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Monterey Peninsula College

Governing Board of Trustees:

- Charles Brown
- Charles H. Page, J.D.
- R. Lynn Davis, J.D.
- Dr. Loren Steck
- Margaret-Anne Coppernoll
- Antron "Kage" Williams, Student Trustee

Monterey Peninsula College

is a community college accredited by the Western Association of Schools and Colleges. The college is open to high school graduates and all others 18 years of age or older who may profitably pursue a course of study. Students in grades 6-8 may attend with written approval from their school principal and their parent(s) prior to registering. Students in grades 6-8 need additional approval from the Dean of Student Services.

Call (831) 646-4002/4007 for registration information.

All Monterey Peninsula College written publications will be made available in alternative formats (print, Braille, audiotape, or e-text). Requests for alternate media should be made to Supportive Services and Instruction at (831) 646-4070.

MPC Smoking Policy:

The use of tobacco – to include smoking and/or chewing any form of tobacco – is only permitted in designated parking lots. (MPC Board Policy #2240)

Welcome to Fall Semester 2011 at Monterey Peninsula College

You've made a great choice to enroll at Monterey Peninsula College. We thank you for selecting MPC as your college home. The MPC faculty and staff are ready to serve you at the Monterey campus, the MPC Education Center at Marina, the MPC Public Safety Training Center at Seaside, any of the off-campus locations throughout our district, or on-line. The wide variety of courses and options for study are intended to provide the flexibility you need. Whether you study on campus or on-line, you can expect high quality and great value with fees that can save families thousands of dollars.



We encourage you to take advantage of the many student support programs and activities designed to promote your success. By accessing these services and participating in campus events, you will gain even more from your college experience.

Welcome to Monterey Peninsula College, your quality choice for college. Expect the best!

Bienvenido al semestre de otoño 2011 en Monterey Peninsula College

Inscribirse en MPC ha sido una idea acertada. Gracias por su interés en Monterey Peninsula College. El personal docente y no docente de MPC están dispuestos a ofrecerle sus servicios en este campus, en las instalaciones educativas de Marina, el Centro de Entrenamiento de Seguridad Pública en Seaside, en cualquiera de las instalaciones ubicadas en el distrito y por internet. La amplia variedad de cursos y opciones de estudio se diseñaron para propocionarle la flexibilidad que usted necesita. Tanto en MPC como por Internet, puede contar con alta calidad y precios razonables que pueden ahorrarle a su familia miles de dólares.

Le recomendamos que aproveche los distintos programas de servicio y las actividades diseñadas para contribuir al éxito del estudiante. Mediante el acceso a estos servicios y la participación en los distintos eventos del campus, su experiencia en la institución será aún más provechosa.

Bienvenido a Monterey Peninsula College, la opción de calidad en estudios universitarios que lo sorprenderá.

Dr. Doug Garrison
Superintendent / President

When to Register

Registering for MPC classes is easy! It is recommended that you register as early as possible to get the classes that you want.

FALL SEMESTER
August 22 - December 15, 2011

Web Registration (WebReg)
at www.mpc.edu

Computers and WebReg assistance available in the Student Services Building.
See pages 102-103 for additional WebReg information.

Tuesday, May 31 - Sunday, August 21, 2011
Daily 6:00 A.M.-10:00 P.M.

Priority Registration

Monterey Peninsula College has adopted a priority registration system for students to register. Priority registration time is 6:00 AM-10:00 PM. Students who miss their priority day may register afterwards anytime between 6:00 A.M. and 10:00 PM.

Except for EOPS, DSPS, and veteran students, registration will be based upon the number of units completed at Monterey Peninsula College and in-progress units for the current semester (Spring 2011).

Continuing students are students enrolled at MPC during Spring and/or Summer 2011.

Returning students are students who enrolled at MPC previously, but not Spring or Summer 2011.

New and new transfer students are students who have never enrolled at MPC.

Concurrent enrollment students are students who are currently in grades 6-12.

REGISTRATION HOURS: The system is available 6:00 A.M.-10:00 P.M. daily. For students who miss their priority date and time, registration is available anytime afterwards between 6:00 A.M. and 10:00 PM.

GROUP	UNITS AT MPC	PRIORITY DATES
EOPS, DSPS, Veterans		May 31-August 21
TRIO and Student Athletes		June 1-2
Continuing Students	30.0-89.5 units	June 3
	0.0-29.5 units	June 6
New Graduating High School Students who COMPLETED Assessment and Orientation		June 7
Continuing Students	90+ units	June 8-9
Returning/New/New Transfer Students		June 8-9
Concurrent Enrollment (grades 6-12)		June 10
OPEN REGISTRATION (all students)		June 10

Late Registration

Computers and WebReg assistance available in the Student Services Building.

August 22 - 26
Monday - Thursday: 8:00am - 7:30pm
Friday: 8:00am - 2:30pm
Student Services Building

Attend the first class, request an Add Code from the instructor and register using WebReg. You may also request the instructor's signature and register in person at the Admissions and Records Office during registration hours.

Please note: There are many drawbacks to registering late. Classes will have already begun; the classes you want may already be filled; and counseling will be limited.

Please note: In-person and Mail-in registration procedures have been discontinued.

SCHEDULE CHANGES

Adds and/or Drops can be made by WebReg or in-person during registration hours.

If changes are not made by August 21, students must wait until the Late Registration period, attend class, request an add code from the instructor and use WebReg to register, or request the instructor's signature and return to the Admissions and Records Office to register.

FINANCIAL AID

Students seeking FINANCIAL AID must be registered by August 12, 2011 in order to receive their aid by the second day of the Fall semester.

STUDENT SERVICES BUILDING HOURS

Admissions and Records Office
(831) 646-4002/4007

Monday through Thursday
8:00am - 6:30pm

Friday
8:00am - 2:30 pm

Thursday, August 18
Student Services Offices open
1:30pm - 4:30pm only

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***WebReg for Fall classes begins
May 31.***

WebReg Helpline (831) 646-4002/4007

Registration Procedures

To access WebReg, Monterey Peninsula College requires that students use their student ID number. If you do not know your ID number and have given the College a social security number, you may enter your SS# and birthdate, and the system will give you your ID number. Students may also come to the Admissions and Records Office with a picture ID or phone the Admissions and Records Office (831) 646-4002/4007 to have the ID number mailed. ID numbers will not be given over the phone.

NEW STUDENTS

Any student registering at MPC for the first time, including students in grades 6-12.

BEGIN THE REGISTRATION PROCESS WITH #1

RETURNING STUDENTS

Any student registered at MPC previously, but not registered last SPRING or SUMMER 2011 (all MPC debts must be cleared prior to registering):

BEGIN THE REGISTRATION PROCESS WITH #1

CONTINUING STUDENTS

Any student registered at MPC during SPRING or SUMMER 2011, who DID NOT attend as a 6th-12th grade student (all MPC debts must be cleared prior to registering):

BEGIN THE REGISTRATION PROCESS WITH #5

CONCURRENT ENROLLMENT STUDENTS

Students who are under age 18 and have not graduated from high school. Students in grades 6-12 are always considered new students and must submit an Application for Admission and Concurrent Enrollment Form each semester/session.

BEGIN THE REGISTRATION PROCESS WITH #1

#1

Submit the Application for Admission in this Schedule of Classes to the Admissions and Records Office, or online at www.mpc.edu (click on "Admissions," then click on "Application"). If you are a U.S. military dependent using the tuition-free exemption, obtain the required signature on the U.S. Military Dependent Residence Statement and submit it to the Admissions and Records Office to gain access to WebReg.

#2

Request to have all college and high school transcripts mailed to the Admissions and Records Office at MPC. You may bring unofficial copies to be used ONLY for assessment, advisement, and prerequisite verification. Students with an associate or higher degree who do NOT plan to receive a degree or certificate or financial aid do not need to request transcripts, unless required for prerequisite verification or by the program you are entering.

#3

If eligible for a fee waiver, prior to registering, complete the Fee Waiver Form in this Schedule of Classes and submit it, in person only, to Student Financial Services located in the Student Services Building. The application is also available online at www.cccapply.org. If you qualify for the Fee Waiver, your Enrollment Fee will be waived.

#4

New students should complete the STEP Program. See page 7 for details. If a student is in grades 6-12, submit the Concurrent Enrollment Form to the Admissions and Records Office to gain access to WebReg. Students in grades 6-8 must also have approval from the Dean of Student Services. Phone (831) 645-1377 to schedule an appointment. Approvals for 6-8 grade students will not be given once classes begin.

#5

If enrolling in a course with a prerequisite, make sure you have completed the Prerequisite Verification Form if course was completed at another college or at MPC before Fall 1995. Verification forms can be submitted to the Counseling Department.

#6

WebReg Registration:

To register by WebReg, complete the worksheet in this Schedule of Classes and follow the instructions. If you were not enrolled Spring or Summer 2011, WebReg will not be accessible until an Application for Admission is submitted and processed.



OPEN ENROLLMENT

Every course, course section, or class offered at MPC (unless specifically exempted by legal statute) is open for enrollment and participation by any person who has been admitted to the College and who meets the prerequisite(s) of the course, provided space is available.

District policy prohibits the auditing of courses. Students must register for each course and may register for only one course in a scheduled time period.



Procedimientos para matricularse

Para obtener acceso a WebReg, Monterey Peninsula College exige que los alumnos utilicen un número de identificación. Si no sabe el número de identificación y le ha dado un número de seguro social a MPC, puede poner su número de seguro social y fecha de nacimiento, y el sistema le dará su número de identificación. Los alumnos también podrán ir a la Oficina de Admisión y Registro con una identificación con fotografía, o bien, llamar a dicha oficina al (831) 646-4002/4007. El número de identificación será enviado por correo, no se le comunicará por teléfono al usuario.

ALUMNOS NUEVOS

Todos los alumnos que se matriculen en MPC por primera vez, incluyendo los alumnos de cualquiera de los grados seis a doce:

COMIENZAN EL PROCESO DE MATRÍCULA CON #1.

ALUMNOS ANTIGUOS

Todos los alumnos que se hayan matriculado en MPC ANTES DE LA PRIMAVERA o DEL VERANO de 2011 (se debe pagar toda deuda con MPC antes de matricularse):

COMIENZAN EL PROCESO DE MATRÍCULA CON #1.

ALUMNOS QUE CONTINÚAN

Todos los alumnos que se hayan matriculado durante LA PRIMAVERA o del VERANO de 2011 y NO hayan asistido a MPC siendo de cualquiera de los grados seis a doce (se debe pagar toda deuda con MPC antes de matricularse):

COMIENZAN EL PROCESO DE MATRÍCULA CON #5.

ALUMNOS CON MATRÍCULAS SIMULTÁNEAS:

Estudiantes menores de 18 años y que no se han graduado de la escuela secundaria. A los alumnos de cualquiera de los grados seis a doce, se les considera alumnos nuevos y se debe presentar cada semestre o sesión una Solicitud de Admisión y Formulario de Matrícula Simultánea.

COMIENZAN EL PROCESO DE MATRÍCULA CON #1.

#1

Entregar a la **Oficina de Admisión y Registro**, la Solicitud de Admisión que figura en este horario de clases, o por medio electrónico a www.mpc.edu, (seleccione "Admissions", y a continuación, "Application"). Si es dependiente del Ejército de Estados Unidos y utiliza la exención de matrícula, consiga la firma que se exige en la Declaración de Residencia de Dependiente Militar de Estados Unidos y entregue el formulario a la Oficina de Admisión y Registro para obtener acceso a WebReg.

#2

Pida que se envíen a la Oficina de Admisión y Registro de MPC todos sus expedientes académicos de estudios superiores y de secundaria. Puede traer copias no oficiales para que se utilicen **ÚNICAMENTE** para efectos de evaluación, asesoramiento y verificación de requisitos previos. Los alumnos que disponen de un título de Asociado o superior que **NO** buscan recibir un título o certificado o asistencia económica no necesitan pedir sus expedientes académicos, a menos que sean exigidos como requisito previo para efectos de verificación, o los exija el programa en el cual ingresarán.

#3

Si reúne los requisitos para que lo eximan de los derechos de matrícula, antes de matricularse, llene el **Formulario de Exención de Derechos de Matrícula** (se encuentra en este horario de clases) y entréguelo únicamente en persona a la oficina de Servicios Financieros al Alumno, la cual se localiza en el edificio de servicios al alumno. Si reúne los requisitos para que lo eximan del pago de derechos de matrícula, se eximirá de pagar dichos derechos.

#4

Los alumnos nuevos deberán cursar el programa STEP. Consulte la página 7 para más detalles. Estudiantes de grados 6-12 deben presentar el Formulario de Inscripción Concurrente a la Oficina de Admisión y Registro para ingresar a WebReg.

#5

Si se matricula en un curso para el cual se exige un requisito previo, cerciórese de llenar el **Formulario de Verificación de Requisitos Previos** si estudió el curso en otro centro de estudios superiores o en MPC antes de la sesión de otoño de 1995. Los formularios de verificación se pueden entregar en el Departamento de Orientación.

#6

Para matricularse por **WebReg**, llene la hoja de trabajo y siga las instrucciones. Si no se matriculó en la primavera o en el verano de 2011, WebReg no será accesible sin antes entregar la **Solicitud de Admisión**.



POLÍTICA DE INSCRIPCIÓN ABIERTA

Toda aquella persona que haya sido admitida en el Instituto de Educación Superior, que cumpla con los requisitos previos del curso –siempre que haya vacantes disponibles– se podrá inscribir y participar en todos los cursos, partes de cursos o clases ofrecidos en MPC (salvo en caso de excepción establecida específicamente por la ley).

La política del distrito prohíbe la asistencia a los cursos en carácter de oyente. Los estudiantes se deben inscribir en cada curso; se podrán inscribir sólo en un curso en un periodo previsto.

MPC

Student Fee Information

Fees	Amount*	Applies To	Refund Deadline Semester-Length Courses	Refund Deadline Short-Term Courses
Enrollment Fee**	\$36 per Unit	Credit students, excluding 6-12 th grade students	Sept. 2	Day before 2nd class meeting
Nonresident Tuition	\$176 per Unit	Non-residents, including International Students	Sept. 9	Day before 3rd class meeting
Student Center Use Fee	\$10	All students taking courses on Main Campus	Sept. 2	Day before 2nd class meeting
Health Fee	\$17	All students	Sept. 2	Day before 2nd class meeting
Student Body Fee***	\$5	All students who wish to purchase	Sept. 2	Day before 2nd class meeting
Materials Charge	See Class Schedule	See Class Schedule	Sept. 2	Day before 2nd class meeting
Parking Permit Fee****	• \$40 per semester, or \$70 for annual permit • \$20 per semester for students with 6 or fewer units, or \$35 or annual permit • Daily parking \$1 per day	All students parking vehicles on the main campus	Sept. 2 if all courses are dropped and permit is returned	Day before 2nd class meeting if all courses are dropped and permit is returned.
Child Development Center Donation	\$3.00 (This voluntary fee supports the Child Development Center.)	Any who wishes to donate	Non-refundable	Non-refundable
Student Representation Fee****	\$1.00	All students	Sept. 2	Day before 2nd class meeting

IMPORTANT NOTICE REGARDING FEE AMOUNTS:

Monterey Peninsula College makes every effort to keep student costs to a minimum. Fees listed in published schedules may need to be increased if determined to be inadequate by the State Legislature. Therefore, MPC must reserve the right, without notice, to increase or modify any listed fees, even after initial fee payments have been made. All MPC listed fees should be regarded as subject to change upon determination by the State Legislature.

The Enrollment Fee refund deadline for **Distance Learning courses and for courses offered with hours **"by arrangement,"** less than semester length, is the **second day after the official published start date of the course**, not necessarily the second day after the initial class meeting.

***Visit the ASMPC office in the Student Center to obtain your Student Body ID Card and a brochure listing the discounts, services, activities and other benefits available to card holders. Before you register, if you choose not to support student body programs and decline your student body benefits, submit the Student Body Fee Waiver Form available at the Admissions and Records Office located in the Student Services Building.

****Students may refuse to pay the \$1.00 Student Representation Fee for religious, political, financial, or moral reasons. This fee will be used to represent the views of students with governmental bodies. The revenue can be used to travel to and from conferences sponsored by student organizations where legislative matters will be discussed, to purchase computer equipment needed to conduct legislative research, to subscribe to legislative publications, and/or to pay for any other expense reasonably necessary to effectuate student representation activities.

Students who do not wish to pay the Student Representation Fee of \$1.00 may, before registering, complete the Student Representation Fee Waiver Form which is available at the Admissions and Records Office in the Student Services Building.

Total Units	Enrollment Fee	Total Units	Enrollment Fee
.5	\$ 18.00	9.5	\$342.00
1.0	\$ 36.00	10.0	\$360.00
1.5	\$ 54.00	10.5	\$378.00
2.0	\$ 72.00	11.0	\$396.00
2.5	\$ 90.00	11.5	\$414.00
3.0	\$108.00	12.0	\$432.00
3.5	\$126.00	12.5	\$450.00
4.0	\$144.00	13.0	\$468.00
4.5	\$162.00	13.5	\$486.00
5.0	\$180.00	14.0	\$504.00
5.5	\$198.00	14.5	\$522.00
6.0	\$216.00	15.0	\$540.00
6.5	\$234.00	15.5	\$558.00
7.0	\$252.00	16.0	\$576.00
7.5	\$270.00	16.5	\$594.00
8.0	\$288.00	17.0	\$612.00
8.5	\$306.00	17.5	\$630.00
9.0	\$324.00	18.0	\$648.00

Nonresident students will be charged \$176.00 per unit in addition to the Enrollment Fee shown above. Phone (831) 646-3007 for information on how to, possibly, become a California resident for education purposes.

DROP RESPONSIBILITY

It is the student's responsibility to drop courses and to pay all class fees. If fees are not paid, a hold will be placed on the student's account and the student will not be able to register for future semesters until the debt is cleared. If a debt exists, no services are available through the Admissions and Records Office.

If a student drops or is dropped from a course after the refund deadline, the student is responsible for all fees owed, whether or not the student attended the class.

REFUNDS

It is the student's responsibility to drop courses by the correct deadline.

NO FEES ARE AUTOMATICALLY REFUNDED. An Application for a Refund Form must be completed and submitted to the Admissions and Records Office before the end of the semester/session; otherwise, no refund shall be made.

Any fee/tuition collected for a class that is canceled by the College or collected in error is refundable upon application. A refund processing fee of \$10.00 will be withheld from the Enrollment Fee for courses dropped that have not been canceled by the College. Requests for refunds must be made ONLY through the Admissions and Records Office. Refunds will be processed by Fiscal Services approximately 4-6 weeks after approval and the end of the Late Registration period.

For New Students

New students need to complete each of the following steps (at right) in order to be cleared for registration. For exemptions, see page 108 (Matriculation Exemption Policy).

Orientation Dates and Location

(Please call 646-4025 to make an appointment.)

Session	Date	Time	Location
1	Thu, May 26	4:00pm-5:00pm	LF102
2	Mon, Jun 6	12:00pm-2:00pm	LF102
3	Tue, Jun 21	3:00pm-4:00pm	LF102
4	Fri, Jul 8	2:00pm-3:00pm	LF102
5	Thu, Jul 21	1:30pm-2:30pm	LF102
6	Wed, Aug 3	3:00pm-4:00pm	LF102
7	Tue, Aug 16	12:00 pm-1:00pm	LF102
8	Thu, Dec 8	3:00pm-4:00pm	LF102

English as a Second Language Orientations

Session	Date	Time	Location
1	Mon, Jun 13	3:00pm-4:00pm	LF103
2	Sat, Aug 13	11:00am-12:00pm	LF102
3	Tue, Aug 23	4:00pm-5:00pm	TBA

STEP 1. APPLICATION

Choose one of the following:

- A)** Complete application online at <http://www.mpc.edu>
- 1) Click on "New Students"
 - 2) Click on "STEP Program"
 - 3) Click on "Step 1: Admission"
 - 4) Click on "CCCApply": Follow the instructions on CCCApply to submit your completed application.

OR

B) Complete a paper application located in this Schedule of Classes. You can bring the completed application in person to the Admissions and Records Office or mail it to:

Monterey Peninsula College
 Attn: Admissions and Records Office
 980 Fremont Street
 Monterey, CA 93940

STEP 2. FINANCIAL AID (OPTIONAL)

Students who need assistance paying their fees are encouraged to submit the Board of Governors Fee Waiver Application (see pages 127-128) or online at www.mpc.edu before they register for classes. See page 104 for more Financial Aid information.

STEP 3. ASSESSMENT

If English is your native (first) language, you should take the English Assessment Test. If English is not your native (first) language, you should take the English as a Second Language Placement Test (ESLPT). As of Fall 2009, you will need to be assessed for Math placement.

See Assessment information located on page 8; in Spanish on page 115, or found at <http://www.mpc.edu/student-services/assessment>

STEP 4. ORIENTATION

Choose one of the following:

- A)** Complete orientation online at <http://www.mpcfaculty.net/counseling/orientation>

OR

- B)** Attend a Group Orientation.

Call (831) 646-4025



to schedule an appointment for one of the sessions listed in the tables left of this page.

STEP 5. COUNSELING/ADVISEMENT (EDUCATION PLAN)

Choose one of the following:

- A)** Complete the Education Plan online at:
<http://www.mpcfaculty.net/counseling/adviseament>

OR

- B)** Complete the Education Plan with a counselor. Call (831) 646-4020 for an appointment.

STEP 6. REGISTRATION CLEARANCE

Clearance to register is given by the Counseling Department at the time of completion of the Education Plan for:

- A)** In-person

OR

- B)** Web Registration (WebReg): See pages 102-103.

English, Math and ESL Assessments

English and Math

Application for Admission MUST be filed with the Admissions and Records Office prior to making an appointment for the English and Math assessment.

APPOINTMENTS ARE REQUIRED FOR ASSESSMENT.

Please call the Assessment Center at (831) 646-4027 or come by the office to make an appointment. For Math Practice Assessments, please log onto www.mpc.edu/studentservices/assessment

ACCOMMODATIONS

Students with disabilities who need special accommodations for any parts of the STEP Program should contact Supportive Services and Instruction make arrangements. Telephone (831) 646-4070. TDD users should telephone (831) 646-4068.

ASSESSMENT SCHEDULE

Students wishing to take the English "ONLY" assessment may make an appointment for an English and Math assessment date.

ENGLISH AND MATH ASSESSMENT (3-Hour Assessment)			
Session	Date	Time	Location
1	Thu, Jul 7	1:00 pm	LF102
2	Sat, Jul 23	9:00 am	LF103
3	Sat, Aug 6	9:00 am	TBA

ENGLISH ASSESSMENT ONLY (2-Hour Assessment)			
Session	Date	Time	Location
1	Mon, Aug 15	4:00 pm	LF103

ENGLISH and MATH ASSESSMENT

TIMED English assessment (writing essay and reading exam) and Math assessment.

Please arrive 1/2 hour prior to Assessments.

Doors close ten minutes prior to assessment.

NO LATE ADMITTANCE.

Children are not allowed in testing area or unattended on campus.

You must have Picture ID and MPC Student I.D.# in order to assess.

If you are late or forget to bring the picture and MPC Student I.D.s, you will be asked to reschedule your assessment for another day.

MATH ASSESSMENT

You will need to choose between four math assessments, each designed for placement into different levels of math. Please log onto www.mpc.edu/studentservices/assessment to review sample Math Practice Assessments.

You MUST make your decision on which math assessment, #1, #2, #3, or #4, you will be taking prior to attending the assessment date. You will let us know your decision at check-in.

*If a decision is not made prior to assessment date, you will be asked to reschedule once you have reviewed the practice math assessments examples.

MATH ASSESSMENT ONLY (1.5-Hour Assessment)			
Session	Date	Time	Location
1	Mon, Jul 18	4:00 pm	LF103
2	Wed, Aug 10	1:00 pm	LF103
3	Thu, Aug 25	4:00 pm	TBA

English as a Second Language

ENGLISH AS A SECOND LANGUAGE PLACEMENT ASSESSMENT

NOTE: Application for Admission MUST be filed with the Admissions and Records Office prior to making an appointment for the English as a Second Language assessment.

Proper placement in English or English as a Second Language (ESL) classes will help to ensure academic success. If English is your native (first) language, you should take the English Placement Test. If English is not your native (first) language, you should take the English as a Second Language Placement Test (ESLPT). Taking an inappropriate assessment may result in improper placement.

Students wishing to enroll in English as a Second Language (ESL) courses need to qualify on the basis of MPC's English as a Second Language Placement Test (ESLPT). The test is scheduled as follows below.

APPOINTMENTS ARE REQUIRED FOR ASSESSMENT.

Please call the Assessment Center at (831) 646-4027 or come by the office to make an appointment.

ENGLISH AS A SECOND LANGUAGE ASSESSMENT (2-Hour Assessment)			
Session	Date	Time	Location
1	Sat, Aug 13	9:00 am	LF103
2	Tues, Aug 23	2:00 pm	TBA

There will be additional assessments scheduled during the Fall 2011 semester. Please visit our webpage at www.mpc.edu/studentservices/assessment for more information or contact our office at 831-646-4027.

How to Register

Welcome to WebReg

(Web Registration) www.mpc.edu

FALL REGISTRATION:

(check for priority dates on page 3)

BEGIN: May 31, 2011

END: August 21, 2011

WHO MAY USE WebReg:

CONTINUING STUDENTS:

Students who enrolled at MPC Spring or Summer 2011. (Students in grades 6-12 are always considered new and must always submit an Application for Admission and an approved Concurrent Enrollment Form.)

RETURNING STUDENTS:

Students who enrolled at MPC before Spring or Summer 2011. An Application for Admission must be received and processed in the Admissions and Records Office at least 48 hours before attempting to register.

NEW AND TRANSFER STUDENTS:

Students who have submitted their Application for Admission. Read the information about the STEP PROGRAM in this schedule (page 7) or contact the Counseling Department.

WebReg IS NOT AVAILABLE FOR THE FOLLOWING:

STUDENTS WHO ARE NOT PAYING THEIR OWN FEES :

Students included in this group are those using Vocational Rehabilitation (Chapter 31), VA Cal Vet, State Department of Rehabilitation, etc. Students who fit into these categories are permitted to register once approved forms are submitted to the Admissions and Records Office.

STUDENTS WHO HAVE BEEN DISMISSED FROM MONTEREY PENINSULA COLLEGE:

Students must petition for readmission through the Counseling Department. Check your petition status on WebReg 48 hours after petition is submitted to the Admissions and Records Office.

REGISTRATION IN MORE THAN 18.0 UNITS:

Students must have counselor approval for excess units.

U.S. MILITARY TUITION ASSISTANCE:

Once the approved Tuition Assistance form is submitted to the Admissions and Records Office, registration may be permitted.

U.S. MILITARY DEPENDENTS USING TUITION-FREE EXEMPTION:

Signatures are required on the U.S. Military Dependent Residence Statement every semester/session of enrollment. Registration is permitted after the form is submitted to the Admissions and Records Office.

INTERNATIONAL STUDENTS:

New students on F-1 or M-1 visas and students not possessing permanent resident visas: New students must have the signature of the International Student Advisor on the Registration or Add/Drop Form in order to register. Registration may be permitted once the signature is submitted to the Admissions and Records Office.

6th-12th GRADE STUDENTS:

Students whose grade levels or age equal grades 6-12 must complete an Application for Admission and a Concurrent Enrollment Form. Registration is permitted once an Application for Admission and the approved Concurrent Enrollment Form is completed, signed, and submitted to the Admissions and Records Office. Students in grades 6-8 must have additional approval from the Dean of Student Services. Phone (831) 645-1377 to schedule an appointment.

WebReg Payment Slip

Student ID Number

9 0 | | | | | | | | | | | | | | | |

Full Name: _____

Address: _____

City/State/Zip: _____

The payment enclosed must match exactly the amount due. Checks submitted for an amount other than the total due will be returned.

Amount Enclosed: _____
(write ID# on check)

If you indicated on WebReg that payment would be made by check or cash and you now wish to use your credit card, write the credit card number and expiration date, and sign the form. The signature must be that of the card holder.

Credit Card #: (Visa/MasterCard)

| | | | | | | | | | | | | | | |

Exp. Date:(Mo/Year) | | | | | | | | | |

Signature: _____

Date: _____

Mail to:

Student Accounts
Administration Bldg.
Monterey Peninsula College
980 Fremont Street
Monterey, CA 93940

WebReg Worksheet

To access WebReg, Monterey Peninsula College requires students to use their Student ID Number.

WebReg HOURS:

6:00am - 10:00pm
 May 31 - August 21, 2011
www.mpc.edu

WebReg HELP LINE HOURS:

Monday – Thursday: 9:00am – 4:30pm
 Friday - 9:00am - 2:30pm
 Call (831) 646-4002/4007

GUIDELINES:

Complete the worksheet at right (Step 8) before logging in. Have a list of alternate courses, as some of the classes may be closed.

NOTE: *If you were not registered at MPC in Spring and/or Summer 2011, have not submitted an Application for Admission for Fall 2011, WebReg access will be denied.*

If you have changed your mailing address, telephone number and/or email address, you may telephone Customer Support (831) 646-4002/4007, Monday through Thursday, 9:00am to 4:30pm, and Friday, 9:00am to 2:30pm to change your mailing address. Address confirmations will not be given by telephone.

There is a drop box outside the Administration Building to drop off payments.



TO REGISTER BY Web Registration:

STEP 1: Access www.mpc.edu

STEP 2: Click on Registration (WebReg).

STEP 3: Follow instructions.

STEP 4: Enter your Student I.D. Number:

 9 | 0 | | | - | | | | | - | | | | |

STEP 5: Enter your Date of Birth:

(month) | | | (date) | | | (year) | 1 | 9 | | |

STEP 6: Click on LOGIN.

STEP 7: Select Semester, Add/Drop/Register function, then click SUBMIT. Read all printed statements before hitting the CONTINUE and/or ACCEPT buttons.

STEP 8: WORKSHEET: If you need information about the availability of courses, select the Open Class Finder.

4 Digit Section #	Course	Units	Day(s)	Time
8795	BIOL 25	3	M-W	9:00-11:00

Enter the appropriate 4-digit section numbers for each course (up to six). Once section numbers are entered, click "Submit sections." **TO DROP A CLASS:** click on the "drop" button for the course you wish to drop.

STEP 9: When you have completed all Adds and/or Drops, click "Continue." To request the Pass/No Pass (P/NP) option, if applicable, click on the button for the applicable section.

STEP 10: PURCHASE FEES: You may purchase a parking permit, and/or contribute \$3.00 to the Child Development Center using this screen.

STEP 11: SELECT PAYMENT METHOD: You may use a credit card (Visa or MasterCard) or select payment by cash or check to defer payment to a later date.

NOTE: If you indicated that payment would be made by cash or check, complete the [WebReg Payment Slip](#) (page 102), and mail it to the address on the form or drop off payment at Fiscal Services located in the Administration Building.

PRINT YOUR RECEIPT (Step 5 final step of WebReg.)

If there is a problem, your only confirmation of enrollment is the printed copy of Step 5.

Financial Aid Information

WHAT IS FINANCIAL AID?

Financial Aid is the money you receive from federal, state and local programs to help you meet the expenses (books, Enrollment Fee, food, rent, and transportation) of a college education. Financial aid provides assistance to students who would be unable to attend college without such help. **THE PRIMARY RESPONSIBILITY FOR PAYING COLLEGE COSTS RESTS WITH YOU AND YOUR PARENTS.** Financial aid can help fill the gap between what you and your family can pay and the cost of your education. There are two basic types of financial aid which do not involve repayment: grants and work-study employment. In addition, there is the Direct Loan Program which is money that is repaid after you leave school.

WHO IS ELIGIBLE?

You do not need to be from a low-income family to qualify for financial aid but you must demonstrate financial need. Your financial need is the difference between what it costs you to attend college and what you or your family are expected to contribute toward your education. Do not disqualify yourself by not applying for financial aid. If you think you will need financial aid to attend college, **APPLY NOW!** For further information please call (831) 646-4030.

HOW DO I APPLY?

To be considered for financial aid, you will need to complete the electronic version of the Free Application for Federal Student Aid (FAFSA) as soon as possible. File electronically by going to www.fafsa.gov Student Financial Services will notify you of any additional documents required to complete your financial aid file. For further information, please e-mail Student Financial Services at financialaid@mpc.edu

WHAT ARE THE GENERAL ELIGIBILITY REQUIREMENTS?

In order to be eligible for federal, state, and institutional financial aid programs, a student must meet the following requirements:

- Must be accepted for admissions and enrolled as a regular student in an eligible academic program.

- Must have a High School Diploma or the equivalent (GED), pass an approved "Ability to Benefit" test, or complete 6 transferable course units.

- Must be making satisfactory academic progress (SAP), whether or not you received financial aid the previous semester.

- Must be a U.S. Citizen or eligible non-citizen with a valid Social Security Number.

- Must be in compliance with Selective Service Registration Requirements.

- Must have resolved any drug conviction issues.

- Must not be in default on any Federal Loan Program or in repayment of any Federal Grant Programs.

- Must demonstrate financial need for most need-based financial aid programs.

WHAT IS FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS?

In order to show financial aid satisfactory academic progress during a given semester, you must: 1) complete 67% of the units you attempt; 2) earn semester and cumulative grade point averages of at least 2.0 ("C" average); and 3) complete your degree or certificate within 90 attempted units or 150% of the units required for graduation for those programs that require more than 60 units for graduation.

WHAT ARE MY RESPONSIBILITIES AS A STUDENT RECEIVING FINANCIAL AID?

As a student receiving financial aid, you are required to:

- (1) sign up for an MPC email;
- (2) complete an online orientation (<http://www.mpc.edu/financialaid>) regarding the responsibilities of receiving financial aid;
- (3) notify Student Financial Services of any change in your address, name, marital status, Social Security number or income;
- (4) respond immediately to all correspondence sent to you by the Student Financial Services office, or the Federal Student Aid Programs; and
- (5) enroll in and complete the units for which financial aid was awarded.

WHEN WILL I KNOW IF I QUALIFY FOR FINANCIAL AID?

Once you have completed the financial aid application process, your eligibility for the various financial aid programs will be determined. If you are eligible to receive financial aid, Student Financial Services will email you a financial aid award letter to your MPC email account. The award letter will inform you of the amount and type of financial aid you will be eligible to receive, how your financial need was computed, the dates checks will be issued and the condi-

tions you must satisfy to receive the financial assistance you have been offered. If you are not eligible to receive financial aid, Student Financial Services will notify you.

WHAT IS THE DEADLINE TO APPLY FOR FALL FINANCIAL AID?

What you **must** do for Fall financial aid:

Sign up for your MPC e-mail account!

Register for your classes and have the following information completed before August 12, 2011. There will be no adjustment for your financial aid award once your money has been disbursed.

Complete your California Board of Governors fee Waiver (BOGFW) application **before** you register for your classes. If you are a returning student you must reapply for your fee waiver for summer term. Once the fee waiver is awarded, it is also good for Spring 2012.

Complete the 2011-12 FAFSA application as soon as possible after January 1, 2011 at www.fafsa.gov

Complete your 2011-12 financial aid file at MPC before August 12, 2011. Additional documentation that comes in after August 12 will result in a delay in your fall financial aid.

WHAT ABOUT FEE WAIVERS?

Board of Governors (BOG) Fee Waiver:

This California-funded fee waiver program assists students who are classified as California residents with the mandatory Enrollment Fee. The BOG Fee Waiver program does not assist students who are not California residents.

BOG Fee Waiver Method A:

assists students or their parents who are receiving public assistance.

BOG Fee Waiver Method B:

assists students or their parents who have a maximum annual income for 2010 of \$21,855 for a family of two; add \$5,610 for each additional family member residing in the household (subject to change).

BOG Fee Waiver Method C:

assists students who have completed the FAFSA and have \$1.00 in need.

Contact Student Financial Services for the Free Application for Federal Student Financial Aid (FAFSA) and any additional information.

Residency Requirements

CALIFORNIA RESIDENTS:

Information below applies to U.S. citizens and students on Permanent Resident Visas. You may be asked to submit documentation to verify California residence.

Resident student classification for educational purposes shall be given to students 19 years of age or older who have resided in California for at least one year and one day prior to the beginning of the semester/session, and have "manifested the intent" to make California their residence one year and one day prior to the beginning of the semester/session. "Manifested the intent" means having the supportive documentation indicating the intention to make California one's state of legal residence. This is normally done by filing state income tax forms as a resident, by voting as a resident, and NOT possessing documents contradicting California residence.

If a student is under 19 years of age and the student's parents or legal guardian meet the conditions listed above, the student may qualify as a California resident.

Upon completion of the U.S. Military Dependent Residence Statement, dependents of active duty U.S. military personnel, excluding National Guard, assigned to California may be exempt from nonresident tuition for the duration of the U.S. active duty person's assignment to California. The form must be completed each semester/session of enrollment.

Students who attended high school in California for a minimum of three years and graduated from a California high school (GED, CA Proficiency) may be exempt from payment of nonresident tuition upon completion of the California Nonresident Tuition Exemption Request form. This form is located at the back of this Schedule of Classes.

NONRESIDENTS:

Students not meeting the California residency requirement, including international students and students possessing visas which preclude them from establishing California residence, will be classified as "nonresidents" and are subject to nonresident tuition.

NOTE: Nonresident status is not changed automatically.

Students previously classified as nonresidents must complete a "Request to be Classified as a

California Resident" form if now requesting California resident status. This form, with required documentation, must be submitted to the Admissions and Records Office before registering.

General Information

To access WebReg, Monterey Peninsula College requires students to use their Student ID Number.

APPLICATION FOR ADMISSION

Please see the back section of this schedule.

ATTENDANCE

It is the student's responsibility to officially drop a class by WebReg or through the Admissions and Records Office when he/she is unable to be an active participant in the class.

Any student who stops attending a course without officially dropping may receive an unsatisfactory grade.

Students who do not attend the first class meeting may be dropped by the instructor. It is the student's responsibility to inform the instructor of non-attendance for the first class meeting.

REGISTRATION INFORMATION

For WebReg information please see pages 102 and 103.

WebReg is available daily, 6:00am - 10:00pm.

If you encounter problems, you may telephone Customer Support at (831) 646-4002/4007 for assistance Monday through Thursday from 9:00 am - 4:30 pm and Friday from 9:00 am - 2:30 pm.

If you registered using WebReg and your address, telephone number, email address and/or intended major has changed, telephone the Admissions and Records Office at (831) 646-4002/4007 to correct the information.

REGISTRATION RECEIPTS

The College does not mail Registration Receipts. It is the student's responsibility to go to WebReg and print a copy of his/her Registration Receipt which reflects classes dropped and/or added and fees paid, owed, and/or waived.

CAMPUS SAFETY/SECURITY

In case of emergency, dial 9-1-1.

The Campus Safety/Security Office is located in the Student Center and can be reached at (831) 646-4099. Office hours are Monday through Friday from 7:00 am - midnight, Saturday and Sunday, 7:30 am - 6:00 pm.

At other times Monterey Police Department (non-emergency, officer needed) can be reached at (831) 646-3914. In compliance with the Jeanne Cleary Disclosure of Campus Security Policy and Campus Crime Statistics Act, Monterey Peninsula College reports this information at the Office of Postsecondary Education Campus Security Statistics website in cooperation with the U.S. Department of Education. This information can be accessed on the Internet at <http://www.ope.ed.gov/security> Information provided by the State of California in compliance with Megan's Law may be obtained through <http://www.meganslaw.ca.gov>

COURSE CONFLICT/COURSE OVERLAP

Students attempting to enroll in courses that overlap in the scheduled times of the courses must submit a Conflict Permission Form. This form must be completed by the student and the instructor who describes how the student will make up the hours missed so that the student may attend another class. The form is available at the Admissions and Records Office and must be submitted before registering.

COURSE REPETITION

A student may only repeat a course under the following conditions:

1. During the first enrollment in the course, the student's prior evaluative grade in the course is a "D," "F," or "NP," or
2. The student withdrew from the course and received a "W" once, or
3. The College Catalog designates the course as repeatable and the number of times it may be repeated, or
4. The student receives prior written permission from the Academic Council when the student can demonstrate that the course must be repeated in order to make progress toward employment, graduation, certification, or transfer. The petition is available at the Admissions and Records Office.

PASS/NO PASS GRADE OPTION

Courses which may be taken for LG-P/NP (Letter Grade-Pass/No Pass) are so indicated in this Schedule of Classes, the college web site, and the College Catalog course descriptions. If P/NP is an option and the student wishes to take the course for P/NP, the student must either request the P/NP grading option using WebReg or must complete and submit, to the Admissions and Records Office, the Pass/No Pass Authorization Form by September 16 or within 25% of courses less than semester-length. Please see form in this Schedule of Classes for more information and the required form if not using WebReg.

GRADES

Student grades are not mailed. Grades for Fall will be available by WebReg approximately four weeks after the official end of the semester. Only the following grade symbols are used:

Counted in GPA:

Grade	Definition	Grade Point
A	Excellent	4.0
B	Good	3.0
C	Satisfactory	2.0
D	Passing - less than satisfactory	1.0
F	Failing	0.0

Not Counted in GPA:

Grade	Definition
I	Incomplete
MW	Military Withdrawal
W	Withdrawal
P	Pass - at least satisfactory ("C" or better)
NP	No Pass - less than satisfactory ("D" or "F")

PARKING

With the exception of designated short-term Visitor and Loading Zone spaces, all parking on campus is by permit only, 7:00 am - 9:00 pm, Monday through Thursday and Friday, 7:00 am - 5:00 pm, unless otherwise posted. Parking spaces marked in yellow are for staff parking only during these times. Yellow permit dispenser machines for daily parking permits are located in each lot. Dispenser permits must be visible on the driver's side of the dashboard while parked.

PARKING PERMITS

\$40.00 per semester or \$70.00 for annual permit, for students enrolled in more than 6.0 units. \$20.00 per semester or \$35.00 for annual permit for students enrolled in 6.0 or less units.

NOTE: Permits are not required at the Education Center at Marina.

Permits can be purchased by using WebReg or at the Fiscal Services Office located in the Administration Building or at the Admissions and Records Office in the Student Services Building during office hours.

Parking Permits are not mailed and must be picked up at the Admissions and Records Office in the Student Services Building during office hours.

Valid parking permits, except daily permits from Monterey Peninsula College (MPC), are accepted at CSUMB. CSUMB permits are accepted at MPC.

REGULATIONS & REQUIREMENTS, EXCEPTIONS TO

Requests for exceptions to the admissions, academic, and curricular regulations may be made by petition to the Academic Council. Exceptions are made only for unusual circumstances. The Academic Council meets every second and fourth Tuesday of each month. Petition forms are available at the Admissions and Records Office.

SCHEDULE CHANGES

ADDING CLASSES

Adding classes may be done by WebReg or in person during the late registration period outlined on our web site and in this Schedule of Classes.

Students who begin a class on or after the census date for a class (September 5 for semester-length courses or 20% of short courses) will not be permitted to enroll. Beginning the first day of classes, an add code number or the instructor's signature is required to register into all courses with a start date on or before September 3. Classes with a start date later than September 3 may be added, the day before the course begins, without the instructor's signature, if the class is not full. Students must register within the first two weeks of class.

ADD CODES

After regular registration ends (August 21), students must go to the class and get permission from the instructor to add a class.

If admitting students, instructor will give the student a 4-digit add code that will allow the student to add the course during the Late Registration period using WebReg or at the Admissions and Records Office.

Students who were enrolled Spring 2011 and did not attend as a 6th-12th grade student and students who have submitted their Application for Admission for Fall are permitted, if eligible, to register using WebReg the first two weeks of the semester.

Beginning Monday, September 12, students who have been attending a class from the start of the course must petition the Academic Council for permission to add courses after the official advertised Late Registration period. Petitions are available at the Admissions and Records Office.

DROPPING CLASSES

It is the student's responsibility to drop courses.

Never assume that your instructor will automatically drop you if you do not attend. It is the student's responsibility to know the attendance policy for each course in which enrolled.

Students may use WebReg to drop courses or students may submit an Add/Drop Form to the Admissions and Records Office by the appropriate deadline.

If courses are dropped by the appropriate deadline and the student is eligible for a refund, an Application for Refund Form must be completed and submitted to the Admissions and Records Office by the end of fall semester. Refunds for non-canceled courses will be charged a \$10.00 processing fee.

THE LAST DAY TO WITHDRAW FROM SEMESTER-LENGTH COURSES IS NOVEMBER 15 OR WITHIN 60% OF COURSES LESS THAN SEMESTER-LENGTH.

Students who drop courses during the first 25% of a course will receive "No Grade of Record." Students who drop courses within the 25%-60% time frame of a class will receive a grade of "W" (withdrawal). Any student who stops attending a course without officially dropping may receive an unsatisfactory grade.

STUDENT FINANCIAL SERVICES

There is money available to assist with expenses while you are attending Monterey Peninsula College. The funding is from Federal, State, and local sources. It is important that you apply early to qualify for as many sources as possible. Please see page 104. For the Federal program, you must complete the Federal Application for Financial Aid (FAFSA). Deadline for the FAFSA application is June 30, 2012.

The Board of Governors Fee Waiver Application is in the Schedule of Classes. Submit it to Student Financial Services located in the Student Services building. Or apply online at CCCApply.com. The CCCApply application is received each workday morning. **Please wait for the fee waiver to be inputted before registering.** Returning students must also re-apply for the BOG Fee Waiver before registering for Summer term.

For local sources, a separate application process may be necessary.

REMEMBER, THE PRIMARY RESPONSIBILITY FOR PAYING FOR COLLEGE RESTS WITH YOU AND/OR YOUR PARENTS. Financial Aid is a funding source to assist filling the gap between what you and your family can pay for the cost of your education. If you have completed all of your semester financial aid forms, you must be registered before August 12, 2011 to receive your aid by the second day of the semester. Student Financial Services is located in the Student Services building. Hours of operation are Monday-Thursday, 8:00 am-6:00 pm. Closed on Friday.

TEXTBOOKS

Textbooks are essential and although prices vary, most textbooks are approximately \$75.00 each. Accounting, Calculus, Nursing, and Drafting textbooks can cost \$100.00 or more. Textbooks are purchased at the MPC Bookstore or online at www.mpc.bkstr.com

The Bookstore has developed a book rental program. Check with the Bookstore for details.

NOTICE OF NONDISCRIMINATION

Monterey Peninsula College shall not discriminate on the basis of ethnic group, race, color, national origin, religion, sex (including sexual harassment), sexual orientation, handicap (or disability), or age in any of its policies, procedures, or practices, in compliance with Title VI of the Civil Rights Act of 1964 pertaining to race, color and national origin and Title IX of the Educational Amendments of 1972; section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, pertaining to disabilities; and the Age Discrimination Act of 1975, pertaining to age. Limited English language skills will not be a barrier to admission to and participation in vocational education programs.

Persons who seek information and/or resolution of alleged acts of discrimination and/or resolution of sexual harassment are directed to contact Barbara Lee, Associate Dean of Human Resources, who serves as the Sexual Harassment Officer, at (831) 646-4014. The Human Resources Office is located in the Administration Building.

VETERAN'S ASSISTANCE STUDENTS

(Any student who anticipates using Veteran's Assistance while attending Monterey Peninsula College)

It is recommended that the student wishing to receive veteran's assistance pick up the Veteran's Assistance Packet located in the VA bin in the Student Services Building. Read the information and fill out the paperwork before seeing the VA representative.

Students must make an appointment with a counselor to have a VA Education Plan completed before certification will be sent to the Veterans Administration.

Veterans requesting certification for a second semester at MPC must have all official transcripts from other colleges and military experience (from the discharge document) evaluated and on file at MPC. Students must then have a counselor complete a VA Education Plan documenting units completed and courses needed to complete the educational goal. Students will not be certified a second time without this plan. Please note that because of the need for accuracy, counselors will only complete VA Education Plans during their scheduled half-hour appointments.

During the first week of each semester, students using Veteran's Assistance will be seen only on a drop-in basis. After the first week, students using Veteran's Assistance will be seen by appointment. Appointments may be made at the Counseling Department or by telephone at (831) 646-4020.



ENGLISH AND STUDY SKILLS CENTER

Students who would like assistance with writing, research, and study skills are encouraged to come to the English and Study Skills Center.

The English and Study Skills Center, located on the first floor of the Library and Technology Center, offers individualized instruction and services to assist students in developing the skills they need to succeed in college-level courses.

Students may enroll in ESSC course labs on a pass/no pass basis. Please see the schedule and catalog for course descriptions.

The English and Study Skills Center is open the following days and hours for the Fall 2011 semester (August 22 - December 15):

8:00am-9:00pm • Monday through Thursday

8:00am-2:00pm • Friday

1:00pm-5:00pm • Sunday

FOR ADDITIONAL INFORMATION, CALL (831) 646-4177.

website: www.mpcfaculty.net/essc

Matriculation Information

THE CALIFORNIA STATE MATRICULATION PLAN

Monterey Peninsula College participates in the California State Matriculation Plan which brings the college and a student planning to transfer or obtain a degree or certificate into an agreement for the purpose of realizing the student's educational objective.

There are six important steps (STEP Program) to take before beginning course work at Monterey Peninsula College. The completion of these steps will speed up the enrollment process and greatly enhance chances for educational success.

The college encourages all new students (credit and non-credit) to participate in the STEP program; however, some students may be exempt from various steps in the program (see below).

Disabled students needing special accommodations for any parts of the STEP Program should contact Supportive Services and Instruction to make arrangements, telephone (831) 646-4070. TDD users should telephone (831) 646-4068.

A student may file a written complaint if it is felt that assessment, planning sessions, counseling, or any other matriculation procedure is being applied in a discriminatory manner. For additional information regarding the complaint procedures, contact the Dean of Student Services, at (831) 645-1377.

MATRICULATION EXEMPTION POLICY

Students may be exempt from assessment, orientation, or counseling/advisement if they attended another college, or meet one of the exemption criteria listed in the college catalog. Students, however, may not be exempt from the admissions or follow-up components. Students who do not meet approved matriculation exemption criteria, but choose to be exempt from all or part of the matriculation components, may do so by completing a waiver form available from the Counseling Department.



Final Exam Schedule

FALL 2011 ON-CAMPUS DAY CLASSES

TIME	MONDAY, DECEMBER 12	TUESDAY, DECEMBER 13	WEDNESDAY, DECEMBER 14	THURSDAY, DECEMBER 15
8:00 am	9:00 MWF & other 9:00 combinations MWF	9:00 or 9:30 TTH & other 9:00 or 9:30 combinations TTH	8:00 MWF & other 8:00 combinations MWF	8:00 TTH & other 8:00 combinations TTH
10:30 am	10:00 MWF & other 10:00 combinations MWF	11:00 TTH & other 11:00 combinations TTH	11:00 MWF & other 11:00 combinations MWF	10:00 TTH & other 10:00 combinations TTH
1:00 pm	12:00 MWF & other 12:00 combinations MWF	12:00 TTH & other 12:00 combinations TTH	1:00 MWF & other 1:00 combinations MWF	1:00 TTH & other 1:00 combinations TTH
3:30 pm	2:00 MWF & other 2:00 combinations MWF	3:00 TTH & other 3:00 combinations TTH	3:00 MWF & other 3:00 combinations MWF	2:00 TTH & other 2:00 combinations TTH

Examinations will vary in length, depending upon course requirements, but will be no longer than 2 hours. All examinations will be given in regularly assigned classrooms. Lab examinations, when required, will be held prior to the effective date of this schedule. Evening and Saturday class examinations will be held at the last class meeting during the period of December 12-15, 2011.

Prerequisite/Co-Requisite Challenge Options and Procedures

GENERAL INFORMATION

Note: *Challenge process must be filed by the last day of regular late registration (August 26).*

Monterey Peninsula College is required by the State of California to enforce course prerequisites. We believe completing prerequisites before enrolling in higher-level courses will ensure your success as a student. If you have taken the prerequisite at another school or at MPC before Fall 1995, you must complete the "PREREQUISITE VERIFICATION FORM." You will need to present transcripts or grade reports from other colleges to verify completion of the prerequisite. Satisfactory completion means that you received a grade of "C" or better in each course. If you do not have such transcripts or grade reports, see the challenge options below. If you wish to challenge the prerequisite, you must file a "PREREQUISITE CHALLENGE FORM" with the Division in which the course belongs.

- **Mathematics:** Contact the Physical Science Division Office.
- Contact the Humanities Division Office for challenges in the following departments. Challenge exams will be given on one of the following dates:
 - English:** Thursday, August 18, 3pm, HU101; and Friday, August 19, 9am, HU101.
 - World Languages:** Monday, August 22, 3-5pm, BH101; and Tuesday, August 23, 3-5pm, BH101.

CHALLENGE OPTIONS

You may challenge the prerequisite for the course you wish to enter by choosing one of the following options:

OPTION 1: Prerequisite course not available.

You believe the prerequisite course was not made reasonably available. The Division Chair or Academic Affairs Vice President designee will determine whether the required course was reasonably available.

OPTION 2: Prerequisite not established in accordance with district's process for establishing prerequisite.

You believe the prerequisite is not valid because it is not necessary for success in the course for which it is required.

The faculty of the department and the college's Curriculum Advisory Committee have considered and approved the prerequisites. A designee for the Academic Affairs Vice President will determine whether the required course is necessary for success in the target course.

OPTION 3: Prerequisite is discriminatory.

You believe the prerequisite is discriminatory or is applied in a discriminatory manner. The Academic Council will review the evidence submitted.

OPTION 4: Knowledge or ability to succeed.

You believe you can succeed in the course without meeting the prerequisite based on knowledge or ability gained outside of the classroom. The challenge (and documentation) will be reviewed by the appropriate department.

CHALLENGE PROCEDURES

A student may challenge a prerequisite by following the Prerequisite/Co-requisite Challenge Procedures described below:

STEP 1

Pick up a Prerequisite Challenge Form from the Division Office responsible for the course you wish to challenge.

Division Office	Telephone Number	Location
Business & Technology	(831) 646-4071	BH-104
Creative Arts	(831) 646-4200	AS-100
Humanities	(831) 646-4100	BH-102
Life Science	(831) 646-4125	LS-106
Maurine Church Coburn School of Nursing	(831) 646-4258	NU-102
Physical Education	(831) 646-4220	PE-101
Physical Science	(831) 646-4140	PS-111
Social Science	(831) 646-4160	SS-105

STEP 2

Complete the form by identifying one or more of the reasons listed previously in Challenge Options.

STEP 3

File the original (white division copy) of the completed Prerequisite Challenge Form with the Division.

STEP 4

Take the Counseling Copy (pink copy) of the Challenge Form to the Counseling Department for prerequisite clearance.

STEP 5

Enroll in the course that required the prerequisite challenge.

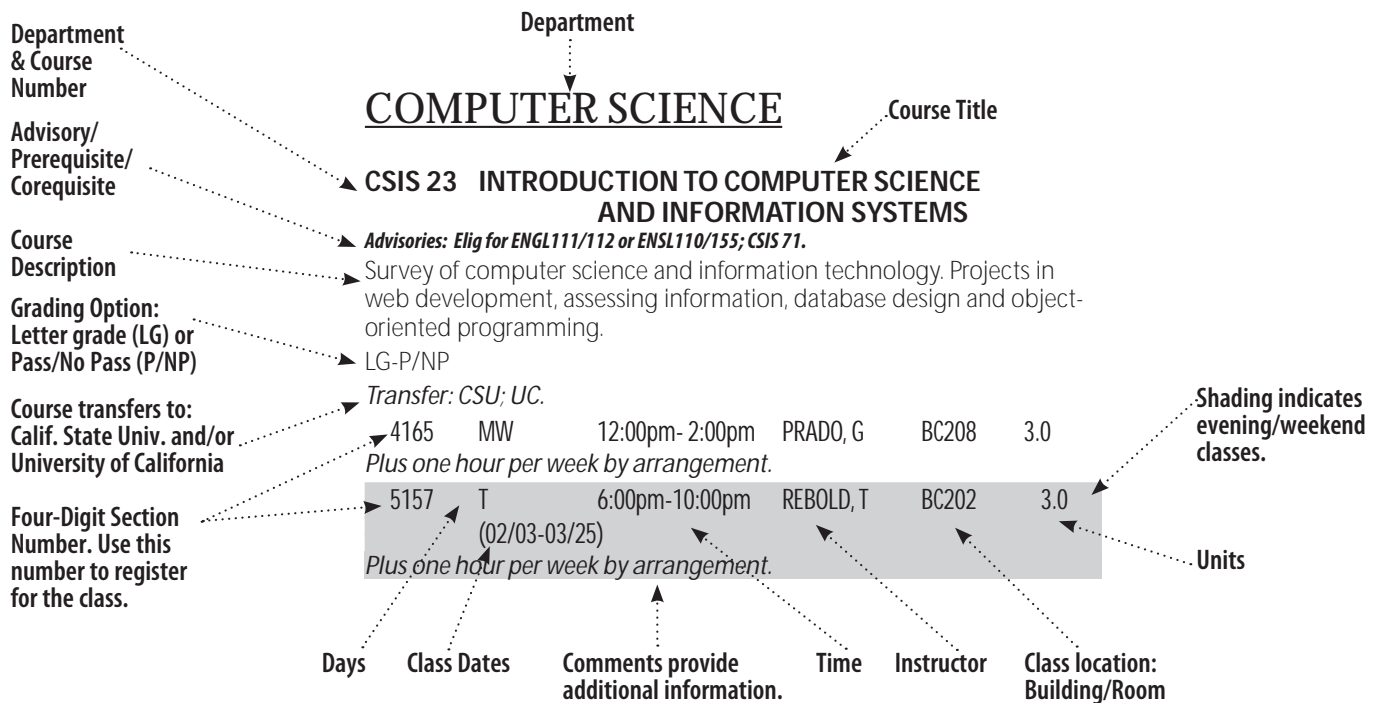
STEP 6

Department review must take no longer than 5 working days. Check with departments for schedule for reviews of the challenges.

STEP 7

An original of the Prerequisite Challenge Form will be forwarded by the department/division to the Dean of Student Services Office indicating that the challenge was approved or denied.

If the challenge is denied, the student will be dropped from the course and authorized a refund, if applicable, by the College.



COURSE NUMBERS

The college adopted the following numbering system effective Fall 2005:

BA/BS Level and Associate Degree (Associate Degree applicable)	1-99
Associate Degree Only (Courses 100-199 may transfer at the discretion of the receiving institution)	100-299
Credit, Non-Degree applicable	300-399
Non-credit	400

PREREQUISITES, COREQUISITES, ADVISORIES

Prerequisites, corequisites, and advisories are intended to guide students into courses in which they will have the greatest chance for academic success.

“Prerequisite”

means a condition of enrollment that a student is required to meet in order to demonstrate current readiness for enrollment in a course or educational program.

“Corequisite”

means a condition of enrollment consisting of a course that a student is required to simultaneously take in order to enroll in a course or educational program.

“Advisory or recommended preparation”

means a condition of enrollment that a student is advised, but not required, to meet before or in conjunction with enrollment in a course or educational program.

STARTING TIME

Your registration prints, and this Schedule of Classes publishes, all class start times on the hour or the half-hour. Check with your instructor or the Division Office if you have questions about the starting time of your classes.



Associate Degree GENERAL EDUCATION REQUIREMENTS 2010-2011

A	<p>Communication Skills: 6 units</p> <p>A1 English Composition - 3 units</p> <p>English 1A, 100 Course from other college _____ Advanced placement _____ CLEP _____</p> <p>A2 Communication & Analytical Thinking - 3 units</p> <p>Business 22, 42, 110; Computer Science & Information Systems 1, 10A; English 2; Marine Science and Technology 10; Mathematics 10, 12, 13, 16, 17, 18, 20A, 262, 263; Personal Development 54; Philosophy 6, 10; Social Science 10; Speech Communication 1, 2, 3, 54 Course from other college _____ Advanced placement _____ CLEP _____</p>
B	<p>Natural Science: 3-4 units (must include lab)</p> <p>Anatomy 1 & 2, 5; Anthropology 2 & 2L; Astronomy 10 & 10L, 21; Biology 10, 13, 21, 22, 25 & 26, 31 & 32; Chemistry 1A, 2, 10 & 10L, 30A; Geology 2 & 2L, 8; Oceanography 2, 2L; Physics 2A, 3A, 10; Physiology 1 & 2 Course from other college _____ Advanced placement _____ CLEP _____</p>
C	<p>Humanities: 3 units</p> <p>American Sign Language 1A, 1B, 2A, 2B; Art 1, 2, 3, 4, 6, 7, 8, 9, 22, 24, 28A, 37, 51, 63A, 70A, 84A, 88A; Communications 5; English 1B, 5, 10, 11, 16, 17, 18, 22, 24, 38, 40, 42, 43, 44, 45, 46, 47, 49; Ethnic Studies 5, 45; Gentrain 1-23; Humanities 1, 4, 10, 30, 40; Linguistics 10, 15, 20, 25, 30, 45; Music 1, 2, 3, 4, 10A, 10B, 14A; Philosophy 2, 4, 5, 8, 12, 13, 40, 54; Photography 1A, 10, 22; Speech Communication 4; Theatre Arts 1, 4, 5, 7A, 11, 15A, 53; Women's Studies 1, 4, 11, 25, 40, 54; World Civilization 4A, 4B, 20; World Languages All 1A, 1B, 2A, 2B, 5, 35A, 35B, 50, 225A, 225B Course from other college _____ Advanced placement _____ CLEP _____</p>
D	<p>Social Science: 3 units</p> <p>Anthropology 2, 4, 6, 11, 20, 21, 30, 31; Biology 38; Child Development 1; Economics 1, 2, 4; Ethnic Studies 10, 11, 16, 18, 20, 21, 24, 25, 30, 31, 32, 33, 34, 40, 45; Gentrain 1-23; Geography 2, 4, 5; History 2, 4, 5, 7, 8, 11, 12, 13, 15, 17, 18, 20, 24, 25, 36, 40, 47, 48, 50; Linguistics 15, 25, 30, 45; Political Science 1, 2, 3, 4, 5, 8, 10, 16, 18; Psychology 1, 3, 6, 25, 33, 35, 38, 40, 50; Social Science 50; Sociology 1, 2, 3, 40; Speech Communication 4; Women's Studies 2, 6, 10, 12, 13, 25, 30, 31, 32, 33, 34; World Civilization 4A, 4B, 20 Course from other college _____ Advanced placement _____ CLEP _____</p>
E	<p>Life-Long Learning and Self-Development: 3 units</p> <p>E1: Wellness</p> <p>Adapted Physical Education 8, 9, 13, 14, 15, 16; Biology 30, 31; Dance 1-19, 21, 53; Family And Consumer Science 56; Health 4, 7; Linguistics 25; Nautical Science 5, 51, 55; Nutrition And Food 1; Physical Education 1A-19, 21, 29, 33; Physical Fitness 8-51; Psychology 25, 50; Women's Studies 7, 25</p> <p>E2: Introduction to Careers</p> <p>Administration of Justice 2; Art 28A, 30A, 35, 36A, 57A, 58A; Automotive Technology 100; Aviation 102; Business 1A, 20, 44, 62, 80, 120A; Business Skills Center 100A, 104A, 108C, 110A, 117A, 119A; Computer Science and Information Systems 50 & 50L; Dance 20, 22; Dental Assisting 100; Drafting 70, 72A; Education 1; Emergency Medical Services 170; Fashion 50; Fire 100; Hospitality 51; Human Services 50; Library Services 60; Marine and Science Technology 31; Medical Assisting 100; Music 20, 44, 48A, 50A, 55A; Nautical Science 50; Ornamental Horticulture 51, 52; Personal Development 50, 51, 71, 72; Physical Education 40, 50; Real Estate 50; Theatre Arts 21A Course from other college _____ Advanced placement _____ CLEP _____</p>
F	<p>Intercultural Studies: 3 units</p> <p>Anthropology 11; Business 38; English 40; Ethnic Studies 10; History 12; Humanities 30; Speech Communication 4; Theatre Arts 4; Women's Studies 12 Course from other college _____ Advanced placement _____ CLEP _____</p>

For AA/AS Graduation a. Reading Proficiency ENGL 1A or ENGL 100

b. Writing Proficiency ENGL 1A or ENGL 100

c. Math Proficiency MATH 263 or higher

d. Information Competency LIBR 50 or LIBR 80 or equivalent

It is recommended that you confirm your education plan with a counselor.



California State University GENERAL EDUCATION REQUIREMENTS 2009-2010

A minimum of 48 semester units in General Education are required for a degree: 9 semester units must be at the upper division level. This pattern is designed to satisfy the 39 units of lower division general education requirement to any of the CSU campuses. A course may be listed in more than one area, but can be used to satisfy the requirement in only one area.

A	<p>English Language Communication and Critical Thinking: 9 units Choose one course from A1, A2 and A3</p> <p><u>A1 Oral Communication</u> Personal Development 54; Speech Communication 1, 2, 3, 54 Course from other college _____ Advanced placement _____</p> <p><u>A2 Written Communication</u> English 1A Course from other college _____ Advanced placement _____</p> <p><u>A3 Critical Thinking</u> English 2; Philosophy 6, 10; Social Science 10 Course from other college _____ Advanced placement _____</p>
B	<p>Scientific Inquiry and Quantitative Reasoning: 12 units Choose one course from B1, B2 and B4. At least one course from B1 or B2 should be a laboratory course listed in B3.</p> <p><u>B1 Physical Universe</u> Astronomy 10 & 10L, 21; Chemistry 1A, 1B, 2, 10 & 10L, 12A, 12B, 30A, 30B; Geology 2 & 2L, 8; Marine Science and Technology 70; Oceanography 2; Physics 2A, 3A, 3B, 3C, 10 Course from other college _____ Advanced placement _____</p> <p><u>B2 Life Forms</u> Anatomy 1, 2, 5; Anthropology 2 & 2L; Biology 10, 13, 21, 22, 30, 31, 36, 38; Physiology 1, 2; Psychology 38 Course from other college _____ Advanced placement _____</p> <p><u>B3 Laboratory Activity</u> Anatomy 2, 5; Anthropology 2 & 2L; Astronomy 10 & 10L, 21; Biology 10, 13, 21, 22, 32; Chemistry 1A, 1B, 2, 10 & 10L, 12A, 12B, 30A, 30B; Geology 2 & 2L, 8; Oceanography 2; Physics 2A, 3A, 3B, 3C, 10; Physiology 2 Course from other college _____ Advanced placement _____</p> <p><u>B4 Mathematical Concepts, Quantitative Reasoning and Applications</u> Mathematics 10, 13, 16, 17, 18, 20A, 20B, 20C, 31, 32, 40 Course from other college _____ Advanced placement _____</p>
C	<p>Arts and Humanities: 12 units Choose at least three units from C1 and three units from C2.</p> <p><u>C1 Art, Dance, Drama, Music, Photography</u> Art 1, 2, 3, 4, 6, 7, 8, 9, 51; Ethnic Studies 5; Gentrain 1-15 (6-unit limit in combination with World Civilization); Humanities 4; Music 1, 2, 3, 10A, 10B; Photography 1A, 10, 22; Theatre Arts 1, 4, 5, 11, 53; Women's Studies 4; World Civilization 4A (6-unit limit in combination with Gentrain) Course from other college _____ Advanced placement _____</p> <p><u>C2 Literature, Humanities, Philosophy, World Languages</u> American Sign Language 1A, 1B; Arabic 1A, 1B; Chinese 1A; Communication 5; English 1B, 5, 10, 11, 16, 17, 18, 22, 24, 38, 40, 42, 43, 44, 45, 46, 47, 49; Ethnic Studies 40; French 1A, 1B, 2A, 2B; Gentrain 1-23 (6-unit limit in combination with World Civilization); German 1A, 1B, 2A, 2B; History 7, 8, 40, 47; Humanities 1, 4, 10, 30, 40; Italian 1A, 1B; Japanese 1A, 1B; Linguistics 10, 15, 30; Philosophy 2, 4, 5, 8, 12, 13, 40, 54; Russian 1A, 1B; Spanish 1A, 1B, 2A, 2B, 5, 35A, 35B; Women's Studies 1, 4, 11, 40, 54; World Civilization 4A, 20 (6-unit limit in combination with Gentrain) Course from other college _____ Advanced placement _____</p>
D	<p>Social Sciences: 12 units Choose one course from Historical Setting; one course from Political Institutions; and one course from Social, Economic Institutions.</p> <p><u>Historical Setting</u> Ethnic Studies 11; History 11, 12, 17, 18; Women's Studies 12 Course from other college _____ Advanced placement _____</p> <p><u>Political Institutions</u> Ethnic Studies 16, 18; Political Science 1, 10, 16, 18; Women's Studies 10 Course from other college _____ Advanced placement _____</p> <p><u>Social, Economic Institutions</u> Anthropology 2, 4, 6, 11, 20, 21, 30, 31; Biology 38; Child Development 1; Economics 1, 2, 4; Ethnic Studies 10, 20, 21, 30, 31, 32, 33, 34, 40; Gentrain 1-23 (6-unit limit in combination with World Civilization); Geography 2, 4, 5; History 2, 4, 5, 7, 8, 13, 15, 20, 36, 40, 47, 48, 50; Linguistics 15, 30; Political Science 2, 3, 4, 5, 8; Psychology 1, 3, 6, 25, 38, 40, 50; Social Science 50; Sociology 1, 2, 3, 40; Speech Communication 4; Women's Studies 2, 6, 13, 30, 31, 32, 33, 34; World Civilization 4A, 20 (6-unit limit in combination with Gentrain) Course from other college _____ Advanced placement _____</p>
E	<p>Lifelong Understanding and Self-Development: 3 units Biology 31, 38; Business 22; Child Development 1; Family and Consumer Science 56; Health 4, 7; Humanities 10; Nutrition and Food 1; Personal Development 50, 51; Philosophy 4; Physical Fitness 51**; Psychology 1, 6, 25, 38, 40, 50, 57; Sociology 1, 40; Women's Studies 6, 7 **Accepted only if 1 unit in Physical Fitness 10, 18A, 21 or 22A is also completed Course from other college _____ Advanced placement _____</p>

It is recommended that you confirm your education plan with a counselor.



Intersegmental General Education Transfer Curriculum (IGETC) 2009-2010

Completion of all the requirements in the Intersegmental General Education Transfer Curriculum (IGETC) will permit a student to transfer from a community college to a campus in either the California State University or the University of California system without the need, after transfer, to take additional lower-division, general education courses to satisfy campus general education requirements.

The course requirements for all areas must be completed before IGETC can be certified. All courses must be completed with grades of 'C' or better. (A grade of 'C-' is not acceptable.)

1	<p>AREA 1 - ENGLISH COMMUNICATION CSU - 3 courses required, one from each group below. UC - 2 courses required, one from Group A and one from Group B.</p> <p>Group A: English Composition • 1 course, 3 semester units English 1A Course from other college _____ Advanced placement _____</p> <p>Group B: Critical Thinking - English Composition • 1 course, 3 semester units English 2 Course from other college _____ Advanced placement _____</p> <p>Group C: Oral Communication (CSU requirement only) • 1 course, 3 semester units Speech Communication 1, 2 Course from other college _____ Advanced placement _____</p>
2	<p>AREA 2 - MATHEMATICAL CONCEPTS and QUANTITATIVE REASONING • 1 course, 3 semester units Math 10, 13, 16, 17, 18, 20A, 20B, 20C, 31, 32, 40 Course from other college _____ Advanced placement _____</p>
3	<p>AREA 3 - ARTS and HUMANITIES At least 3 courses, with at least one course from the Arts and one course from the Humanities • 3 courses, 9 semester units</p> <p>Group A: Art courses: Art 1, 2, 3, 4, 6, 7, 8, 9; Ethnic Studies 5; Humanities 4; Music 1, 2, 3, 10A, 10B; Photography 22; Theatre Arts 1, 5, 53; Women's Studies 4 Course from other college _____ Advanced placement _____</p> <p>Group B: Humanities courses: Art 4; English 1B, 5, 10, 11, 17, 18, 22, 24, 38, 40, 42, 43, 44, 45, 46, 47, 49; Ethnic Studies 11, 40; French 2A, 2B; Gentrain 21, 22, 23; German 2A, 2B; History 2, 4, 5, 7, 8, 11, 12, 13, 15, 17, 18, 36, 40, 47, 48; Humanities 1, 4, 10, 30, 40; Japanese 2A; Linguistics 10, 15; Philosophy 2, 4, 5, 8, 12, 13, 40; Spanish 2A, 2B; Theatre Arts 4; Women's Studies 1, 4, 11, 12, 13, 40; World Civilization 20 Course from other college _____ Advanced placement _____</p>
4	<p>AREA 4 - SOCIAL and BEHAVIORAL SCIENCES At least 3 courses from at least 2 disciplines or an interdisciplinary sequence • 3 courses, 9 semester units</p> <p>Anthropology 2, 4, 6, 11, 20, 21, 30, 31; Biology 38; Child Development 1; Economics 1, 2, 4; Ethnic Studies 10, 11, 16, 18, 20, 21, 30, 31, 32, 33, 34, 40; Geography 2, 4, 5; History 2, 4, 5, 7, 8, 11, 12, 13, 15, 17, 18, 20, 36, 40, 47, 48; Linguistics 15; Political Science 1, 2, 3, 4, 5, 8, 10, 16, 18; Psychology 1, 3, 6, 25, 35, 38, 40; Sociology 1, 2, 3, 40; Speech Communication 4; Women's Studies 6, 10, 12, 13, 30, 31, 32, 33, 34 Course from other college _____ Advanced placement _____</p>
5	<p>AREA 5 - PHYSICAL and BIOLOGICAL SCIENCES At least 2 courses, one Physical Science course and one Biological Science course; at least one must include a laboratory (indicated by 'L' in parentheses). • 2 courses, 7 semester units</p> <p>Group A: Physical Science courses: Astronomy 10 & 10L; Chemistry 1A(L), 1B(L), 2(L), 10 & 10L, 12A(L), 12B(L); Geology 2 & 2L, 8; Oceanography 2(L); Physics 2A(L), 3A(L), 3B(L), 3C(L), 10(L) Course from other college _____ Advanced placement _____</p> <p>Group B: Biological Science courses: Anatomy 5(L); Anthropology 2 & 2L; Biology 10(L), 13(L), 21(L), 22(L), 30, 31, 32(L)*, 36, 38; Physiology 1, 2(L); Psychology 38 Course from other college _____ Advanced placement _____</p> <p><i>*BIOL 31 must be taken prior to or concurrently with BIOL 32</i></p>
6	<p>LANGUAGES OTHER THAN ENGLISH (UC requirement only) Proficiency equivalent to two years of high school study in same language Any 1A 1B, 2A and 2B World Language course; American Sign Language 1A, 1B, 2A; Spanish 35A, 35B Completed at high school _____ Course from other college _____ Advanced placement _____</p>
<p>CSU GRADUATION REQUIREMENT IN U.S. HISTORY, CONSTITUTION and AMERICAN IDEALS (Not part of IGETC; may be completed prior to transfer) 6 units, one course from Group 1 and one course from Group 2</p> <p>Group 1. Ethnic Studies 16, 18; Political Science 1, 10, 16, 18; Women's Studies 10 Group 2. Ethnic Studies 11; History 11, 12, 17, 18; Women's Studies 12 Note: Courses used to meet this requirement may not be used to satisfy requirements for IGETC. Completed _____</p>	

It is recommended that you confirm your education plan with a counselor.

En estas páginas se le ofrece información sobre lo que necesitará para asistir a clases en Monterey Peninsula College. Por favor no dude en llamar a nuestra Oficina de Matrícula y Registro al (831) 646-4002 para obtener información adicional.

SESIÓN DE OTOÑO:

22 de agosto al 15 de diciembre, 2011

MATRÍCULA

Todos los formularios y documentos se pueden obtener en la Oficina de Matrícula y Registro, ubicada en el Edificio de Servicios al Alumno, o bien, en este horario de clases. Para recibir asistencia por teléfono para matricularse, llame al (831) 646-4002/4007.

- Matrícula por Internet (WebReg): Del martes 31 de mayo al domingo 21 de agosto. Diario 6:00 a.m. a 10:00 p.m.
- Matrícula por correo y en persona: Servicio suspendido
- Matrícula tardía: Del lunes 22 de agosto al viernes 26 de agosto: de lunes a jueves, de 8:00 a.m. a 7:30 p.m.; viernes, de 8:00 a.m. a 2:30 p.m.; Edificio de Servicios al Alumno

Para inscribirse, asista a la primera reunión de clase, si el maestro(a) está admitiendo a estudiantes, pida un código de inclusión y regístrese usando WebReg. También puede obtener la firma del Maestro(a) y inscribirse en persona.

PROGRAMA POR PASOS

Los alumnos nuevos tienen que cumplir con todos los siguientes pasos para matricularse.

- 1. Solicitud.** Los alumnos que se matriculen en MPC por primera vez tendrán que presentar una Solicitud de Admisión. La solicitud se encuentra en la sección central blanca de este horario de clases.
- 2. Evaluación.** Si el inglés no es su idioma materno, debe tomar el examen de Inglés como Segundo Idioma (ESLPT). Infórmese en la sección de Evaluación (Assessment) del horario de clases, o busque la información en <http://www.mpc.edu/assessment>.
- 3. Orientación.** Participe en su sesión de orientación por Internet, en <http://www.mpc.edu/takeaclass>, o asista a la orientación en grupo. Llame al (831) 646-4025 para concertar una cita.
- 4. Asesoramiento (Plan Educativo).** Prepare su Plan Educativo en Internet en <http://www.mpc.edu/takeaclass>, o con un consejero. Llame al (831) 646-4020 para concertar una cita.

5. Autorización para matricularse.

El consejero le da al alumno la autorización para que éste se matricule una vez que concluya la preparación del Plan Educativo.

INFORMACIÓN SOBRE LOS DERECHOS DE MATRÍCULA

Derecho de matrícula para alumnos residentes de California -	\$36 por unidad
Derecho de matrícula para alumnos no residentes de California -	\$176 por unidad
Utilización del Centro Estudiantil -	\$10
Atención médica -	\$17
Donación al Centro de Desarrollo Infantil (optativo) -	\$3
Permiso de estacionamiento -	\$70
Tasa de Representación del estudiante -	\$1

EXENCIÓN DE DERECHOS DE MATRÍCULA PARA ALUMNOS NO RESIDENTES DE CALIFORNIA

El objetivo de MPC consiste en ofrecer oportunidades de educación a todo alumno interesado. La definición de los derechos de matrícula del alumno residente y no residente de California figura en la página 105. A los inmigrantes indocumentados que cumplan con los siguientes requisitos se les cobrarán los mismos derechos de matrícula que se les cobren a los alumnos residentes.

- 1.** El alumno debe haber asistido tres o más años a una escuela secundaria de California.
- 2.** El alumno debe haberse graduado de una escuela secundaria de California o conseguido la equivalencia antes de que comience el primer plazo (por ejemplo, debe haber aprobado el GED o el Examen de Competencia de Secundaria de California).
- 3.** El alumno inmigrante que sea indocumentado deberá presentar ante el centro docente una declaración por escrito que indique que ha presentado una solicitud para legalizar su situación migratoria, o que la presentará en cuanto reúna los requisitos para hacerlo.
- 4.** El alumno debe proveer una copia de su expediente académico en el cual se indiquen las fechas en que cursó los grados y la fecha en que se graduó. El alumno debe presentar un formulario de Solicitud de Exención de Derechos de Matrícula para Alumnos No Residentes de California, en el cual se indique que ha cumplido con las condiciones pertinentes antes mencionadas. Los formularios se ofrecen en (www.mpc.edu) y en la Oficina de Matrícula y Registro. Los reglamentos de California no disponen elegibilidad en cuanto a la asistencia económica estatal o federal para los alumnos que cumplan con los criterios antes mencionados. Le aconsejamos que llame a la Oficina de Matrícula y Registro (831) 646-4002 para determinar su elegibilidad.

SERVICIOS DE ASISTENCIA ECONÓMICA PARA LOS ALUMNOS

Se ofrece dinero para ayudarlo en sus gastos mientras usted asiste a Monterey Peninsula College. Para obtener los formularios e información, por favor llame a la Oficina de Servicios de Asistencia Económica para los Alumnos, al (831) 646-4030, la cual se encuentra en el Centro Estudiantil. El horario hábil es de lunes a jueves, de 8:00 a.m. a 6:00 p.m., y viernes, de 8:00 a.m. a 1:00 p.m.

ESTACIONAMIENTO

Para estacionarse en el recinto, tendrá que comprar en el parquímetro un permiso de estacionamiento temporal o uno diario.

SEGURIDAD Y VIGILANCIA

En caso de alguna urgencia, marque el 9-1-1

La oficina de Seguridad y Vigilancia del recinto se encuentra en el Centro Estudiantil, teléfono (831) 646-4099. El horario hábil es de lunes a viernes, de 7:00 a.m. a medianoche, los sábados y domingos, de 7:30 a.m. a 6:00 p.m. A cualquier otra hora, llame al Departamento de Policía de Monterey: (831) 646-3914.

CALIFICACIONES

Los cursos se pueden tomar con el fin de recibir calificaciones de letra, o bien, para recibir o no recibir crédito.

Las calificaciones no se envían por correo. Están disponibles por teléfono o por Internet a las cuatro semanas de finalizar el semestre.

LIBROS DE TEXTO

Los libros de texto se pueden comprar en la librería de MPC o en www.mpc.bkstr.com

REQUISITOS PREVIOS

Si el curso en el cual desea matricularse tiene un requisito previo, usted tendrá que comunicarse con el Departamento de Orientación para recibir información e instrucciones.

ALUMNOS CON ASISTENCIA PARA EXCOMBATIENTES DE GUERRA

Los alumnos apoyados por la Dirección de Asuntos de Excombatientes de Guerra deben concertar una cita con un consejero para que se les prepare un Plan Educativo avalado por dicha Dirección, antes de que se envíe a ésta la certificación. Las citas se pueden concertar en el Departamento de Orientación o llamando por teléfono al (831) 646-4020.

CENTRO DE INGLÉS Y CAPACITACIÓN PARA EL ESTUDIO

A los alumnos que necesiten ayuda con tareas para sus clases de inglés, o clases que requieran conocimientos del inglés, se les aconseja acudir al Centro de Inglés y Capacitación para el Estudio para recibir asistencia. Para información adicional, llame al (831) 646-4177.

AYUDA CON ADMISIÓN Y MATRÍCULA

Aquellos estudiantes que no hablen inglés pueden recibir información y ayuda con su matrícula llamando al Centro de Inglés como Segunda Lengua (ESL), al teléfono (831) 646-4288. También pueden acudir al Centro de Inglés como Segunda Lengua una vez empezadas las clases (LTC119).

EXAMEN DE INGLÉS COMO SEGUNDA LENGUA

Aquellos estudiantes que deseen matricularse en cursos de Inglés como Segunda Lengua (ESL) deben tomar antes un examen que determinará su nivel. Si el inglés no es su lengua materna, es aconsejable que tomen esta prueba, la cual dura aproximadamente dos horas. Llamen al Centro de Exámenes (Assessment Center) para averiguar dónde se llevan a cabo las pruebas. Después del examen los estudiantes podrán reunirse con un consejero para ver los resultados.

Sesión	Fecha	Hora	Aula
1	lunes, 13 de junio	3-4 p.m.	LF103
2	sábado, 13 de agosto	11 a.m.-12 p.m.	LF102
3	martes, 23 de agosto	4-5 p.m.	TBA

ORIENTACIÓN

Los estudiantes reciben información sobre los programas educativos, las normas y procedimientos de Monterey Peninsula College en varias sesiones orientativas. Estas sesiones forman parte de sus clases de ESL. También se puede hacer una cita con un consejero llamando al (831) 646-4020.

NOTIFICACIÓN SOBRE NO DISCRIMINACIÓN

Monterey Peninsula College no discriminará según raza, identificación, color, origen nacional y étnico, religión, sexo (incluyendo acoso sexual), orientación sexual, discapacidad o edad en ninguna de sus normas, procedimientos o prácticas, y en cumplimiento del Título VI del Decreto de Derechos Civiles del año 1966, relacionado con raza, color y origen nacional, y el Título IX de la Enmienda Educativa de 1972; sección 504 del Decreto de Rehabilitación de 1973 y el Decreto de Americanos con Discapacidades, relacionado con discapacidades y el Decreto de Discriminación por Edad de 1975, relacionado con la edad. La habilidad limitada del uso del inglés no será impedimento para la admisión y participación en los programas educativos vocacionales.

Aquellos que busquen información y/o resolución de supuestos actos de discriminación, y/o resolución de acoso sexual deben recurrir a Barbara Lee, directora de Personal (Human Resources/ Administrative Action), quien es la persona encargada de asuntos de acoso sexual, al teléfono (831) 646-4014. Esta oficina se encuentra en el edificio de la administración.

NÚMEROS DE LOS CURSOS

MPC adoptó el siguiente sistema de numeración, el cual entró en vigor a partir del otoño de 2005:

Nivel de BA o BS (se aplica al título de Asociado)	1-99
Título de Asociado (los cursos del 100 al 199 se podrán transferir a discreción de la institución receptora)	100-299
Crédito, no Asociado	300-399
Sin crédito	400

Todos los formularios necesarios se encuentran en la sección central de este horario de clases.

Información sobre matrículas: (831) 646-4002

Voz o dispositivo de telecomunicaciones para sordos: (831) 656-0564

Matrícula por Internet: www.mpc.edu

EDIFICIO DE SERVICIOS AL ALUMNO

Oficina de Matrícula y Registros

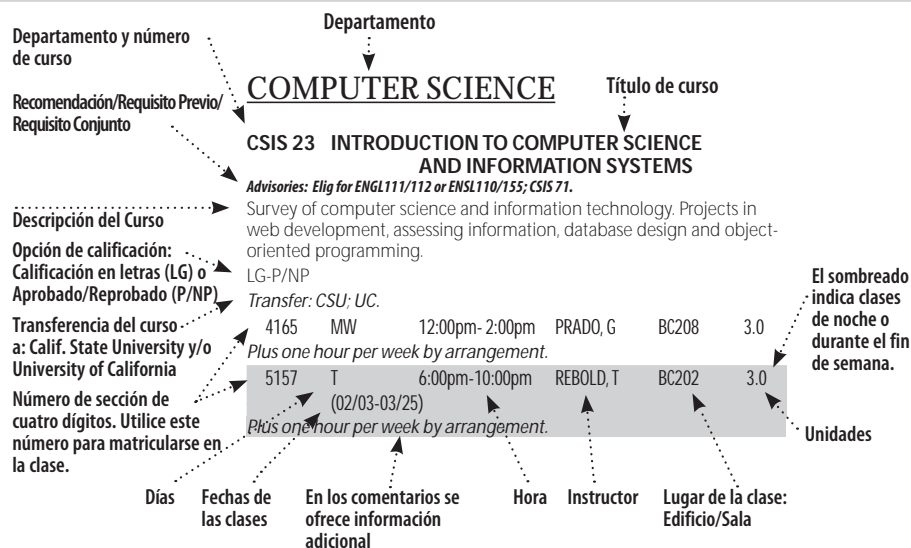
(831) 646-4002/4007

Lunes a jueves, de 8:00 a.m. a 6:30 p.m.

Viernes, de 8:00 a.m. a 2:30 p.m.

Jueves, 18 de agosto, de 1:30 p.m. a 4:30 p.m.

PARA LEER ESTE HORARIO



Major Codes

MAJOR CODES FOR DEGREES AND CERTIFICATES

Please select a major code below that matches your educational goal. Refer to Section A if you do not plan to earn a degree or certificate. Refer to Section B if you plan to earn a Certificate (C), an Associate Degree (AA/AS) or earn an associate degree that is based on a transfer program (Transfer). You may select only one major code.

A. No Degree/Certificate or Undecided or No Code

Personal Development	009000
Undecided	000000
No Code Listed	009999

B. Major Codes for Degrees & Certificates

Major

	C	AA/AS	Transfer
Accounting	003336	002336	
Admin of Justice: Basic POST Academy	003307	002307	
Admin of Justice: Law Enforcement	003306	002306	
Anthropology			001101
Art History	003316	001316	001102
Art: Ceramics	003322	001322	
Art: Cinema-Video	003315	001315	
Art: Drawing	003319	001319	
Art: Jewelry	003323	001323	
Art: Painting	003320	001320	
Art: Printmaking	003326	002326	
Art: Sculpture	003324	001324	
Art: Studio	003318	001318	001105
Art: Weaving	003325	001325	
Astronomy			001104
Automotive Technology	003330	002330	
Biological Sciences			001106
Business Administration			001107
Chemistry			001108
Child Development	003370	002370	
Communication Studies			001109
Computer Networking	003385	002385	
Computer Science and Information Systems			001110
Computer Software Applications	003380	002380	
Cultural History of Monterey County	003395	001395	
Dance	003398	001398	001111
Dental Assisting	003400	002400	
Economics			001113
Engineering			001114
English			001115
Entrepreneurship	003340	002340	
Ethnic Studies			001116
Family and Consumer Science		001419	
Family Research Studies (Genealogy)	003420	001420	
Fashion Costuming	003390	002390	
Fashion Design	003426	002426	

Fashion Merchandising	003430	002430	
Fashion Production	003431	002431	
Fire Protection Technology	003440	002440	
Fitness Instructor Training	003445	002445	
French			001133
General Business	003345	002345	
General Studies: Arts & Humanities			001501
General Studies: Communication & Analytical Inking			001502
General Studies: Intercultural Studies			001503
General Studies: Natural Science			001504
General Studies: Social Science			001505
Geology			001118
Graphic Arts	003321	001321	001103
History			001119
Hospitality Management			001150
Hospitality Operations	003450	002450	
Human Services	003452	002452	
Interior Design	003455	001455	
International Business	003350	002350	
Marine Science and Technology	003483	002483	
Massage Therapy	003465	002465	
Mathematics			001120
Medical Assisting	003480	002480	
Medical Office Administration	003475	002475	
Medical Office Procedures	003470	002470	
Music	003485	001485	001129
Nursing			002488
Oceanography			001121
Office Technology	003360	002360	
Ornamental Horticulture	003490	002490	
Parks and Recreation	003493	002493	
Philosophy			001122
Photography	003500	001500	001132
Physical Education			001123
Physical Education Aide			002498
Physics			001124
Political Science			001125
Pre-Dental Hygiene			001145
Pre-Nursing			001137
Pre-Occupational Therapy			001134
Pre-Physical Therapy			001139
Psychology			001126
Real Estate	003505	002505	
Restaurant Management			002451
Retail Management	003366		
Secretarial	003365	002365	
Sociology			001127
Spanish			001142
Theatre Arts			001112
Theatre Arts: Acting	003416	001416	
Theatre Arts: Directing	003417	001417	
Theatre Arts: Technical Theatre	003418	001418	
Transfer Studies: CSU GE Breadth	003001		
Transfer Studies: IGETC	003002		
Women's Studies			001600 001128
World Languages			001430 001117
No Code Listed	009999	009999	009999



the MPC Child Development Center and Laboratory Program

...OPERATES UNDER THE AUSPICES OF MPC STUDENT SERVICES and is licensed by the Department of Social Services for 100 children. The Center performs a dual purpose for the campus community: high quality child care for students' families and an outstanding laboratory training experience for Child Development majors.

THE STAFF OF THE CHILD DEVELOPMENT CENTER is credentialed professionals with many years of experience in the education of young children. The staff is augmented by Child Development students, parent volunteers and student aides. Children between the ages of two and six years are eligible. Children must be in good health, with all immunizations up to date. At least one parent must be enrolled at MPC taking a minimum of 6 units of day classes leading directly to a vocation or profession.

The Child Development Center does not discriminate on the basis of race, color, religion, sex, limited English proficiency, national origin, or handicap.

Call the Center for eligibility information.
(831) 646-4066

CENTER HOURS FOR THE FALL 2011 SEMESTER

(August 22 - December 15):
7:45 a.m. - 5:00 p.m. • Monday-Thursday
7:45 a.m. - 4:00 p.m. • Friday

Director: Cathy Nyznyk • cnyznyk@mpc.edu

Directory of Student Services

Academic Council Petitions
(831) 645-1377

Academic Support Center
(831) 646-4176

Admissions and Records
(831) 646-4002/4007

Articulation
(831) 646-4263

Assessment and Testing
(831) 646-4027

Associated Students of MPC Office
(831) 646-4013

Athletics
(831) 646-4220

Bookstore
(831) 657-4680

CalWorks
(831) 645-1399

CARE
(831) 646-4248

Career/Transfer Resource Center
(831) 645-1336

Certificate Requirements
(831) 646-4020

Child Development Center
(831) 646-4066

Clubs, Student
(831) 646-4192

Counseling Office
(831) 646-4020

Dean, Student Services
(831) 645-1377

EOPS Office
(831) 646-4247

Financial Aid (Student Financial Services)
(831) 646-4031

Graduation Requirements
(831) 646-4020

Health Services
(831) 646-4017

Housing Information
(831) 646-4192

International Students
(831) 645-1380

Sandy Nee
Student Services Building

Marilyn Townsend
Library & Technology Center 124

Vera Coleman
Student Services Building

Elizabeth Harrington
Student Services Building

Stacey Jones
Humanities Building 207

Student Center

Lyndon Schutzler
Physical Education Building

Janet Chou
Student Center

Larry Walker
Student Services Building

Christine Vincent
Humanities Building 209

Kathleen Baker
Student Services Building

Counselors
Student Services Building

Cathy Nyznyk
Child Development Center

Julie Osborne
Student Center

LaRon Johnson
Student Services Building

Larry Walker
Student Services Building

Eric Ogata
Humanities Building 209

Claudia Martin
Student Services Building

Counselors
Student Services Building

Lara Shipley
Student Services Building

Julie Osborne
Student Center

Nancy Predham
International Center

Math/Science Upward Bound
(831) 645-1306

Matriculation
(831) 645-1362

Multicultural/Re-Entry Center
(831) 646-4276

Parking Permits Purchase
(831) 646-4002/4007

Policies and Regulations, Student
(831) 646-4190

Probation and Disqualification
(831) 645-1372

Registration
(831) 646-4002/4007

Residency
(831) 646-3007

Scholarships
(831) 646-4030

Security
(831) 646-4099/(831) 646-4292

Student Accounts
(831) 646-4046

Student Activities
(831) 646-4192

Student Center
(831) 646-4190

Student Discipline
(831) 646-4190

Student Employment
(831) 646-4195

Student Support Services (TRiO/SSS)
(831) 646-4246

Supportive Services & Instruction
(831) 646-4070

Transcripts
(831) 646-4002/4007

Upward Bound
(831) 646-4089

Veterans Assistance
(831) 646-4025/(831) 646-4020

Volunteer Bureau
(831) 646-4190

Janine Wilson
TRiO Program 101

Alethea De Soto
Student Services Building

Yesenia Calderón
Social Science Building 204

Admissions and Records
Student Services Building

Carsbia Anderson
Administration Building

Larry Walker
Student Services Building

Admissions and Records
Student Services Building

Vera Coleman
Student Services Building

Student Financial Services
Student Services Building

Steve Brownlie
Student Center

Fiscal Services
Administration Building

Julie Osborne
Student Center

Julie Osborne
Student Center

Carsbia Anderson
Administration Building

Lien Nguyen
Student Services Building

Grace Anongchanya
TRiO Program 101

Terria Odom-Wolfer
Supportive Services & Instruction

Admissions and Records
Student Services Building

Sandra Washington
TRiO Program 101

Gaozong Thao
Student Services Building

Lien Nguyen
Student Services Building

MAIN CAMPUS LOCATIONS

AC	Art-Ceramics
AD	Art-Dimensional
AG	Art Gallery
ADM	Administration
AS	Art-Studio
AT	Auto Tech
BMC	Business, Math & Computer Science
BFIELD	Baseball Field
BH	Business & Humanities
CDC	Child Development Center
DA	Dance & Adapted PE.
FC	Family & Consumer Science
FFIELD	Football Field

FTC	Fitness Training Center
GA	Graphic Arts
GC	General Classroom
GH	Green House
HU	Humanities
IC	International Center
LF	Lecture Forum
LOTBA	Location To Be Announced
LS	Life Science
LTC	Library and Technology Center
LVRM	Living Room Series course
MU	Music
NU	Nursing

OFFICE	Faculty Office
ONLINE	Online course
PE	Physical Education
POOL	Pool
PS	Physical Science
SC	Student Center
SECOFC	Security Office
SFIELD	Softball Field
SS	Social Science
STS	Student Services
TCTS	Tennis Courts
TH	Theater
TP	Trio Program
TRACK	Track at football field

MARINA/SEASIDE CAMPUS LOCATIONS

MA	MPC Education Center at Marina 289 12th Street, Marina
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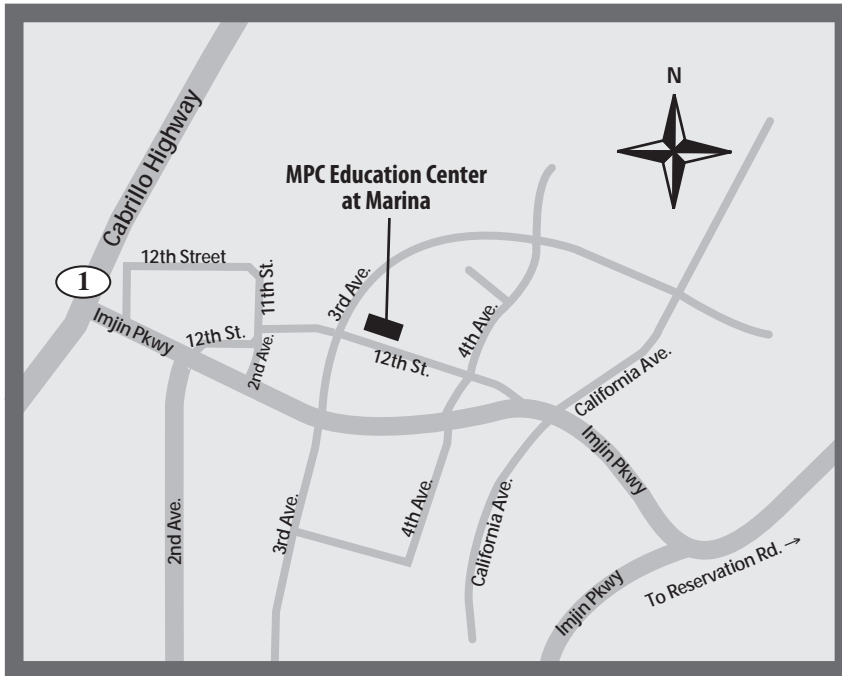
SPS	MPC Public Safety Training Center 2642 Colonel Durham Street, Seaside
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OFF – CAMPUS LOCATIONS

ACWAT	Assumption Church 100 Salinas Rd, Watsonville
AP	Ariel Theatrical 320 Main Street, Salinas
BPH	Bay Park Hotel 1425 Munras Ave., Monterey
CBSCTR	CBS TV Center 2200 Garden Rd., Monterey
CDFGR	California Department of Forestry 2221 Garden Road, Monterey
CET	Children's Experimental Theatre Mountain View & Santa Rita, Carmel
CFPD	Cachagua Fire Protection District 11 Asoleado, Carmel Valley
CFRC	Cabrillo Family Resource Center 1295 LaSalle, Seaside
CHTOA	Chautauqua Hall 162 16th St., Pacific Grove
CHERRY	Cherry Foundation Guadalupe & 4th, Carmel
CHFPD	Carmel Valley Fire Protection District 73 Fern Canyon Rd., Carmel
CHOMP	Community Hospital Monterey Peninsula 23625 Holman Hwy, Monterey
CHS	Carmel High School 3600 Ocean Ave., Carmel
CLE	College Learning Experience 757 Munras Ave, Ste 201, Monterey
CLINIC	Health Facility Clinic See Program Coordinator.
CMS	Carmel Middle School 4380 Carmel Valley Road, Carmel
COLTON	Colton Middle School 100 Toda Vis, Monterey
CSU	CSU Monterey Bay 100 Campus Center, Seaside
CVFPD	Carmel Valley Fire Protection District 8455 Carmel Valley Rd., Carmel Valley
DK-CBA	Dance Kids Carmel Ballet Academy Mission between 7th & 8th, Carmel
DMVC	Del Monte Vocational Center 222 Casa Verde Way, Monterey

FITCH	Fitch Middle School 999 Coe Avenue, Seaside
FSCCS	Family Services & Child Care Services 298 12th St., Fort Ord
FTG	Forest Theater Guild Sunset Center, Carmel
FTRIP	Field Trip By arrangement
HOPE	Hope Building 1663 Catalina Street, Sand City
HRM	Hyatt Regency Monterey 1 Old Golf Course Road, Monterey
LAMIR	La Mirada 720 Via Mirada, Monterey
LOSARB	Los Arboles Middle School 294 Hillcrest Avenue, Marina
MAPD	Marina Police Department 211 Hillcrest Avenue, Marina
MARFD	Marina Fire Department 211 Hillcrest Ave., Marina
MBAQUA	Monterey Bay Aquarium 886 Cannery Row, Monterey
MBAVIA	Monterey Bay Aviation 514 Airport Way, Hangar 514, Monterey
MCFB	Mid Coast Fire Brigade 38841 Palo Colorado Rd., Carmel
MCHD	Monterey County Health Dept 1200 Aguajito, Monterey
MCRFPD	Monterey County Regional Fire Protection District 19900 Portola Drive, Salinas
MFD	Monterey Fire Department Pacific & Madison, Monterey
MHAA	Monterey History & Art 5 Custom House Plaza
MHS	Monterey High School 101 Herrmann Dr., Monterey
MMOA	Monterey Museum of Art 559 Pacific St., Monterey
MPD	Monterey Police Department 351 Madison Street, Monterey
MRNHS	Marina High School 2995 Rendova Rd., Marina

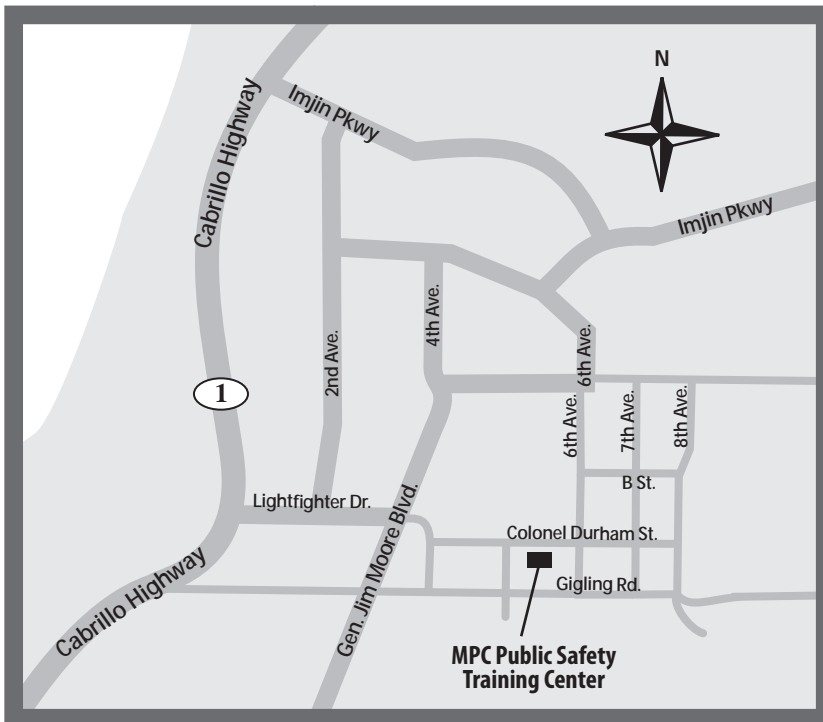
MTC	Mott Training Center 837 Asilomar Blvd, Pacific Grove
MTCA	Mott Training Center Annex 2211 Garden Rd., Shop C, Monterey
NBI	North Bay Industries 1 University Circle, Monterey
NCOFPD	North County Fire Protection District 11200 Speegle St., Castroville
OC	Oldemeyer Center 986 Hilby, Seaside
PGHS	Pacific Grove High School 615 Sunset Dr., Pacific Grove
PGMS	Pacific Grove Middle School 835 Forest Ave., Pacific Grove
PGPD	Pacific Grove Police Department 580 Pine Ave, Pacific Grove
PORAC	Peace Officer Research Assoc of California 4010 Truxel Rd., Sacramento
PPLAZA	Portola Monterey Plaza Hotel 400 Cannery Row, Monterey
PRT	Pacific Repertory Theater Monte Verde & 8th, Carmel
RCGC	Rancho Canada Golf Course 4860 Carmel Valley Rd., Carmel
SFD	Seaside Fire Department 1635 Broadway Ave., Seaside
SFXAV	St. Francis Xavier Church 1475 LaSalle Avenue, Seaside
SHS	Seaside High School 2200 Noche Buena, Seaside
SNJOSE	South Bay Regional Public Safety Training Consortium 3095 Yerba Buena Road., San Jose
SOLFD	Soledad Fire Department 525 Monterey St., Soledad
SSPD	Seaside Police Department 440 Harcourt Ave., Seaside
STNCTR	Stanton Center 5 Custom House Plaza, Monterey
UCSC	University of California, Santa Cruz 1165 High Street, Santa Cruz
UT	Unicorn Theater Guadalupe & 4th, Carmel



MPC EDUCATION CENTER AT MARINA
289 12th Street, Marina, CA

Take CA-1 to 12TH STREET Exit
Turn SLIGHT RIGHT onto IMJIN PKWY (0.1 miles)
Turn LEFT at THIRD AVENUE
End at Imjin Pkwy and 3rd Avenue, Marina

MARINA



MPC PUBLIC SAFETY TRAINING CENTER
2642 Colonel Durham Street, Seaside, CA

Take CA-1 to the FORT ORD MAIN ENTRANCE to LIGHTFIGHTER DRIVE (0.9 miles)
Turn LEFT on COLONEL DURHAM STREET, Seaside

SEASIDE