

MSJC ANNEX CLASS

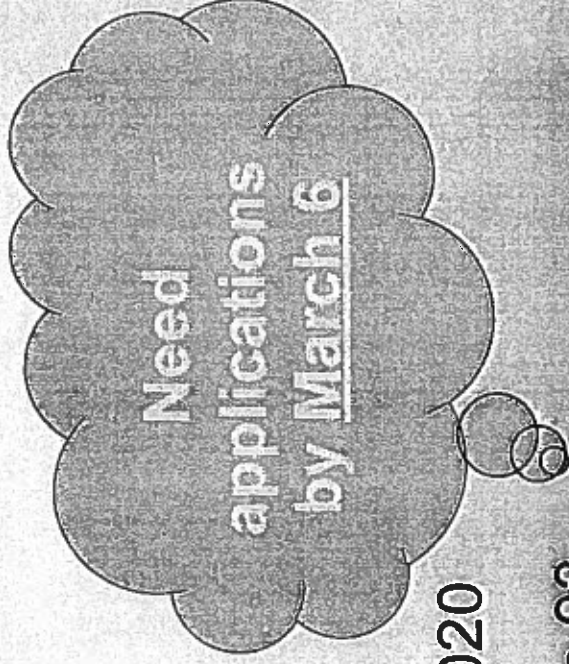
MSJC Murrieta Annex Enrollment Directions

Qualifications to take courses

- 11th or 12th grade
- Cumulative GPA 3.0

MSJC Guidance 100

- 8 weeks March 16-May 15, 2020
- Thursdays 3:00-5:20pm Room 93





School Parent Agreement High School Concurrent Enrollment

San Jacinto Campus
1499 N. State Street
San Jacinto, CA 92583
(951) 487-3215

Menifee Valley Campus
28237 La Piedra Rd.
Menifee, CA 92584
(951) 639-5215

Temecula Higher Education Center
43200 Business Park Drive
Temecula, CA 92590
(951) 639-5205

San Geronimo Pass Campus
3144 W. Westward Avenue
Banning, CA 92220
(951) 922-1327

Semester/year Spring 2020

Name _____

MSJC Student I.D. 0 _____

Street Address _____ City _____ State _____ Zip _____

Phone # _____ E-mail address _____

Currently enrolled at: _____ School Current grade level: _____ Date of birth: _____

High school students are admitted to this program based on GPA, recommendations from HS faculty, placement and must also satisfy all prerequisites and eligibility requirements for each course. Courses requested (maximum of two courses in Fall/Spring and one in Summer):

	Section #	Course ID #	Course Title	Units
1 st Choice	----N/A----	_____	_____	_____
2nd Choice	----N/A----	_____	_____	_____
Alternate	----N/A----	_____	_____	_____

Reason for requesting attendance at Mt. San Jacinto College: To get an early start on my college education.

Student Signature

Date

ENDORSEMENT OF PARENT: I am the parent or legal guardian of the above named student. I hereby grant permission for this student to attend classes at Mt. San Jacinto College. I certify that this student has had all required immunizations and will provide his/her own transportation to and from the college site where the course(s) is/are offered. I acknowledge that my child, as a college student, will be expected to adhere to all college rules of conduct, and that some college courses may have content suitable primarily for adults. I further acknowledge that current enrollment in college courses could impact future eligibility for federal financial aid, even though no financial aid is received for this current enrollment. I understand that in accordance with State and Federal law, I will not have the right to access my child's college records without his/her written consent or a court order. I have read the information on the back of this form. I acknowledge that MSJC reserves the right to deny admission to courses.

Parent/Guardian Signature

Date

ENDORSEMENT OF SCHOOL PRINCIPAL: Pursuant to Education Code § 48800, I have reviewed the academic record of the above named student and certify that the student has the ability to benefit from college instruction in the course(s) listed, and: if for a part-time special student, is attending school classes for at least the minimum school day; if a full-time special student the application has been approved by the local board and if applicable the board minutes are attached; if a summer student, the student has taken advantage of all other opportunities for a similar course offered by the school district, and that no more than 5% of this student's school class during the immediate prior term has been approved for enrollment at Mt. San Jacinto College during this summer session.

Principal's Signature

Date

Students enrolled 10th grade and below must submit supporting documentation to substantiate college enrollment.

Students in the second semester of grade 9 or who are in grade 10 must verify recommendation attesting to the student's ability to benefit from enrollment in the college course or program. The recommendation must come from the student's high school teacher in the same discipline for which the student is requesting permission to enroll. If an appropriate matching discipline is not available at the student's high school, the recommendation must then come from the student's high school guidance counselor. This letter of recommendation must be on school letterhead stationery.

Home School students: Student must provide Home School authorization form from Riverside County in addition to other documentation.

*******This form along with required documentation must be submitted prior to start of the class.*******

Please read information on the back of this form

PLEASE ALLOW A MINIMUM OF FIVE (5) WORKING DAYS FOR DISPOSITION OF THIS REQUEST.

For Office Use Only

APPROVED DENIED DEFERRED

COMMENTS: _____

Signed: _____

- Transcript
- Placement
- Orientation
- Met Prerequisite(s) or Approved Challenge form
- Recommendation of Specific Discipline (10th grade and below)
- Date: _____

Admission of High School Students

REMINDERS:

1. The student is responsible for completing the college registration process, which includes completion of an application for admission, submitting official transcripts and completing orientation. This form, application for admission, official high school transcript, placement scores and proof of orientation **must** be submitted and completed before the class begins. **No late requests will be considered.**
2. Full-time applicants (12 or more units) must submit a copy of the high school district board action approving full-time college status.
3. Graduating high school seniors **NOTE:**
College transcripts/grades may not be available until 2-4 weeks after the end of the semester.

The California Education Code has provided a special program for high school students who are able to benefit from **advanced scholastic or vocational studies**. To that end, upon the written recommendation of the high school principal, students in grades eleven and twelve may enroll in 2 courses in non-remedial courses during Fall/Spring semester and one course during Summer sessions. Some highly qualified ninth and tenth grade students may be admitted based upon demonstrated ability to handle advanced study. **Official transcripts are required.** For purposes of this program, remedial courses are defined as any course numbered under 070, such as English 062. In addition, students **MUST** meet all established course prerequisites in order to be admitted to college courses. Please note that completion of high school courses does not always meet college course prerequisites. Consult a college counselor for details on specific courses.

High school students in grades nine through twelve wishing to participate in this program must submit a "School/Parent Agreement Form," available at high school counseling offices and at the college Enrollment Services offices. The form **MUST** be signed by the high school principal and by the parent or legal guardian. The high school principal, by signing this form, assures the college that the high school student is able to benefit from advanced instruction and meets eligibility requirements.

Because admission of high school students is governed by State laws and regulations, the type of courses permitted and the number of students admitted is limited. High school students **will not** be permitted to enroll in courses where they have failed the same course in high school. Consult a college counselor for specific information on these limits.

NOTE: While most high schools accept college courses as satisfying high school graduation requirements, it is the high school's exclusive right to determine what will be accepted, and how it will be counted. In addition, the college can generate official transcripts only after all instructors' grades have been submitted. Therefore, semester grades may not be posted on transcripts in time for high school graduations. Where high school districts will accept it, the college will provide an advance letter indicating course completion to assist the student in going through commencement exercises at the high school. Grades are not automatically sent to the high school. It is the student's responsibility to sign and submit a transcript request form in time for the college to provide a transcript to the high school. All of the regulations regarding transcript requests apply to high school students as well, including fees.

College courses completed by high school students carry the full weight of college credit, and will count toward college degrees and or certificates as outlined in the college catalog. These courses become a part of the student's permanent college transcript.


Under exceptional circumstances, students below grade nine may be admitted by special petition, provided that their academic record provides significant evidence of the ability to benefit from advanced work at the college. (Official transcripts are required of all students in this category.) These requests will be handled on a case by case basis. **MSJC reserves the right to deny admission to courses.**

SPECIAL NOTE: It is expected that all high school students enrolling in college courses have the maturity to function effectively on a college campus. No special arrangements for additional supervision of underage students are available. College courses are designed for adult students. In a very small number of disciplines, course content may be unusually frank in order to deal with scholarly discussion of behavioral, artistic, human or other issues. Unlike K-12 schools, colleges do not contact parents in advance to inform them of these issues. Parents are hereby notified that it is their responsibility to assure that their student is able to handle the college environment, as well as the content of the courses in which the student enrolls. Parents may wish to investigate the curriculum prior to enrolling their student if they have any questions or concerns. Parents should be aware that they do not have access to their children's records without a signed release from the child.

I have read this information and understand that MSJC has the right to deny admission for any course as reflected by my signature on the front of this form.

*******Continuation in the program is dependent upon satisfactory academic performance*******

Step 1: Applying for Admissions

- 1) Go to: www.msjc.edu
- 2) On the College's homepage and the following page, click the red Apply Now button 
- 3) Before applying to college you **must** first create an OpenCCC account. This is not the MSJC application.
- 4) Click on, "Create an Account"
- 5) Click on "Begin Creating My Account" - You must have a personal email account. Do **NOT** use your high school email.
- 6) Once you have successfully created an account, click on, "Start Application".
- 7) Sign-in with the Username and Password you just created. This username and password are **only** used for CCCApply.

Part 1 – Enrollment Information

- o Select term applying for. You must select a term!
- o Select your program of study and educational goal – avoid selecting, "Undecided"

Part 2 – Personal Information

- o Enter in your personal information as it appears on legal documents (do not use nicknames).

Part 3 – Contact Information

- o Please make sure that you enter in the correct address and phone number.

Part 4 – Education

- o For Enrollment Status:
 - Select "Enrolling in high school (or lower grades) and college at the same time".
- o For High School Education:
 - Select "Enrolling in high school (or lower grades) and college at the same time" and leave the High School Completion Date blank.

Part 5 – Residency 1

- o Enter all required information. DO NOT USE THE WHEEL ON THE MOUSE TO NAVIGATE.

Part 6 – Residency 2

- o Enter all required information. DO NOT USE THE WHEEL ON THE MOUSE TO NAVIGATE.

Part 7 – Needs & Interests

- o This information is optional and voluntary, it is not required. This information will not be used in making admissions decisions and will not be used for discriminatory purposes.

Part 8 – Request for Consent

- o Read all information and select whether or not you consent.

Part 9 – Supplemental

- o Please select correct information and click "Submit Application".
- o Please make sure to check the box that states, "By checking here, I, Your Name declare that..." Then, submit your application. Print out or take a screenshot of the confirmation page if possible to keep for your records or write down the confirmation number displayed.

Step 2: Retrieve MSJC Student Information

Check your personal email for an MSJC notification with how to retrieve your MSJC student information.

After submitting a CCCApply application, you will receive a notification sent to your personal email from MSJC containing your:

- Student ID Number
- Username
- Student Email Address
- Account Activation Code

There will be a link within the email so that you may activate your MyMSJC Account (for Eagle Advisor, Self-Service, Canvas, etc.) by using the Activation Code provided. You will then proceed with the normal steps of changing your password to something else, registering your personal phone number, email address, and setting up security questions.

Step 3: MSJC Online Orientation

- 1) To begin the Online Orientation, log into EagleAdvisor (ea.msjc.edu)
- 2) Click on the red "Log In" tab at the top of the page
- 3) Log in to EagleAdvisor and select "Student EagleAdvisor"
- 4) Under "Pre-Registration", select the "Welcome to the Online Orientation" link

Carefully READ through all the information presented in each section and click on the arrow at the bottom of each page to proceed. You will be quizzed on the material presented to you in each section, so please read through the material carefully. At the end of the Online Orientation, you will take a final quiz which covers the entire orientation. You will get a "Congratulations..." message when you have successfully completed the online orientation.

Step 4: School/Parent Agreement Form

Complete and submit the Concurrent Enrollment School/Parent Agreement form to the designee on your campus.

Step 5: Online Learning Tutorial

Students desiring to take an online college course will need to review the MSJC Online Learning Tutorial and information before registering for an online course.

From the MSJC homepage, select "Online Learning" from the list on the left of the screen or click the below link:
<https://www.msjc.edu/Online/Pages/default.aspx>

Step 6: Check your Registration Appointment

Your registration date is the earliest date & time that you will be able to register for courses. Since registration is done online, your registration appointment may not be during normal business hours.

- 1) Log in to EagleAdvisor
 - 2) Select "Student EagleAdvisor"
 - 3) Under "Pre-Registration", click on "When is my Registration Appointment...".
 - 4) Select the "Term" in which you want to view your registration date and click "Submit".
 - 5) Your registration appointment will be displayed.
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Step 7: Registering for Courses

- 1) Log in to EagleAdvisor
 - 2) Select "Student EagleAdvisor"
 - 3) Under "Registration for College Credit Courses", select "Express Registration by Section Number".
 - 4) Enter the 4-digit section number you were given to register for. Select the "Term" and click "Submit".
 - 5) On the Registration Management screen, under "Action" select "Register" from the dropdown beside each course and click "Submit".
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Step 8: Registering for Courses with Late Add Code

- 1) Log in to EagleAdvisor
 - 2) Select "Student EagleAdvisor"
 - 3) Under "Registration for College Credit Courses", select "Late Add Code Registration".
 - 4) Enter the 4-digit section number you were given. Select the "Term", enter the Late Add Code you were given by the instructor and click "Submit".
 - 5) On the Registration Management screen, under "Action" select "Register" from the dropdown beside each course and click "Submit".
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Step 9: Paying Fees

- 1) Log in to EagleAdvisor
- 2) Select "Student EagleAdvisor"
- 3) Under "Payments and Purchases", click on "Make Payments"
- 4) You will be routed to Self-Service Finance. Review your fee information and totals.
- 5) Select Payment Method (Visa, MasterCard or Discover) and click "Proceed to Payment".
- 6) Complete the payment information and click the "Pay now" button to proceed.
- 7) Your confirmation page will appear. You can save for your records but can access a copy through the Account Activity page on Self-Service Finance.
- 8) Close the confirmation page when finished. Be sure to log off and close all internet browser users.

Step 10: Dropping a Course

- 1) Log in to EagleAdvisor
 - 2) Select "Student EagleAdvisor"
 - 3) Under "Registration for College Credit Courses", select "Registration Management: Review & Add Preferred Sections, Drop Classes".
 - 4) Scroll to the bottom of the Registration Management screen, under "Current Registrations", click the box beside the course(s) you wish to drop and click "Submit".
 - 5) Confirm your request on the next screen.
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When Is My Registration Appointment?

Your registration date is the earliest date & time that you will be able to register for courses via Eagle Advisor. Since registration is done online, many students' registration appointment will not be during normal business hours.

Your registration date is posted to your [EagleAdvisor](#) account

TO FIND YOUR REGISTRATION DATE:

1. Login to your [ea.msjc.edu](#) student account.
2. Select "Student EagleAdvisor"
3. Under "Pre-registration", click on "When is my Registration Appointment..."
4. Select the "Term" of which you want to view your registration date and click "Submit".
6. Your registration appointment will be displayed. If there is not a registration date posted, please notify your Dual Enrollment Counselor.

Registering for Courses

You will register for your classes in your [EagleAdvisor](#) account

TO REGISTER FOR COURSES:

1. Login to your [ea.msjc.edu](#) student account.
2. Select "Student EagleAdvisor"
3. Under "Registration for College Credit Courses", select "Express Registration by Section Number".
4. Enter the 4-digit section number you were given to register for. Select the "Term" and click "Submit".
5. On the Registration Management screen, under "Action" select "Register" from the dropdown beside each course and click "Submit".

Paying Fees

You will paying any fees in your [EagleAdvisor](#) account

TO PAY FEES:

1. Login to your [ea.msjc.edu](#) student account.
2. Select "Student EagleAdvisor"
3. Under "Payments and Purchases", click on "Make Payments"
4. You will be routed to Self-Service Finance. Review your fee information and totals.
5. Select Payment Method (Visa, MasterCard or Discover) and click "Proceed to Payment".
6. Complete the payment information and click the "Pay now" button to proceed.
7. Your confirmation page will appear. You can save for your records but can access a copy through the Account Activity page on Self-Service Finance.
8. Close the confirmation page when finished. Be sure to log off and close all internet browser users.