

Becoming A New MSJC Student

Menifee Valley Campus

Step 1: APPLICATION—www.msjc.edu

1. Select “Admissions” from the menu on the left side of the screen.
2. Select “Apply for Admission Online Here”.
3. Read information & select “Begin Application” at the bottom of the page.
4. Select “New User”.

Step 2: STUDENT ID CARD—Enrollment Services Building 100 (951)639-5215

With another form of picture ID, you can obtain your student ID card in the Enrollment Services office.

Step 3: ACTIVATE STUDENT EMAIL—my.msjc.edu

1. Log in to the Blackboard by entering in your username and password as it is shown in the login box.
2. In the Student Webmail box, select “New Student: Click here to view instructions and activate your account.”

Step 4: ORIENTATION—my.msjc.edu

1. Log in to the Blackboard by entering in your username and password as it is shown in the login box.
2. Select “Student Eagle Advisor” located across the top black tabs.
3. Under Pre-Registration, select “Welcome to the Online Orientation”.

Step 5: ASSESSMENT—Building 1000, Room 1014 (951)639-5310

The assessment test **MUST** be completed in person, on campus. An appointment is not necessary, walk-in’s are welcome. This is not a timed test, although you want to allow yourself approximately two hours to complete the test. You are advised to take the assessment one time, so it is highly recommended that you review and prepare yourself by going to www.testpreview.com and clicking on “Accuplacer Test Practice”.

Step 6: COUNSELING—Building 100 (951)639-5255

All new students are advised to attend a New Student Counseling Session. Please contact counseling for session dates and times.

Step 7: APPLY FOR FINANCIAL AID—Building 100 (951)639-5235 www.fafsa.ed.gov

If you should have any questions or want to see if you qualify for the Board of Governor’s Fee Waiver (BOGW), please visit the Financial Aid office on the San Jacinto or Menifee Campus. If you need assistance filling out your FAFSA online, you can come in to the Eagle Access Center.

Step 8: CHECK REGISTRATION DATE—my.msjc.edu

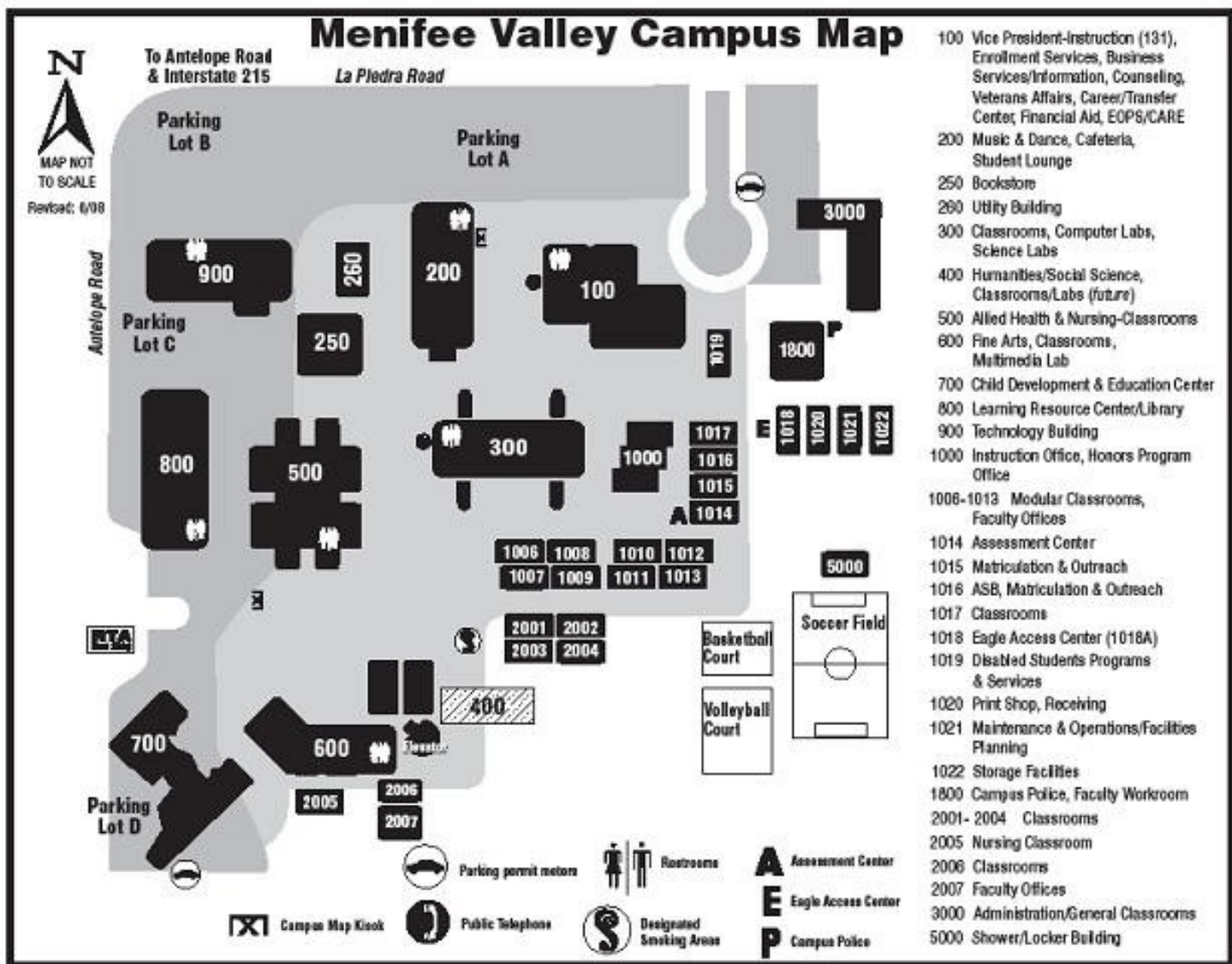
1. Log into your my.msjc account by entering in your username and password.
2. Select “Student Eagle Advisor” located across the top black tabs.
3. Under Pre-Registration, select “When is my registration appointment, do I have any holds to clear first”.

Step 9: REGISTER FOR CLASSES—my.msjc.edu

1. Log into your my.msjc account by entering in your username and password.
2. Select “Student Eagle Advisor” across the top black tabs.
3. Under Registration, select “Search for Classes, Then Register”.
4. Use the drop down arrow to select a term.
5. Use the drop down arrow to select a subject.
6. Enter in the 3 digit course number. (example: Math **090**)
7. You have the option of selecting a campus under location if you choose to and then click “Submit”.
8. Select the course(s) you want to take by clicking on the box to the left of the course and then click “Submit”.
9. Use the drop down arrow beside each course to select an action and click “Submit”
10. Please carefully review your registration confirmation page.
11. You can add parking and/or ASB at this time and **pay your enrollment fees** online. Fees can also be paid at the Cashier office during normal business hours.

HIGH SCHOOL STUDENTS

You **MUST** complete a High School Concurrent Enrollment Packet and submit the necessary information to Enrollment Services for approval prior to the start of class. Packets can be obtained in Enrollment Services or online at www.msjc.edu.



For assistance or further information, you can visit us in the Eagle Access Center or on the web at www.msjc.edu

EAGLE ACCESS CENTER HOURS
 Menifee Valley Campus—Building 1000, Room 1018
 (951) 639-5311

<u>DAY</u>	<u>HOURS</u>	<u>CLOSED FOR LUNCH</u>
MONDAY	8:30-5:00	12:30-1:00
TUESDAY	8:30-5:00	12:30-1:00
WEDNESDAY	8:30-5:00	12:30-1:00
THURSDAY	8:30-5:00	12:30-1:00
FRIDAY	8:30-12:00	—

ASSESSMENT CENTER HOURS
 Menifee Valley Campus
 Building 1000, Room 1014
 (951) 639-5310

Call for current business hours or visit us on the web at: www.msjc.edu/assessment

Please Note:
 Children are not allowed in the Eagle Access Center or the Assessment Center.
 There is a paid printer located in the Eagle Access Center for your printing needs. The machine accepts dollar bills only.