

## HOW TO APPLY TO MJC

**Seniors:** If you're a graduating senior planning to attend MJC over the summer or in the fall, it's still not too late to apply. Just remember you must complete all enrollment steps (application, orientation, assessment, ed plan advising, FAFSA completion & class registration) to be officially enrolled. If you are currently taking classes at MJC, you **MUST** reapply for summer or fall admission. Before you can register for class(es), visit MJC website at [www.mjc.edu](http://www.mjc.edu) and click on "Apply NOW" at the top of the page to apply online and set up your account. If you get stuck and need help applying, follow the step by step application instruction link: <https://www.mjc.edu/student-services/enrollment/mjcadmissionsapplicationguide.pdf>.

**Seniors**, remember you're applying as a high school graduate, NOT as a concurrently enrolled student.

- **Juniors, Sophomores, Freshmen:** if you want to take a class at MJC over the summer or during the regular school year, you must first apply online at [www.mjc.edu](http://www.mjc.edu) by setting up your account and registering as a concurrently enrolled student. In addition, you will need to fill out the "Advanced Admission" form (see instructions below for high school students who want to take MJC coursework). After you've applied to MJC & the "Advanced Admission" form is completely filled out (including course units, course name & course number) and you received an email from MJC listing your student ID# that begins with a "W", then visit or contact our Career Navigator (Sanjay Bhan) by email or phone at: [bhan.s@monet.k12.ca.us](mailto:bhan.s@monet.k12.ca.us) (209) 492-1126, to sign and process your form. Remember classes taken at MJC are free while you're still in high school!! **Suggested courses to take: Guidance 110, Guidance 111 (for students who don't know what to major in), Health 110, Music Appreciation 101, History 101 or 102, College Skills 100, Public Speaking 100 and various elective classes. To find MJC courses schedule (click on the "magnifying glass" in upper right hand corner of MJC homepage) to view what is being offered each semester.**

### DIRECTIONS FOR HIGH SCHOOL STUDENTS WHO WANT TO TAKE MJC COURSEWORK

1. Go to [www.mjc.edu](http://www.mjc.edu) website. **NOTE:** Before proceeding to step #2, make sure you've already created your account & completed/submitted your online application & received an email from MJC listing your student ID# that begins with a "W".
2. Find [blue](#) student services tab and at drop down menu click on "Apply To MJC"
3. This will bring you to the application Information page
4. While on this page, scroll down until you get to heading "Special Part-Time Students (High School or Junior High students over the age of 14)"
5. Click on hyperlink "Advanced Admission Forms" and fill out the special part-time petition application form. <https://www.mjc.edu/student-services/enrollment/documents/specialptpetition.pdf> You can also pick up a hard copy of the form in the career center.
6. At the middle of page two, make sure to include the course number for the class **NOT** the section number.
7. Once you've applied to MJC & completely filled out the "Advanced Admission" form (including course units, course name & course number) & you received an email from MJC listing your student ID# that begins with a "W", then visit or contact our Career Navigator (Sanjay Bhan) by email or phone at: [bhan.s@monet.k12.ca.us](mailto:bhan.s@monet.k12.ca.us) (209) 492-1126, to sign and process your form.

#### **To view available classes at MJC:**

1. Go to [www.mjc.edu](http://www.mjc.edu) webpage
2. Click on the "magnifying glass" icon at the top right corner of the page
3. View available classes under fall, spring or summer term drop down menu

#### THINGS TO KEEP IN MIND

- ▶ Concurrently enrolled high school students can NOT be enrolled in more than 11 college credits
- ▶ To enroll in 12 or more units, concurrently enrolled high school students must have the written approval of their school district's Board of Trustees as well as the Modesto Junior College President.
- ▶ Concurrently enrolled high school students can only enroll in courses numbered from 50-299. **Make sure you fill in the course number for the class NOT the section number**
- ▶ English or Math placement test is required if a high school student decides to take a college English or Math

course

## **Graduating Seniors Applying ONLINE to MJC- SUMMER/FALL Semester**

Go to [www.mjc.edu](http://www.mjc.edu) webpage

Click on "Apply Now" at the top of the page

At drop down menu click on Step 1 – “Apply Online”

Click on “Create An Account” (Old acct? Can't remember username? Create a new one)

When finished click “Create My Account”

Begin MJC application by clicking “New Application”

### **BEGIN ANSWERING SECTIONS:**

▪Personal Information

▪Contact Information

▪Educational Information

High School Education Status? **Graduate**

Enrollment Information? **Summer, Fall or Spring of 20\_\_**

Needs and Interest? I will apply for a Board of Governors Fee Waiver? **YES**

Citizenship? **Yes or No (If no, enter required information)**

California Residency - **Only answer questions with the red asterisks**

▪Submit Application

▪Electronic Submission

▪Check box and Submit

***Students will receive confirmation of their MJC application and email activation which will later be followed by instructions about the next steps to take such as... Orientation, Placement Assessment, Ed Plan Advising with MJC counselor, Financial Aid (FAFSA & BOG waiver), registering for classes and paying for fees. Make sure to check your email often, so you don't miss important deadlines and information.***

●General information - [www.mjc.edu](http://www.mjc.edu)

●Orientation - [www.mjc.edu/student-services/enrollment/orientation.php](http://www.mjc.edu/student-services/enrollment/orientation.php)

●Placement Assessment - <https://mjc.edu/student-services/placement/apeapinfo.php>

209-575-6789	MJC General Info
209-575-6853	MJC Admission/Enrollment Office
209-575-6087	MJC Orientation Info
209-575-7728	MJC Placement Assessment Info
209-575-6080	MJC Counseling/Advising Office
209-575-7700	MJC Financial Aid Office
209-575-6018	MJC Records/Transcript Office
209-575-6828	MJC Business Office to pay registration fees
209-575-7900	MJC Student Help Desk