

# ADMISSION GUIDE

## New, First-Time College Student (reached 18 years of age or high school graduate)

1. Submit an application via CCC apply <https://secure.cccapply.org/>.
2. Complete and submit a FAFSA to the Financial Aid office, if needed.
3. To have waivers applied for English and Math placement using your high school cumulative Grade Point Average (GPA), go to MyWeb and select "Self-Guided Placement" on the Student Menu. English as a Second Language (ESL) students can make an appointment with the ESL Department at 408-288-3719.
4. Complete the online orientation at <http://www.sjcc.edu/Counseling/Documents/Online%20Orientation%20Chavez.pdf>
5. Meet with a counselor to develop an Education Goal and Plan or course advisement. Drop in advisement is available.
6. Register for class(s) by, visiting [myweb.sjcccd.edu](https://myweb.sjcccd.edu) (<https://myweb.sjcccd.edu>) or in person at A&R.
7. Obtain a free student ID card from the information desk in the student center. Be sure to have your current class schedule and another picture ID.

## Returning Student – Not on Probation or Dismissal

1. Submit an application via CCC apply <https://www.opencccapply.net/uPortal/f/u6311s1000/normal/render.uP>
2. Complete and submit a FAFSA to the financial aid office, if needed.
3. Meet with a counselor to develop an Education Goal and Plan.
4. Clear any holds you may have before registering.
5. Register for class(es) by, visiting [myweb.sjcccd.edu](https://myweb.sjcccd.edu) (<https://myweb.sjcccd.edu>) or in person at A&R.
6. Obtain a free student ID card from the information desk in the student center. Be sure to have your current class schedule and another picture ID.

## Returning Student – On Academic Probation and/or Academic Dismissal Status

1. Submit an application via CCC apply <https://www.opencccapply.net/uPortal/f/u6311s1000/normal/render.uP>
2. Complete and submit a FAFSA to the financial aid office, if needed.
3. Meet with a counselor to develop an Education Goal and Plan.
4. Obtain a registration date.
5. Clear any holds you may have before registering.
6. Register for class(s) by, visiting [myweb.sjcccd.edu](https://myweb.sjcccd.edu) (<https://myweb.sjcccd.edu>) or in person at A&R.
7. Obtain a free student ID card from the information desk in the student center. Be sure to have your current class schedule and another picture ID.

## New Transfer College Student (student who has attended another college)

1. Submit an application via CCC apply [https://secure.cccapply.org/Applications/CCCApply/apply/San\\_Jose\\_City\\_College.html](https://secure.cccapply.org/Applications/CCCApply/apply/San_Jose_City_College.html).

2. Submit official transcripts to A&R.
3. Obtain a registration date.
4. Register for class(s) by, visiting [myweb.sjcccd.edu](https://myweb.sjcccd.edu) (<https://myweb.sjcccd.edu>) or in person at A&R.

Academic counseling is not required for transfer students. However, to avoid delay in registering for classes (especially if you have taken the prerequisites at other colleges) and the possibility of taking unnecessary classes, we strongly recommend that you meet with a counselor. It is important to bring unofficial transcripts to the counseling appointment. The counselor will determine if the required course prerequisites have been met and enter them in the computer system. Please request official transcripts to be sent to Admissions & Records.

## For high school students planning to enroll at SJCC:

1. New and returning high school students: incoming and current 9th, 10th, 11th and 12th graders will be admitted to attend class at SJCC.
  - Students are considered to be continuing if they have attended the last two consecutive terms prior to the term they are registering for. For example: students wishing to take classes in Summer 2020 must have taken and completed class(s) in Fall 2019 and Spring 2020.
2. Submit an application via CCC apply [https://secure.cccapply.org/Applications/CCCApply/apply/San\\_Jose\\_City\\_College.html](https://secure.cccapply.org/Applications/CCCApply/apply/San_Jose_City_College.html).
3. Complete and submit an attendance approval for special part-time high school students form (R-40) to Admissions & Records. The form is available online at: [http://www.sjcc.edu/current-students/on-campus-resources/admissions-and-records-office/forms/](http://www.sjcc.edu/current-students/on-campus-resources/admissions-and-records-office/forms).
4. To have waivers applied for English and Math placement using your high school cumulative Grade Point Average (GPA), go to MyWeb and select "Self-Guided Placement" on the Student Menu.
  - a. **ESL Assessment:** ESL students may take the ESL assessment test. English as a Second Language (ESL) students can make an appointment as follows:
    - Visit the following link on the ESL Assessment website: <http://www.sjcc.edu/future-students/assessment-center>
    - Visit the Testing Center in the Student Center, SC-203.
    - Contact the Testing Center at (408)288-3170.
    - Contact the ESL Department at (408)288-3719, or visit GE-206.
5. Complete the online orientation at <https://sjcccd.instructure.com/enroll/7JMFTJ> (<https://sjcccd.instructure.com/enroll/7JMFTJ>)
6. Schedule an appointment with your high school counselor to discuss class selection based on self-placement results.
7. Register in person at A&R or via MYWEB for the class listed on the mandatory high school student R-40 form signed by the high school principal, counselor, and parent or guardian. High school students are only eligible to enroll in classes for vocational purposes or as substitutes for courses not available through their high schools and may not enroll in P.E. or basic skills courses.
8. Obtain a free student ID card from the information desk in the student center. Be sure to have your current class schedule and another picture ID.
9. Complete and submit a new admissions application for each term/semester of enrollment if not a continuing student and a new attendance approval for special part-time high school students form

(R-40). This information applies to new, returning, and continuing students.

Students who are either: under 18; not attending high school; have not passed the California high school proficiency exam or GED; or are home-schooled and want to enroll at SJCC must do the following:

1. Submit an application via CCC apply [https://secure.cccapply.org/Applications/CCCApply/apply/San\\_Jose\\_City\\_College.htm](https://secure.cccapply.org/Applications/CCCApply/apply/San_Jose_City_College.htm) ([https://secure.cccapply.org/Applications/CCCApply/apply/San\\_Jose\\_City\\_College.html](https://secure.cccapply.org/Applications/CCCApply/apply/San_Jose_City_College.html)).
2. Complete and submit the special part-time student admission (R-42) form. This form requires a letter of recommendation from the principal of the school of record and indicating the student's level of maturity and ability to benefit from advanced scholastic or vocational work.
3. To have waivers applied for English and Math placement using your high school cumulative Grade Point Average (GPA), go to MyWeb and select "Self-Guided Placement" on the Student Menu. English as a Second Language (ESL) students can make an appointment with the ESL Department at 408-288-3719.
  - a. **ESL Assessment:** ESL students may take the ESL assessment test. English as a Second Language (ESL) students can make an appointment as follows:
    - Visit the following link on the ESL Assessment website: <http://www.sjcc.edu/future-students/assessment-center>
    - Visit the Testing Center in the Student Center, SC-203.
    - Contact the Testing Center at (408)288-3170.
    - Contact the ESL Department at (408)288-3719, or visit at GE-206.
4. Schedule an appointment with a SJCC counselor to discuss class selection based on self-placement results by visiting the counseling center or by calling (408) 288-3750.
5. Schedule an interview with the Director of Admissions & Records by calling 408-288-3700 to approve special admissions to the college. At this time, submit all paper-work which includes the R-42 form, principal's letter, hold harmless agreement (all found in the original packet received from A&R), the school district affidavit for home-schooled students, and college assessment results to the Admissions & Records Director during the interview. If approved, a registration date and time will be assigned.
6. Register for class(s) in-person at A&R.
7. Obtain a free student ID card from the information desk in the student center. Be sure to have your current class schedule and another picture ID.

There are several factors that high school students and their parents/guardians should be aware of when registering for SJCC courses. High School students:

1. Are considered adults with regard to their records; all records are confidential unless released by the student and are protected by regulations of the Federal Family Educational Rights and Privacy Act (FERPA);
2. Are held to the same standards as regular college students in terms of class conduct and course requirements;
3. Are allowed to enroll in one course per term;
4. May not enroll in P.E. or basic skills courses; courses are only eligible for enrichment, vocational purposes or as substitutes for courses not available through their high schools;

5. May not register for courses not on a R-40 form; additional R-40 forms may be required;
6. Courses completed at their high schools do not guarantee adequate preparation for college level courses, assessment and/or SAT/AP scores may be used to determine placement levels.

Open curriculum class(s) only for students over 18 years of age or high school graduates:

1. Submit an application via CCC apply [https://secure.cccapply.org/Applications/CCCApply/apply/San\\_Jose\\_City\\_College.html](https://secure.cccapply.org/Applications/CCCApply/apply/San_Jose_City_College.html).
2. Obtain a registration date.
3. Clear any holds you may have before registering.
4. Register for class(s) by, visiting [myweb.sjcc.edu](https://myweb.sjcc.edu) (<https://myweb.sjcc.edu>) or in person at A&R.
5. Obtain a free student ID card from the information desk in the student center. Be sure to have your current class schedule and another picture ID.

For assistance call college information at (408) 288-3708.