following the completion of 15 units.
- 3) You have the responsibility to attend classes regularly and complete assigned course work.
- 4) You are responsible to adhere to all college rules, regulations and policies and procedures.
- 5) You are required to develop a student educational plan no later than the semester after you complete 15 units.

Each student is entitled to participate in the development of his/her educational plan. Any student who believes that MJC has not afforded him/her the opportunity to develop or implement this plan may file a complaint with the Dean of Student Services in the Student Service Building.

Each student has the right to challenge any prerequisite or corequisite on one or more of the following grounds: (1) the prerequisite or corequisite has not been established in accordance with the district's process for establishing prerequisites and corequisites; (2) the prerequisite or corequisite is in violation of Title V, Article 2.5 (Prerequisites or Corequisite, and Recommended Preparation); the prerequisite or corequisite is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner; (4) the student has the knowledge or ability to succeed in the course or program despite not meeting the prerequisite or corequisite; (5) the prerequisite has not been made reasonably available.

Each student has the right to file a complaint when he/she believes the college has engaged in any practice prohibited by the Matriculation Regulations of the California Community Colleges. The regulations are available and complaints can be filed in the Vice President of Student Services Office, Morris Building, Room 212.

## SEXUAL HARASSMENT POLICY

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 education 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 DISCRIMINATION 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. A student who alleges he/she has been subject to unlawful discrimination (within one year of occurrence) should contact the Vice President of Student Services, located at 435 College Avenue, Morris Building Room 212. For more information see the current MJC catalog.

## ACADEMIC STANDARDS


### ACADEMIC PROBATION AND DISMISSAL

A student will be placed on academic probation if he/she has attempted a minimum of 12 semester units of work and has earned a grade point average of less than 2.0. A student who is on academic probation will be subject to dismissal from the college if the student has earned a cumulative grade point average of less than 2.0 in all units attempted in each of three consecutive semesters.

### ACADEMIC INTEGRITY AT MODESTO JUNIOR COLLEGE

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.

## VIOLATIONS OF ACADEMIC INTEGRITY

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 by the Student Discipline Officer under Board Policy 5500 Standards of Conduct.

## ACADEMIC INTEGRITY IN COURSES

Academic areas may develop for their faculty and students a statement of the application of the Academic Integrity Procedure in their courses; and each faculty member is encouraged to include in his/her introduction to a course:

- A statement of the application of the Academic Integrity Procedure within his/her course.
- 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.

# Information You Should Know Along the Way

## GOOD STANDING

A student is in good standing after he or she has attempted 12 units at MJC and the 12 cumulative MJC GPA is a 2.0 or above and less than 50% of the overall MJC units attempted have grades of “W”, “I”, “NC” or “NP”.

## GRADUATION WITH HONORS

Graduating students who have a cumulative grade point average of 3.5 or higher in all degree-applicable coursework, will graduate with honors. This honor will be indicated on their transcript and diploma.

## PRESIDENT’S LIST

Students who complete a minimum of 12 degree applicable units at MJC and earn a grade point average of 3.5 or better with no grade lower than a C are eligible for the President’s List.

## PROGRESS PROBATION AND DISMISSAL

A student shall be placed on progress probation if he/she has attempted at least 12 semester units and the percentage of all MJC units in which the student has attempted, for which entries of “W”, “I” and “NP” were recorded reaches or exceeds 50%. A student who is on progress probation shall be subject to dismissal from the college if progress probation status continues for three consecutive semesters.

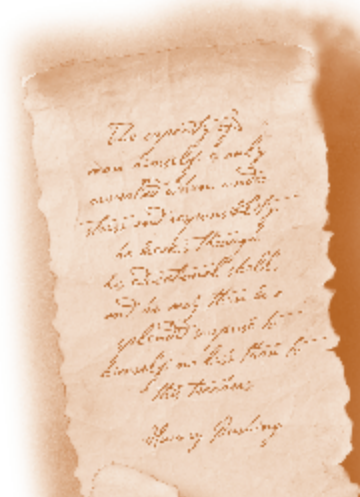
## CODE OF CONDUCT


Modesto Junior College under the Yosemite Community College District Board Policy and Procedure 5500, Standards of Conduct has specified 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 Student Code of Conduct governs the behavior of students on campus and at facilities controlled by the district or college, and at college-sponsored activities. Violations of the codes may subject individuals to disciplinary action, which is consistent with the requirements of due process.

The following student conduct violation(s) will constitute good cause for disciplinary action:

### Conduct Violations Include:

- 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 or designee.



- 
- 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 (i.e., 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 ACTION AND CONSEQUENCES

Violators of the Student Code 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:** The involuntary removal of a student for good cause from one or more classes or from the college by action of the Student Discipline Officer 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 Student Discipline Officer 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 the 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>

## ACADEMIC FREEDOM

Students have the right to listen, the right to decide, the right to choose, the right to reject and the right to express and defend individual beliefs. As members of the MJC community, students are encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth. The educational purpose of the college is best served by this freedom of expression. Students are free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled. Student performance will be evaluated on a broad academic basis, not on opinions or conduct in matters unrelated to academic standards.



## NONDISCRIMINATION POLICY

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

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

Modesto Junior College affirms its commitment to equality of opportunity for all individuals. This commitment requires that no discrimination shall occur regarding admission or access to, or treatment or employment in, any program or activity in the College on the basis of ethnic group identification, religion, age, sex, sexual orientation, color, physical or mental disability, or lack of English language skills. This policy is in accordance with *Title 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 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



# Safety on the High Seas

## SAFETY ON THE HIGH SEAS

Emergency Procedures	66
Drug & Alcohol Abuse Prevention	67
Sexual Assault	68



## IN CASE OF EMERGENCY

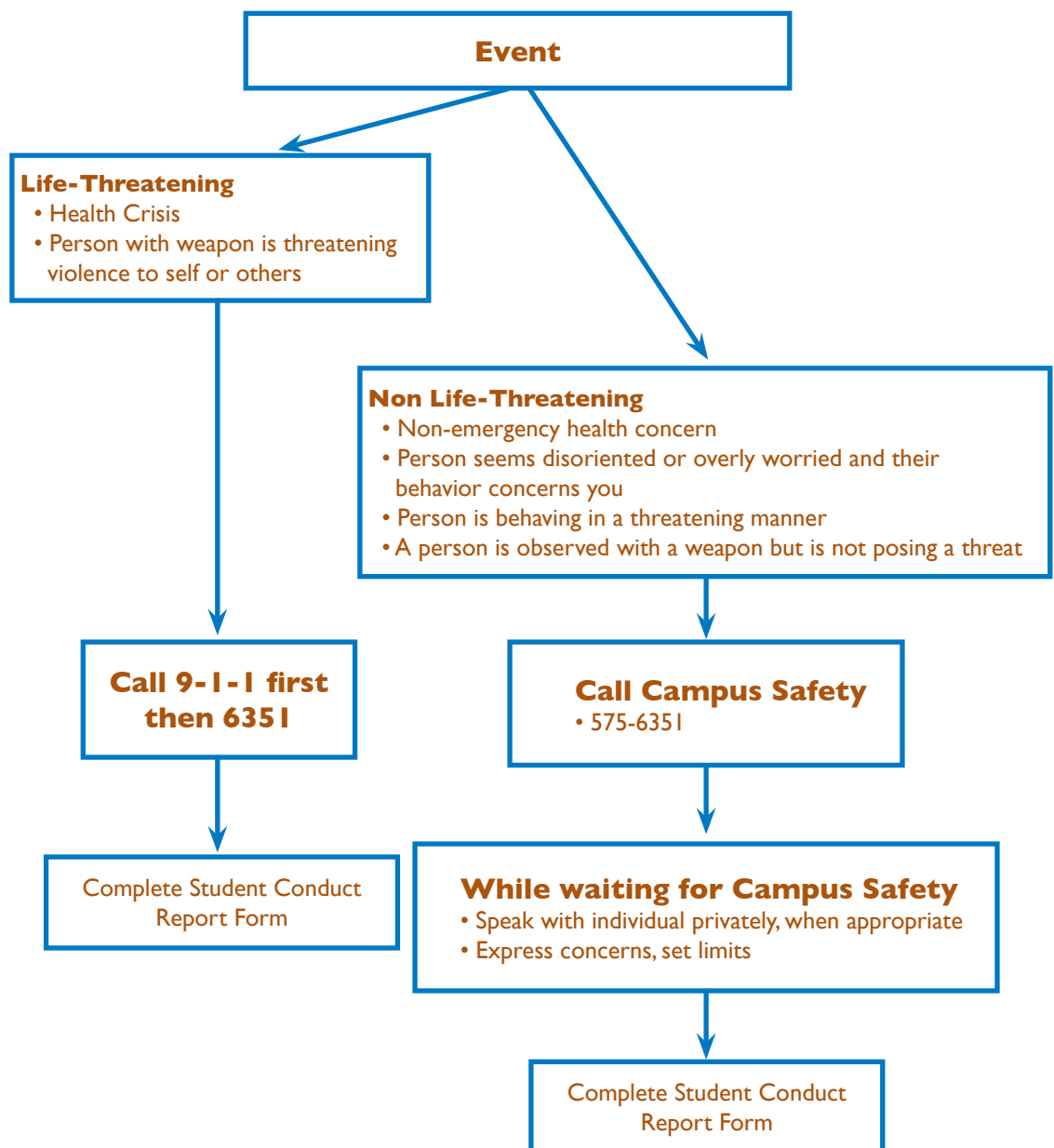
Emergency Plans are posted in all classrooms. Telephones are located in all classrooms. The numbers may be used to call the Campus Safety Emergency Line at ext. 6351, or any of the emergency numbers shown below. The phones will also be used to announce instructions and provide information during an emergency situation or a lockdown.

Health Services  
is located on  
both campuses.

East Campus:  
Morris Building, 108.

West Campus:  
Yosemite Hall, 114.

### Emergency Procedures Flow Chart



# Safety on the High Seas

## CAMPUS SAFETY

Campus safety officers provide 24-hour protection on East and West campuses. Please report any suspicious activity to the Campus Safety Department (209) 575-6351.

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

According to MJC's Standards of Conduct, students are subject to disciplinary action for the possession on college property, 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 white call boxes with a blue light located in most of the parking lots on campus. The call boxes may be used to contact Campus Safety in an emergency, or for an escort, door unlock, battery jump, day pass machine malfunctions or to report suspicious activity.

## ESCORT SERVICE

Student escorts are available during the evening hours to escort students to their cars. An escort may be requested by calling Campus Safety (209-575-6351) or by using one of the white assistance emergency call boxes located in the parking lots.

Campus Safety  
can be reached by  
phoning 209-575-6351





## LOST AND FOUND

Lose your keys? Found someone else's property? Contact Campus Safety at 575-6351 or come in and see us. Campus Safety is located in John Muir Room 151 on the West Campus and in Journalism 160 on East Campus from 9 AM to 1 PM. Turn in found property at either location or you can call Campus Safety at 575-6351 to arrange for it to be picked up on campus. Persons wishing to claim property they have lost may do so in the Campus Safety Office, John Muir, Room 151 from 8 AM to 10 PM Monday through Friday.

## PERSONAL SAFETY TIPS

Students are encouraged to:

- o Avoid isolated places, day or night
- o Always walk in pairs. There is safety in numbers.
- o Be security conscious at all times! Watch out for yourself, as well as for others and their property.
- o Be responsible. Report all crimes and unusual activity to Campus Safety.
- o Use well-lighted walkways.
- o Call for an escort to walk you to your car in the evening.
- o Park in well-lighted areas, away from shrubbery and trees.
- o Always lock your car and take your keys.

## SEXUAL ASSAULT

MJC recognizes that sexual assault is a serious issue and will not tolerate acts of sexual assault on campus or off-campus during any college-sponsored activities. The college will investigate all allegations of sexual assault and take appropriate disciplinary, criminal, or legal action.

The college strongly encourages all members of the campus community to provide a written or verbal report regarding any incident of sexual assault to Campus Safety. College counselors and Health Services staff will make appropriate support services and referrals available to students who are victims of sexual assault.

# Safety on the High Seas

## DATE RAPE

Sexual activity without mutual and expressed consent is sexual assault. Acquaintance/date rape is a serious problem on college campuses. On college campuses, 90% of the women who are raped know their attackers. More than half of these rapes occur during dates. Incidents of alcohol and drug facilitated rape are increasing in college campuses. Watch your drink and watch out for your friends!

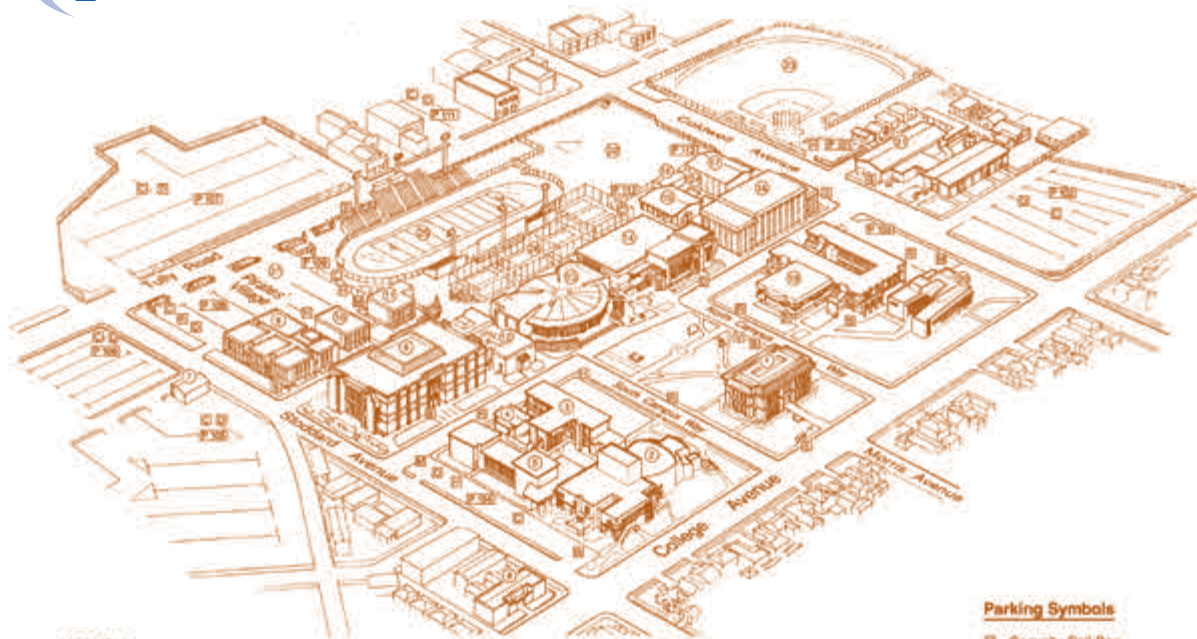
What women and men can do to prevent rape:

- o Know and clearly express your sexual intentions and limits out loud.
- o Go to parties and clubs with friends you can trust and leave with them too.
- o If you think you are in danger, call a family member or friend for help or go to a safe place.
- o Be ready and willing to yell, fight, and run.
- o Tell someone if you have been sexually assaulted.
- o Learn what resources are available.
- o Contact MJC Health Services for additional information.

Awareness and clear, assertive communication are the best tools for prevention. For more information concerning the issue, contact the Health Services Office in Morris Building, Room 108.







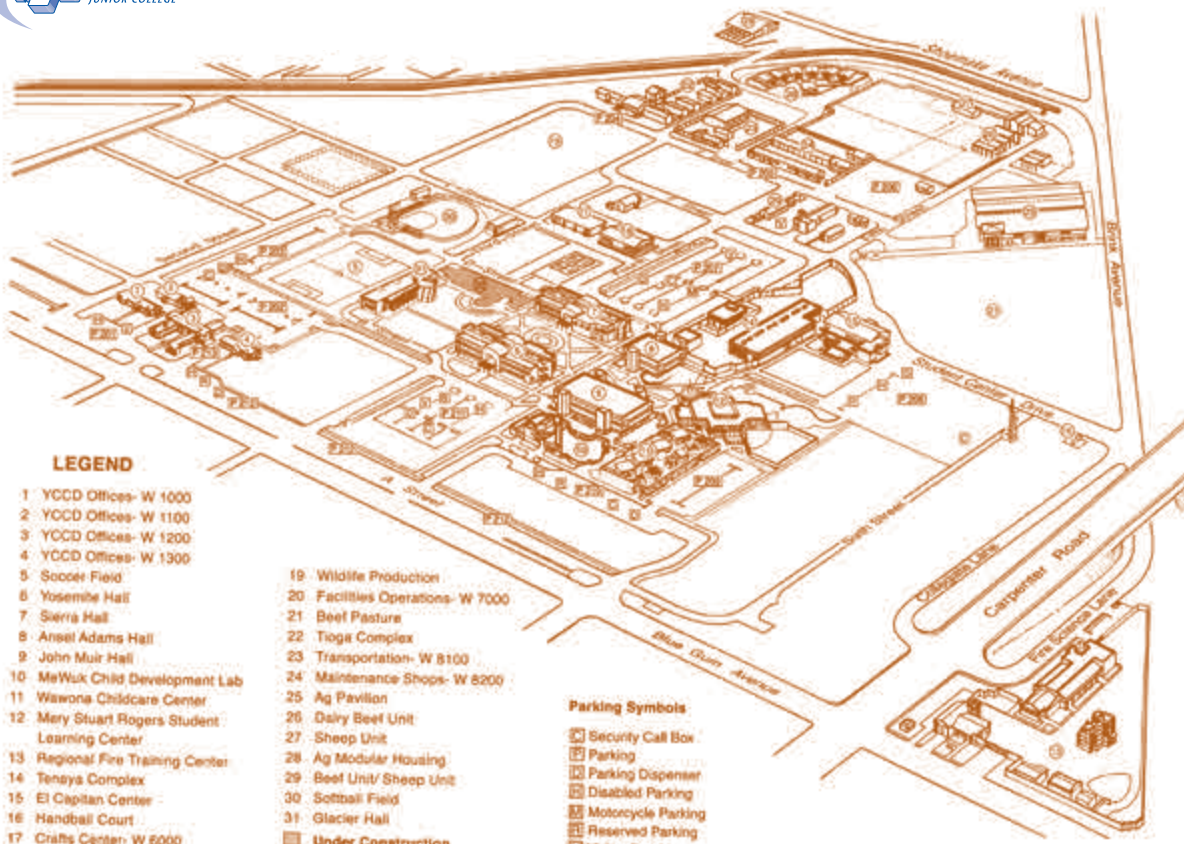
**LEGEND**

- |                                    |                                 |                                      |                      |
|------------------------------------|---------------------------------|--------------------------------------|----------------------|
| 1 Administration (Morris Memorial) | 7 Facilities Operations         | 14 Learning Resource Center/ Library | 20 Student Services  |
| 2 Performing and Media Arts Center | 8 Electronics/ Computer Science | 15 Physical Education- Men           | 21 Agriculture       |
| 3 Art                              | 9 Founders' Hall                | 16 Physical Education Offices        | 22 Athletic Field #1 |
| 4 Art Gallery                      | 10 Journalism                   | 17 Physical Education- Women         | 23 Athletic Field #2 |
| 5 Music                            | 11 Classroom Annex              | 18 Gymnasium                         | 24 Swimming Pool     |
| 6 Great Valley Museum              | 12 Forum                        | 19 Science                           | 25 Stadium           |
|                                    | 13 Student Center               |                                      | 26 Tennis Courts     |
|                                    |                                 |                                      | 27 Pirates' Village  |

**Parking Symbols**

- Security Call Box
- Parking 101-113
- Parking Dispenser
- Disabled Parking
- Motorcycle Parking
- Reserved Parking
- Visitor Parking
- Bicycle Parking
- Prime Shine / Pirate Express Shuttle

Revised 11/2011



**LEGEND**

- |   |                                  |
|---|----------------------------------|
| 1 YCCD Offices- W 1000                        | 19 Wildlife Production           |
| 2 YCCD Offices- W 1100                        | 20 Facilities Operations- W 7000 |
| 3 YCCD Offices- W 1200                        | 21 Beef Pasture                  |
| 4 YCCD Offices- W 1300                        | 22 Tioga Complex                 |
| 5 Soccer Field                                | 23 Transportation- W 8100        |
| 6 Yosemite Hall                               | 24 Maintenance Shops- W 8200     |
| 7 Sierra Hall                                 | 25 Ag Pavilion                   |
| 8 Ansel Adams Hall                            | 26 Dairy Beef Unit               |
| 9 John Muir Hall                              | 27 Sheep Unit                    |
| 10 MeWuk Child Development Lab                | 28 Ag Modular Housing            |
| 11 Wawona Childcare Center                    | 29 Beef Unit/ Sheep Unit         |
| 12 Mary Stuart Rogers Student Learning Center | 30 Softball Field                |
| 13 Regional Fire Training Center              | 31 Glacier Hall                  |
| 14 Tenaya Complex                             | Under Construction               |
| 15 El Capitan Center                          | 32 Science Community Center      |
| 16 Handball Court                             |                                  |
| 17 Crafts Center- W 6000                      |                                  |
| 18 Receiving- W 6100                          |                                  |

**Parking Symbols**

- Security Call Box
- Parking
- Parking Dispenser
- Disabled Parking
- Motorcycle Parking
- Reserved Parking
- Visitor Parking
- Bicycle Parking

Revised 11/2011



Modesto Junior College  
OFFICE OF ENROLLMENT SERVICES

435 College Avenue  
Student Services Building  
Modesto, CA 95350

[www.mjc.edu](http://www.mjc.edu)  
AUGUST 2013