

MENDOCINO COLLEGE ENROLLMENT STEP SHEET

(Checklist for **NEW** students taking **CREDIT** courses)

Take this **STEP SHEET** with you and have it initialed by the Placement Staff

ADMISSIONS &
REGISTRATION

NAME (Print) _____

- **STEP 1: APPLICATION/ADMISSIONS** - Complete the **Admissions Application** and turn it in to the Admissions Office in MacMillan Hall (1000 Hensley Creek Rd., Ukiah) or at the college Centers in Willits and Lakeport. **No college services** will be provided until you have filed an application. Submit any high school and college **transcripts** you have for evaluation by Admissions and use by counselors.

Admissions Staff _____

- **STEP 2: PLACEMENT TESTING/EXEMPTIONS** - If you plan to enroll in a **Math** or **English** class, or a class that has a math or English prerequisite, you must take the Placement tests in the Learning Center (770 Library Bldg.) in Ukiah or at the college Centers or your registration will be **"blocked"**.

You may be **exempted** from this requirement for math if you have already taken an Algebra course or above in high school or college, or for English if you have taken a college level Reading and Composition course in college, **OR** you have already received an A.A. degree or higher, **OR** you have taken a comparable Placement Test (with course recommendations) in the last 3 years. If you want an exemption for any of these reasons, you will need to submit proof of your work (transcript or test record) a **Prerequisite Course Equivalency Form** to the Admissions & Records Department in Ukiah or the college Centers **before** you enroll. The form is available at the Learning Center, the Admissions Office, and the Counseling Office in Ukiah or the college Centers.

If you believe you can succeed in a class even though you have not met the course prerequisite or the grounds for exemption, you may submit a **"Prerequisite Challenge"** form which is available from the Admissions Office in Ukiah or the college Centers.

Placement Staff _____

- **STEP 3: COUNSELING/ORIENTATION** - After you have taken the Placement Tests, it is **strongly** recommended that you make an appointment in the Counseling Office (1000 MacMillan Hall) in Ukiah or the college Centers to see a counselor and attend Orientation. If you intend to enroll in **9 or more units**, you must see a counselor or complete a **"Request for Waiver of Counseling"** form (available in the Counseling Office in Ukiah or the college Centers), or you will be **"blocked"** from registering for 9 or more units.

Orientation is a one-hour session which familiarizes you with college requirements, expectations, programs and services. You will be given a **Catalog, Class Schedule**, and other relevant handouts. On completion, you will also receive **priority registration** and can register before other students, which will help to assure that the classes you need are available.

Counseling provides you with academic advising and course selection and will assist you in choosing an academic major and developing an **Educational Plan** which you should do in your first semester. Counseling can also assist with vocational and personal needs and concerns. **Guidance** classes can assist you with the transition to college, study skills, and choosing a career.

- **STEP 4: FINANCIAL AID/DSPS** - If your family income is low, you may qualify for fee waivers or financial aid. Financial eligibility criteria is available in the Class Schedule, at the **Financial Aid** office (740 Library Bldg.), or the Admissions Office in Ukiah or the college Centers. If you think you may be eligible, you need to complete paperwork at the Financial Aid office **before you register**. People with disabilities are encouraged to contact the **Disabled Student's Program (DSPS)** (1000 MacMillan) in Ukiah or the college Centers for possible registration/enrollment assistance and academic accommodations.
- **STEP 5: REGISTRATION AND PAYMENT OF FEES:** You may then register for classes on **TelReg** or by **Walk In** at the Admissions Office in Ukiah or the college Centers at the times outlined in the Class Schedule. If you register on the TelReg system, you must pay fees by credit card on the phone or pay at the Admissions Office in Ukiah or the college Centers **within 5 working days**. **If you register over the counter, you must pay all fees at the time of registration.** The College will accept payment by cash, credit card or check. If payment will be made by third party, such as Worker's Compensation or Vocational Rehabilitation, please contact the Business Office before registration to make payment arrangements.

CONGRATULATIONS....YOU ARE NOW A STUDENT AT MENDOCINO COLLEGE!