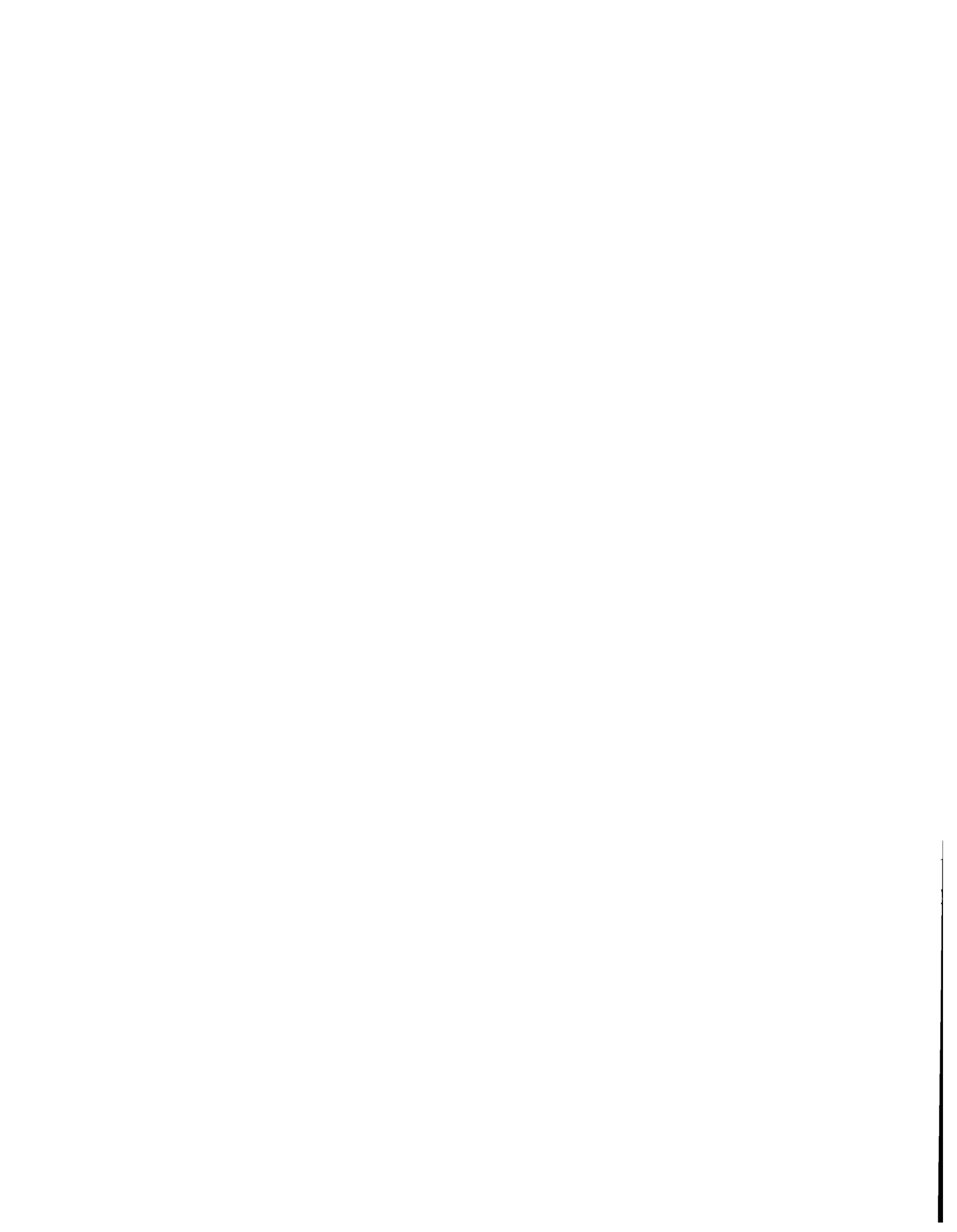


I'm MPC



Classes

Events



Monterey Peninsula College

The New Student Orientation Handbook

Guide to Student Success

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Monterey Peninsula College
980 Fremont Street
Monterey, CA 93940
(831) 646-4000 (Information)
(831) 646-4020 (Counseling)
(831) 646-646-4030 (Student Financial Services)
www.mpc.edu

Welcome

to Monterey Peninsula College

We are pleased that you have chosen to continue your education at Monterey Peninsula College. Whether your goal is to obtain an associate degree, transfer to a four-year college or university, take courses leading to a certificate, or continuing your education for personal or career growth, we are committed to your success.

We encourage you to take an active part in pursuing your education at MPC. Get to know your college, use our services. Be an active learner: ask questions, explore, and grow.

This handbook is designed to introduce you to programs and services, answer some of your questions and help you get a positive start on your college experience.

The faculty, support staff, and administrators welcome you. We're glad you are here.

Understanding *Matriculation*

Monterey Peninsula College is committed to helping you define and achieve your educational goals. This process is called “matriculation.” Its primary purpose is to match your skills, needs and goals to the college's courses programs and services. You will be able to make better more informed educational choices by utilizing the services provided through matriculation.

Matriculation is an agreement between Monterey Peninsula College and you.

Monterey Peninsula College agrees to

- *provide admissions services
- *orient you to the college's programs services, and policies
- *provide quality instruction
- *assess your strengths
- *provide assistance in defining an educational goal and selecting college support services
- *offer supportive services as needed
- *provide follow-up services that will monitor your progress toward your goal
- *provide a process for students to challenge college rules/procedures

You agree to...

- *declare an educational goal
- *participate in determining your strengths, unless you are exempt
- *participate in registration planning, unless you are exempt
- *attend all classes
- *meet with a counselor to discuss deadlines
- *seek support services as needed
- *meet all course prerequisite
- *strive to make progress toward your goal by successfully completing your classes
- *complete all class assignments

***NOTE:** You may be exempt from participating in assessment or orientation or counseling/advisement if you meet certain exemption criteria such as earned an associate or higher degree, received a grade of “C” or better in a college English course, completed a high school mathematics course with a grade of “C” or better, completed Advanced Placement examinations in English and/or mathematics, concurrently enrolled at another college where you receive matriculation services, K-12 student, taking courses for personal interest, taking courses for advancement in current job/career, or taking courses to maintain certificate or license. Contact Counseling Office (831-646-4020) if you need additional information about exemption from matriculation services provided by Monterey Peninsula College.*

Matriculation Waiver and Complaints

If it is felt that assessment, orientation, or counseling/advisement or any other matriculation procedure is being applied in a discriminatory manner, the student may file a written complaint. For additional information regarding the complaint procedures, contact the Dean, Counseling/Admissions & Records (831) 645-1377.

Developing *Skills for Success*

To achieve academic success, you need a good foundation in the basic skills: writing, reading, and math. Monterey Peninsula College offers special programs and services to help you build a strong basic skills foundation

ENGLISH

The English program includes composition courses, as well as brush-up and basic skills courses in reading and writing. *Composition*, satisfies the freshman composition requirement for a Bachelor's degree at UC and CSU. *Introduction to College Writing* and satisfaction of reading proficiency satisfies the English requirement for an Associate degree and serves as a prep course for English Composition. Other English classes offer reading, writing, and reasoning skills to prepare students for higher level English courses. A specialized English program, called *Lindamood*, provides a foundation of spelling and reading skills.

ENGLISH AS A SECOND LANGUAGE

If you are a non-native speaker of English, you may register for English as a Second Language (ESL). ESL, *Composition*, satisfies the freshman composition requirement for a Bachelor's degree at UC and CSU. ESL, *Advanced Composition for ESL Students* and passing the ESL reading proficiency satisfies the English requirement for an Associate degree and serves as a prep course for English *Composition* Course. Other ESL classes are designed to develop intermediate reading and writing skills as well as provide basic English for ESL students.

MATHEMATICS

The math program offers different levels of mathematics from basic arithmetic through calculus. The *Informed Decision Assessment* will help you select the course best suited for you based on your previous math classes, math grades, time out of school, etc. Please consult the MPC catalog or see a counselor for information on the appropriate math class/es for your major.

CAREER PLANNING

Personal development courses give you the opportunity to take several career inventories, analyze occupational trends, select a college major and relate it to a career choice. Courses listed in the catalog are: PERS51, PERS71, PERS72, and PERS431.

COLLEGE SUCCESS SKILLS

Personal Development, *Making College Count*, provides you with information, skills and techniques needed for college success such as, time management, effective study skills, personal learning styles, financial aid, and campus resources.

Physical Education, *Orientation for Athletes*, helps student athletes set educational and career goals, develop study skills, and make use of college resources.

Personal Development courses 60, 61A, 61B, 61C, and 61D provides you with college transfer information to include choosing a major, college search, applying for admission and financial planning.

Using *Learning Assistance Centers*

Academic Support Center/Tutoring offers course content tutorial support to any student in general education courses at all levels, excluding English, and in some vocational and technical courses. Tutoring is intended for students having difficulty with the subject matter in their classes. Tutorial sessions are schedule on a regular basis and conducted individually or in small student groups. Tutoring is available at no charge and may be limited due to availability of tutors.

Located: First floor of the Library Technology Center

English and Student Skills Center provides students with a wide range of programs in reading, writing, spelling and related areas. Credit is available for courses completed. Computers are available for student use.

Located: First floor of the Library Technology Center

English as a Second Language Center provides students with the opportunity to design and follow a course of individualized and/or group student in English that includes conversation, grammar, listening, pronunciation, reading spelling, typing, writing, vocabulary, and/or internet activities. In addition, ESL students needing English language assistance are welcome to use the Center.

Located: First floor of the Library Technology Center

High Tech Center for Students with Disabilities provides students with disabilities access to computers, computer training and computer-assisted instruction through adapted computer technology. The supportive Services and Instruction Program operates two computer labs, which together form the High Tech Center.

Located: Art Dimensional Building, 102,103

Lindamood Center provides students the opportunity for instruction one-to-one and in small groups to master the fundamental linguistic principles that underlie the English language. Concurrent enrollment in an English, English as a Second Language or lecture course in any discipline is strongly recommended.

Located: First floor of the Library Technology Center

Mathematics Study Center has been established for all students who desire to improve their performance in mathematics classes in which they are concurrently enrolled by working with an instructor and tutors on an individualized basis.

Located: Second floor of the Physical Science Building, 205

Understanding *Learning Styles*

Learning Inventory

Please put a check mark on the appropriate line	YES	NO
1. I would like to know more about my learning strengths and weaknesses because I've always felt that I learn differently than others.	_____	_____
2. I often lose concentration and/or have difficulty paying attention when listening to lectures or reading textbooks.	_____	_____
3. I often learn new material slower than I would like.	_____	_____
4. I have noticed a significant change in my memory due to stress, injury, accident or medication side effects.	_____	_____
5. Timed tests don't adequately reflect my knowledge of a subject.	_____	_____
6. Even when I know what I want to say, I have difficulty expressing myself verbally or in writing.	_____	_____
7. I often have difficulty getting organized and/or tend to have difficulty starting projects or assignments.	_____	_____
8. According to an assessment test score or an advisor my reading, writing, and/or math skills need improvement.	_____	_____
9. I have had neurological or psychological testing done.	_____	_____

If you answered "yes" to five or more of these questions, you may want to set up an appointment to meet with a learning specialist or counselor in Supportive Services by calling (831) 646-4070 or stopping by the office located in CS-4.

Certificates of *Achievement*

Monterey Peninsula College offers certificates of achievement in 42 technical-occupational programs. Certificate programs focus specifically on classes required to prepare you for an occupation; programs do not include the general education classes required to earn an associate degree. Some programs require as few as 18 units (a certificate of achievement in fashion consulting) or as many as 38 units (a certificate of achievement in automotive mechanics). Certificate programs typically take from two to four semesters to complete. The Monterey Peninsula College Catalog provides a complete listing of technical programs offering certificates of achievement and the courses required to complete each program.

If your goal is to learn a specific job skill, you may take as few or as many classes as you need in order to learn a skill that will prepare you for employment or for job advancement. For example, you may wish to take a class in typing or, if you already have secretarial skills, you may want to take a few courses in word processing or spreadsheets to upgrade your skills. The Monterey Peninsula College Catalog includes a complete listing of courses available in specific occupational areas.

If you are considering earning a technical or vocational certificate, make an appointment with a counselor to obtain information about the occupation: salary, working conditions, requirements, advantages, and employment prospects. You may also contact the Monterey Peninsula College instructor who teaches that major to discuss the program.

Associate in Arts/Science *Degrees*

MPC offers a variety of technical-vocational associate degrees, as well as, a University Studies associate degree. The University Studies associate degree may include a special emphasis such as Women's Studies, Dance, and History.

To earn an associate degree you must complete a full general education program, a broad range of classes in your major, and enough elective courses for a total of 60 degree applicable units. It usually takes two years to obtain an associate degree, completing 15 units per semester. However, many students attend school on a part-time basis, taking longer than two years to complete their degree.

The MPC College Catalog provides a complete listing of the associate degree programs and the courses required to complete each program.

Transferring to a *Four-Year College*

You can complete the lower-division requirements for your college or university program at Monterey Peninsula College, then transfer as a junior. This will save you not only money, but time; since lower-division courses are often impacted at four-year institutions, you might experience delays in taking required courses.

FULFILLING TRANSFER REQUIREMENTS

You have several options for fulfilling transfer requirements to the California State University or University of California systems:

INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (IGETC)

The Intersegmental General Education Transfer Curriculum (IGETC) is a general education program which community college transfer students can use to fulfill lower-division requirements for any CSU or UC campus. The IGETC is particularly appealing if you want to keep your options open before making a final decision about transferring to a particular university system or campus. If you choose the IGETC option, you must complete it in its entirety prior to transfer. Ask your counselor for an information sheet outlining this program and listing the MPC courses that satisfy the IGETC.

CALIFORNIA STATE UNIVERSITY GENERAL EDUCATION REQUIREMENTS

If you have decided to transfer to an institution within the CSU system, you can meet the lower-division general education breadth requirements at MPC by following the General Education Requirements of CSU. To transfer as a junior, you should complete at least 56 transferable units at MPC. The breadth requirements include courses in five different areas of study, plus courses in American history and government.

TRANSFER REQUIREMENTS FOR A SPECIFIC FOUR-YEAR COLLEGE OR UNIVERSITY

You may elect to meet general education requirements for a particular college or university. If you choose this option, you should select your transfer institution as soon as possible; lower-division course requirements vary from institution to institution and from major to major.

Each CSU and UC campus may have different general education requirements, and these vary even among the colleges at the UC campuses. For example, UC Berkeley has one set of breadth requirements for its College of Letters and Science (the college in which most liberal arts majors enroll) and different breadth requirements for the colleges of Chemistry, Engineering, Environmental Design and Natural Resources, and the School of Business Administration. If you plan to attend one of the UC campuses and major in engineering, for example, consult your counselor for additional information on the breadth requirements.

- MPC maintains transfer agreements with most California colleges and universities; counselors know which classes will transfer to four-year institutions, both public and private.
- You can check the catalog for more specific information on these requirements or pick up a flyer in the Career/Transfer Resource Center or the Counseling Office.
- When you order your final transcript for transfer to a school in the CSU or UC system, request certification of your general education course work. Certification provides official verification that you have completed specific general education transfer requirements.

Educational Planning

General Education Requirements

Through General Education, students are led to gain an appreciation of the arts and humanities and to examine the interrelationships among social, political, cultural, and economic institutions that both link and separate global societies. (MPC catalog: *General Education Section*)

Below is a general overview of the three general education patterns offered by Monterey Peninsula College. The student selects the pattern best suited to his/her educational goal.

MONTEREY PENINSULA COLLEGE

AREA A:	Communication and Critical Thinking: <i>Two (2) courses from the following</i>	6 units
	A1: English Composition; A2: Communication and Analytical Thinking	
AREA B:	Natural Science	3 units
AREA C:	Humanities	3 units
AREA D:	Social Science	3 units
AREA E:	Life-Long Learning and Self Development	3 units
AREA F:	Intercultural Studies	3 units

INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (IGETC)

AREA 1:	English Communication : <i>Select one of each group</i>	9 units
	Group A: English Composition Group B: Critical Thinking-English Composition; Group C: Oral Communication (CSU requirement only)	
AREA 2:	Mathematic Concepts and Quantitative reasoning	3 units
AREA 3:	Arts and Humanities : <i>Select three course, at least one from Arts and one from Humanities.</i> Group A: Arts; Group B: Humanities	9 units
AREA 4:	Social and Behavioral Sciences <i>Select 3 courses from at least 2 disciplines or an interdisciplinary sequence.</i>	9 units
AREA 5:	Physical and Biological Sciences : <i>Select one from Group A and one from Group B, at least one must include a laboratory.</i>	7 units

Languages other than English (UC requirement only) *Proficiency equivalent to two years of high school study in the same language.*

CSU Graduation Requirements in U.S. History, Constitution and American Ideals

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.)

CALIFORNIA STATE UNIVERSITY

AREA A:	Communication and Critical Thinking: <i>Select one of each group</i>	9 units
	A1: Oral Communication; A2: Written Communication; A3: Critical Thinking	
AREA B:	Physical Universe and its Life Forms: <i>Select one from B1, B2, B4</i>	9 units
	B1: Physical Universe; B2: Life Forms; B3: Laboratory Activity; B4: Mathematics	
AREA C:	Arts, Literature, Philosophy, and World Languages: <i>Select one From C1; three units from C2; and three units from C1, C2, or World Languages</i> C1: Art, Dance, Drama, Music, Photography; C2: Literature, Humanities, Philosophy	3 units
AREA D:	Social, Political and Economic Institutions: <i>Choose one course from each of the areas listed below:</i>	3 units
	Historical Setting, Political Setting; Social Economic Institutions	
AREA E:	Life-Long Learning and Self Development: <i>Select 3 units</i>	3 units

Selecting

Classes

- If your educational goal is to complete a certificate program, look over the list of courses required for the certificate and select classes from the list. Be sure you meet the prerequisites for the courses. *(See prerequisites and corequisites section)*
- If your educational goal is an occupational associate degree, look over the list of lower division courses required for your major and the list of MPC general education courses. Select courses from these lists.
- If your educational goal is to transfer to the University of California and your intended major is in the College of Letters and Science, look over the list of lower division courses required for your major and the list of general education courses listed on the Intersegmental General Education Transfer Curriculum (IGETC). Select courses from these lists. Transfer students can also obtain a transfer associate degree.
- If your educational goal is to transfer to a California State University, look over the list of lower division courses required for your major and the courses listed on the California State University (CSU) General Education Requirements. Select courses from these lists.
- If you are undecided on a major or are not sure if you will transfer or where you will transfer, you may choose courses listed on IGETC and may wish to contact a counselor for assistance in selecting a major.
- If your intention is to transfer to a four-year college/university and major in a program that may be overcrowded, such as engineering, architecture, nursing, physical therapy, film, check with a counselor for assistance in planning your courses.

Refer to the College Catalog, Schedule of Classes or MPC Web site for the lists of courses required for certificates, associate degrees, and lower division requirements for selected transfer majors. If your major is not listed, contact a counselor for assistance (831-646-4020).

Checking

PREREQUISITES/COREQUISITES

A “Prerequisite” is a requirement you must meet before enrolling in a particular course or educational program. Individual course prerequisites are listed in the college catalog and schedule of classes. A “Corequisite” is a course that must be taken with another course.

Verification of Prerequisites: A student can demonstrate that a prerequisite has been met by providing a member of the counseling staff with documentation and filling out a Prerequisite Verification Form. The staff member will then provide you with clearance to register for the class requiring the prerequisite. Prerequisite Verification Forms can be obtained at the Admissions and Records Office, schedule of classes, or MPC Web site. Take the form and your documentation to the Counseling Reception Desk for staff clearance.

Prerequisite/Co-requisite Challenge: A prerequisite or co-requisite challenge requires that a student submit written documentation, explanation of alternative course work, and/or background of abilities which adequately prepare the student for a course. To begin the challenge process, go to the academic division appropriate to the class you wish to challenge. The division manager will provide you with an explanation of the procedures and timelines necessary to complete the process.

Divisions	Telephone Number	Location
Business	(831) 646-4071	BH 104
<i>Business, Business Skills Center, Computer Science and Information systems</i>		
Creative Arts	(831) 646-4200	AS100
<i>Art, Drafting, Drama, Photography, Music</i>		
Humanities	(831) 646-4100	BH 102
<i>Communication, English, Humanities, Philosophy, Speech, World Languages</i>		
Life Science	(831) 646-4125	LS 106
<i>Administration of Justice, Anatomy/Physiology, Automotive, Biology, Co-operative Work Experience, Dental Assisting, Family and Consumer Science, Fire Science, Health, Hospitality, Medical Assisting, Ornamental Horticulture, Parks, Real Estate</i>		
Maurine Church Coburn School of Nursing	(831) 646-4258	NU 102
Physical Education	(831) 646-4220	PE 101
<i>Dance, Physical Education, Physical Fitness</i>		
Physical Science	(831) 646-4140	PS 101
<i>Astronomy, Chemistry, Engineering, Geology, Mathematics, Oceanography, Physics</i>		
Social Science	(831) 646-4160	SS 105
<i>Anthropology, Child Development, Economics, Ethnic Studies, Geography, History, Political Science, Psychology, Social Science, Women Studies</i>		

Planning Your *Schedule*

If you enroll as a full-time student, you will take at least 12 units per semester. Generally, one unit of credit equals one hour of class time plus two hours of study time per week, adding up to 36 hours per week. If you work 20 hours per week, you have committed 56 hours to school and work time. As you can see, you'll need to plan your schedule carefully and include time for leisure and family commitments.

You have been provided with information below which may assist you in the development of your Individual Education Plan. An Individual Education Plan is made up of three types of courses: *major courses, general education courses, and electives*. The catalog and Web site list the major courses and general education patterns. The schedule of classes includes the general education patterns.

NOTE: The schedule of classes and Web site include copies of the Individual Education Plan which must be submitted to the Counseling Office in order to be cleared for registration.

It is recommended that you complete the following steps to begin developing your Individual Education Plan:

1. My catalog year is: _____
2. My writing English placement is: _____
3. My reading placement is: _____
4. The last math class completed in high school/college with a grade "C" or better _____
5. Check the statement that best describes what you're thinking now:
 - _____ I have a very clear goal in mind
 - _____ I think I know my major, but I need some help in making sure that it is right for me.
 - _____ I don't know what I want to study.
6. Number of units I plan to take this first semester is _____

Check the appropriate box below: (You may check more than one box)

Educational Goal	Transfer Plan	Advising Department	Suggested Career Courses
<input type="checkbox"/> AA/AS Degree	<input type="checkbox"/> CSU	<input type="checkbox"/> Counseling (General)	<input type="checkbox"/> Foundations of Career Choice
<input type="checkbox"/> BA/BS Degree	<input type="checkbox"/> UC	<input type="checkbox"/> DSPS	<input type="checkbox"/> Career Exploration
<input type="checkbox"/> Certificate	<input type="checkbox"/> Private university	<input type="checkbox"/> EOPS	
<input type="checkbox"/> Undecided	<input type="checkbox"/> Other community college		
	<input type="checkbox"/> Do not plan to transfer		

FIRST SEMESTER Course List.				Type of Course		
Section #	Dept. & Number	Days & Times	Units	Major	General Education	Elective

After classes begin, please make an appointment to see a counselor to develop your long range Individual Education Plan. An appointment can be made by calling (831)646-4020 or in person at the Counseling Office located in the Student Services Building.

STUDENT SERVICES

WHERE TO FIND HELP

Academic Support Center

Location: Library Technology Center, First Floor

Telephone: (831) 646-4176

The Academic Support Center offers course content tutorial support to any student in general education courses at all levels and in some vocational and technical courses. Tutoring is intended for students having difficulty with the subject matter in their classes. Tutorial sessions are scheduled on a regular basis and conducted individually or in small study groups. Tutoring services at Monterey Peninsula College are available at no charge. Tutoring may be limited due to the availability of tutors.

Admissions and Records

Location: Student Services Building

Telephone: (831) 646-4002/4007

The Admissions and Records Office provides comprehensive admission, registration and records services, processes student requests for transcripts, enrollment verifications, general education and transfer certifications, and graduation (evaluations).

Associated Students of Monterey Peninsula College (ASMPC)

Location: College Center

Telephone: (831) 647-8733

The Associated Students of Monterey Peninsula College (ASMPC) is the officially recognized student government association of Monterey Peninsula College. All MPC students are members of ASMPC. The purpose of ASMPC is to promote student activities; increase cooperation between students, faculty, the administration and the community; lead in the management of student affairs at Monterey Peninsula College; provide a forum for the expression of student opinion; develop student initiative and responsibility; and insure equal rights for all students of Monterey Peninsula College. Elections are held annually for ASMPC offices. ASMPC meets weekly in the College Center during the fall and spring semesters.

The Inter Club Council (ICC) is an organization that supports MPC student organizations. Any club can join the ICC and receive money and assistance with club activities. The Associated Students Activities Council (AZAC) is a group of students that plan the student activities at MPC. Any student can join AZAC and participate in the planning of student activities. The ICC and AZAC meet weekly in the College Center and are supported by ASMPC.

Career/Transfer Resource Center

Location: Student Services Building

Telephone: (831) 645-1336

A variety of career and transfer resources activities, workshops, and programs are offered daily in the center. University catalogs and career information are available electronically and on hard copy. Specialized workshops are provided to assist students in transferring, job search, developing resumes and preparing for interviews. A reference library of books addressing various job search skills topics is also available. Counselors and university representatives are available to meet with students by appointment and drop-in basis.

The Child Development Center

Location: Child Development Center

The Center provides pre-school services for children of MPC students and MPC Staff. Children between the ages of 2 and 5 years (determined not eligible for kindergarten) are eligible for enrollment. Children must be in good health with all immunizations up to date. At least one parent must be enrolled in at least 6 units. Admission is determined by family eligibility and priority is given to low-income students. The Center provides a developmentally appropriate preschool program that recognizes each child's needs to grow and develop at his/her own pace, in an atmosphere that promotes respect for the child's feelings, thus fostering self esteem and self-awareness. The Center curriculum is based in High/Scope with a Project Approach with activities that promote social-emotional, language, cognitive, physical and creative development. The Center operates under the auspices of the MPC Student Services. Grant funding has been obtained from the State Department of ED, Child Development Division. The Center is licensed for 78 children and serves a dual purpose for the campus community: high quality pre-school for student families and an outstanding training experience for Child Development majors.

Counseling Department

Location: Student Services Building

Telephone: (831) 646-4020

The Counseling faculty and staff assist students with interpretation of College policies and procedures. The counseling faculty provides career, personal, and academic counseling. They also interpret career and personality inventories and assessments. Services are available in English and Spanish.

English and Study Skills Center

This center provides students with the following services:

Programs in reading, writing, study skills, and related areas; tutorial support for English course; handouts with grammar, punctuation, and documentation rules; reference books; individualized programs in grammar, punctuation, and documentation rules; reference books; individualized programs in grammar, vocabulary and reading; computer usage for students enrolled in an ESSC course.

Students may also take English 50, Writing with the Computer, to learn the basics of Microsoft Word for Windows.

Extended Opportunity Programs and Services (EOPS) and Cooperative Agencies Resources for Education (CARE)

Location: Humanities Building, Room 209

Telephone: (831) 646-4247

The Extended Opportunity Programs and Services (EOPS) and Cooperative Agencies Resources for Education (CARE) programs are designed for students with academic and financial disadvantages. Support services provided to eligible students include: counseling, educational planning, tutoring, book vouchers, and grants. CARE provides additional support services that include CARE meal plan, workshops, and grants for EOP&S students who are single parents on public assistance. Students must meet state eligibility criteria in order to be eligible for EOP&S and CARE services.

Intercollegiate Athletics

Location: Physical Education Building

Telephone: (831) 646-4220

Intercollegiate athletics teams are offered for men and women in twelve sports. The six men's sports are football, basketball, baseball, golf, track and field, and cross country. The six women's sports are basketball, volleyball, softball, tennis, track and field, and cross country. Services provided include counseling, orientation, specialized courses for athletes, and priority registration.

International Student Programs

Location: International Center

Telephone: (831) 645-1357

The International Student Program assists international students in obtaining academic and personal counseling, housing placements, transfer placement, and evaluation of foreign academic records. The program also provides interpretation of immigration regulations for students on various types of visas, orientations to the United States and the Monterey community and offers an intensive English program.

Job Center

Location: College Center

The Job Center assists students in researching and obtaining part-time and full-time employment. The Center posts employment opportunities for on and off campus jobs. The center also coordinates an annual Job Fair and the College Work Study program.

Mathematics Study Center

A Mathematics Study Center has been established for all students who desire to improve their performance in mathematics classes in which they are concurrently enrolled by working with an instructor and tutors on an individualized basis.

Student Activities Office

Location: College Center

Telephone: (831) 646-4192

The Student Activities Office is located in the College Center. The Student Activities Office supports the mission of the Associated Students of Monterey Peninsula College

and is responsible for all College Center programs and activities. There are many ways for students to be actively involved at Monterey Peninsula College. Students can make MPC a more vibrant place by contributing ideas, skills, and energy to Student Government, Student Activities and Student Organizations. Stop by the Student Activities Office for more information.

Student Financial Services

Location: College Center

Telephone: (831) 646-4030

Fax: 831-646-4202

Student Financial Services provides information and applications for federal and state grants, work study, and loans. California Board of Governor's Fee Waiver (BOG) applications are available in the class schedule and in the Student Financial Services Office. Online workshops to assist students in completing the Free Application for Federal Student Aid (FAFSA) are provided on Fridays in the on in the Monterey Peninsula College Library at 1:30. Please call the Student Financial Services Office to make an appointment to attend if you need assistance. It is recommended that all students complete the FAFSA. Students wishing to be considered for the first round Cal Grants must complete the FAFSA by March 2 of each year. For the second round of Cal Grant funding students must have their FAFSA applications completed by September 2 of each year.

Student Health/Psychological Services

Location: Student Services Buildings

Telephone: (831) 646-4017

Medical, psychological, and first aid services are provided to enrolled students. Nurses and mental health professionals are available on an appointment basis. Information on student accident, medical, and dental insurances are provided. Referrals to local agencies or doctors for screening test for vision, hearing, tuberculosis, and high blood pressure.

Supportive Services & Instruction

Location: College Services (CS) Building

Telephone: (831) 646-4070 (voice)

TDD: (831) 646-4068

The Supportive Services Testing Center is located in TC-1; for information contact (831) 646-3022. Supportive Services & Instruction provides access to enrolled students identified as having a physical, communication, psychological, developmental and/or learning disability or an acquired brain injury. Special support services are available to students with disabilities in addition to the regular services provided to all students. These services enable students to participate in regular activities, programs, and classes offered by the college. Some of the services and accommodations provided include: specialized counseling, orientation to college, adaptive equipment, assistive devices, special testing, on-campus transportation, priority registration, readers, interpreters, note takers, and special parking. In addition, a variety of Learning Skills (LNSK) and Adapted Physical Education (ADPE) classes are available each semester classes include

Adapted Physical Education, Modified Word Processing, Reading Skills Development, Math Skills Development, Learning Strategies, Thinking and Reasoning Skills, among others.

Testing Center

Location: Humanities Building, Room 207

Telephone: (831) 646-4027

Testing for English placement and math assessment are conducted on an appointment basis throughout the year. Transcript evaluation for English and math placement and the evaluation of test scores from other California institutions are also available. Distance learning proctoring services and U.S. Constitution testing for teaching credentials may also be requested.

TRIO Programs

College Readiness

Location: TP 101, TP 102

Telephone: (831) 646-4246

The College Readiness Program provides study skills instruction, counseling, academic advising, tutoring and future transfer enrichment activities such as workshops, field trips and university tours for low income, first-generation college students. Students must meet Federal eligibility criteria in order to be eligible for the program.

Upward Bound

Location: TP 101, TP 102, IC 101, IC 104

Telephone: (831) 646-4129

, tutoring, academic enrichment activities such as field trips, campus tours, residential experience, and community service learning projects for low income, first-generation high school students. Students must meet Federal eligibility criteria in order to be eligible for the program.

Math/Science Upward Bound

Location: TP 101

Telephone: (831) 645-1306

The Math/Science Upward Bound Program provides counseling, academic advising, tutoring, academic enrichment activities such as field trips, campus tours, residential experience, and community service learning projects for low income, first-generation high school students. The program offers a 6-week residential summer program at the University of California, Santa Cruz for students interested in math and science related careers. Students must meet Federal eligibility criteria in order to be eligible for the program

Veterans' Assistance

Location: Student Services Building

Telephone: (831) 646-4020

Veterans' Assistance is available to veterans and eligible dependents on all matters relating to veteran's educational benefits. Services include application assistance for

students applying for Veterans' Administration Educational Assistance Allowance, enrollment certification, and educational planning.

Women's Programs/Re-Entry/Multicultural Resource Center

Location: Social Science Building, Room 204

Telephone: (831) 646-4276

The Women's Programs/Re-Entry/Multicultural Resource Center provides academic, vocational, and personal counseling specifically designed for re-entry women and men. The center resources include information on community agencies, book collection, clippings, and videos that may be borrowed. Emergency services include a career clothes closet, financial assistance, and food pantry.

***Transfer Admission Agreements (TAA)**

What is it? The TAA program is a four-year college or university admission commitment for Monterey Peninsula College transfer students. The agreement is a written document for students who have completed 30 semester units and who agree to meet specific admission requirements at the time of transfer. The student, MPC counselor, and the four-year institution representative sign the TAA. If approved the student's admittance is guaranteed for a specific semester, provided all guidelines are followed.

When is it written? One year prior to transfer.

Which universities participate? San Jose State University; San Francisco State University; California State University, Monterey Bay; University of California, Davis; University of California, Santa Barbara; University of California, Santa Cruz; University of California, Riverside; Santa Clara University

When are the deadlines? TAA application filing periods and deadline dates vary between colleges and universities. It is recommended that you understand the requirements before completing the first semester at MPC. Contracts are usually signed in the early fall semester one year prior to the planned transfer. Interested students should contact the Counseling Department or the Career/Transfer Resource Center.

Student *Activities*

Monterey Peninsula College provides opportunities for you to become involved in student government, college governance, campus clubs, and intercollegiate athletics.

STUDENT GOVERNMENT

The Associated Students of Monterey Peninsula College (ASMPC) is recognized by the Governing Board as the official representative organization for students. Members of the Executive Council and Judicial branches are elected for the period of one year; all other positions are appointed by Student Government. All elective positions require that the student be enrolled in 9 or more units & have at least a "C" average.

ASMPC meets each Wednesday at 2 pm in the College Center. You are encouraged to attend at least one meeting because, Student Government is an excellent opportunity to get involved with the decision-making operation of the college. Members of Student Government are invited to become members of standing committees of the college. The College recognizes the importance and value, to the local community, as well as the institution, of providing a constructive avenue for students to have a voice and to develop individual leadership goals or techniques.

STUDENT TRUSTEE

The position of Student Trustee is considered to be the most significant student position on campus. This is a student-elected position for the period of one academic year. The student trustee sits as a nonvoting member of the Monterey Peninsula College Governing Board. The student trustee works closely with ASMPC to maximize the impact and representation of this position. If you are interested in finding out more about this position, contact the Student Activities Office (College Center) or the Superintendent/President of the college.

CAMPUS CLUBS

Many clubs are formed for many purposes and interests. Some clubs are social in nature; others are service oriented. MPC has many student organizations serving a diverse student population. Each semester new organizations are formed while others may be discontinued. Contact the Student Activities Office (646-4190) for information.

INTERCOLLEGIATE ATHLETICS

Women's intercollegiate sports include basketball, softball, swimming/diving, tennis, track and field, and volleyball. Men's intercollegiate athletic teams compete with other colleges in football, basketball, baseball, golf, track and field, and swimming/diving. See the College Catalog for details on eligibility to participate in intercollegiate athletics.

STUDENT BODY CARDS - What you get!

- ✓ Use as a second picture ID
- ✓ Free admission to all athletic events
- ✓ Discount at MPC Bookstore
- ✓ Eligibility for emergency loans
- ✓ Library Card
- ✓ Merchant Discounts

General Information

Terms to know

Academic Probation	A student completing 12 units or more at MPC is placed on academic probation if his/her grade point average falls below 2.0.
Academic Dismissal	A student on academic probation will be dismissed after the student's cumulative grade point average is below 2.0 for two consecutive semesters.
Academic Council	A committee of administrators and faculty who review student petitions for reinstatement or waivers to MPC regulations or procedures.
Academic Renewal	Academic renewal is the process by which a student can petition to eliminate previous substandard work from grade point calculation and credit.
Advisory	Recommends that students should have certain prerequisite skills before enrolling in a course.
Associate Degree	The Associate in Arts Degree (AA) or the Associate in Science Degree (AS) is awarded by the community college upon satisfactory completion of an organized program-usually two years of full-time study in a career major.
Bachelor's Degrees (BA, AB, BS)	The Bachelor's Degree is awarded by a four-year college or university after satisfactory completion of an organized program of studies, including breadth requirements and the requirements in the major field of study. A bachelor's degree usually requires two additional years after an associate degree. However, not all community college courses are applicable to the bachelor's degree, please refer to the course grading information in the MPC catalog.
Certificate Programs	Certificate programs are occupational programs requiring fewer than 60 units of course work to complete; they concentrate only on those courses that are essential to prepare you for employment. Certificate programs typically take three to four semesters to complete
Class Schedule	The class schedule is a bulletin issued prior to the start of each semester or session showing the class registration number, title, catalog number, section, units, days, time, room number, and instructor's name for each class to be offered. It also indicates deadlines for adding classes, class withdrawals, final exam schedule, and more.
College Catalog	The college catalog is an annual publication issued by a college describing the course offerings, majors, admission requirements, regulations, grade point system, and more.
Co-requisite	A course that must be taken with another course.
Curriculum	Refers to the classes offered by a college or classes offered in a particular subject.

Electives	Electives are courses that are not required for general education or the major. Electives may help meet the general education breadth requirements or the major. General education requirements include a certain number of electives. You may take electives in subjects of personal interest for unit credit.
Fees	You will pay all applicable fees at the time of registration. See the Class Schedule for current fees. Information about enrollment fee waivers is available in the Financial Aid Office, Student Services building. See the Schedule of Classes for more information on the BOGG grants for fee -waivers. You can find a detailed description of state-mandated enrollment fees, nonresident fees, and the refund policy in the class schedule.
General Education Requirements	General education requirements sometimes called breadth requirements include a specific group of courses required for the associate degree or the bachelor's degree. Some courses are required in the general education pattern by state law; others are added by individual colleges. - Because of this, each college's requirements may vary.
Grade Points	A grade point is the numerical value assigned to the letter grade you receive for a course. Your grade point average (GPA) is used in - determining your academic standing.
ID or Identification Number	Your Social Security number serves as your Student ID on all your college records.
Individual Education Plan (IEP)	You and your counselor will develop an IEP that outlines your educational goal and lists courses and additional support services to help you achieve your goal.
Load	The term "load" describes the amount of college work you undertake each semester. Total load includes the unit load plus the study load. To complete an associate degree program in two years, you will need to carry an average unit load of 15 units per semester. A general rule is that one unit equals one hour of class attendance plus two hours of additional study per week. If you carry a 15-unit load, you will need 45 hours per week in and out of class to complete courses successfully.
Major	A major is an educational objective upon which a specific course of study is based (for instance: accounting, history, and nursing).
MPC Web site	Web site where MPC posts information on the Internet. about the college.
Prerequisite	A prerequisite is a requirement you must meet before enrolling in a particular course. (Usually completing a more basic course or obtaining a minimum score on a placement exam). Individual course prerequisites are listed in the college catalog.
Progress Probation	A student is placed on progress probation if the cumulative percentage of "W," "I," and "NC," units at MPC reaches or exceeds 50 percent of all units attempted at MPC.

Progress Dismissal	A student on progress probation for two consecutive semesters will be dismissed, when for the third consecutive semester, the student has "W," "I," and "NC" grades in 50 percent of all units attempted at MPC.
Quarter	Colleges and universities divide their academic year into quarters or semesters. MPC is on the semester system. Colleges on the quarter system divide the calendar year into four quarters, with most colleges offering three quarters during the normal academic year plus a summer session. Quarters start in September, January, and April. A unit earned under the quarter system equals two-thirds of a unit earned under the semester system.
Registration	Registration is the official process of enrolling in classes.
Section	Each class is given a section number. For an example see the ATR Worksheet in this handbook. Generally, the content of each section of a course is the same, but the time, place, and/or instructor will differ.
Semester	Colleges on the semester system divide their school year into two semesters one starting in August or September and the other starting in January or February. Any unit earned under the semester system equals one-and-one-half quarter units.
Transfer Admission Agreement*	A commitment certain universities make to students who meet transfer admission requirements. Interested students contact the Counseling Department or the Career /Transfer Resource Center.
Transfer Courses	Transfer courses are classes accepted for credit toward a bachelor's degree at four-year colleges and universities. The California State University, University of California, and private colleges and universities have different policies regarding which courses are acceptable for transfer credit. Your counselor can provide you with information.
Transfer Major	If you plan to transfer to a four-year college or university, you will pursue a transfer major. This consists of lower division requirements for that major at a particular four-year college or university. See the MPC catalog for more information on transfer majors.
Transcript	A transcript is a copy of a student's academic record at a college, including units completed and grades earned in all terms of attendance.
Unit	A unit is a value that indicates the amount of college credit given to a course. In general, one hour of lecture per week equals one unit of credit. For example, a course that is scheduled for three hours lecture per week has a unit value of three. In general, three laboratory hours per week equal one unit.
Withdrawal	Withdrawal is the process by which a student officially drops a class. Refer to the class schedule or college catalog for information on withdrawal procedures and deadlines.

* For expanded definition of TAA's, see text in box on page 18

Frequently Asked *Questions*

How many units must I take to be considered a full-time student?

A full-time program consists of 12 units per semester. Fifteen is considered an average load for students intending to complete an associate degree program or to transfer in two years.

What is the maximum number of units I can take?

Eighteen units is considered a maximum load. If you want to take more the 18 units, you must receive counselor approval.

What do I do if the class I want is closed?

If a class that you want is closed at the time you register, you may check with Admissions/ Records Office during the add-drop period to see if there is an opening because someone has dropped it. If it is not open, you may contact the instructor when the class meets. If space is available, the instructor will sign your add form, which you can take to can take to the Admissions/Records Office and register for the class. Another option is to seek the advise of a counselor, who may suggest an alternative or inform you of other options available to you.

Do faculty have office hours?

Members of the full-time faculty schedule office hours each week. This schedule is posted outside each instructor's office and may be included in the instructor's course outline, as well. Each faculty member reserves this time to talk with you individually, providing assistance with course work; insights into career planning in the instructor's field of expertise; and encouragement and assistance in meeting your educational needs. Part-time faculty members do not have office hours but are usually willing to meet with you briefly before or after class or to arrange for an appointment at another time.

Should I ask for a credit/no credit grade rather than a letter grade?

In most classes, you may choose to receive a credit/no credit grade rather than a letter grade. If you choose the credit/no credit option, and complete the course with a "C" grade or better work, you will receive a "CR," and appropriate units for the class. If you complete the course but fall below a "C," you will receive no credit for the class, an "NC." A "CR" does not affect your grade point average. As a general rule, you should have a letter grade in courses required for your major and in courses in English. Check with a counselor if you have a question about CR/NC.

Do I have to repeat a class in which I received a "D," an "F," or "NC" grade?

No, you are not required to repeat a class in which you received a "D," an "F," or "NC" grade; however, you have the option to do so. If you choose to repeat such a class and you receive an improved grade, the higher grade will be calculated into your grade point average instead of the original grade.

How often must I attend class?

You are responsible to attend every class for the entire scheduled time. Excessive absences, tardiness, and leaving class early may be taken into consideration by instructors in dropping students from class and in assigning grades.

What regulations should I know about?

MPC has regulations designed to ensure campus safety and order for students, staff, and community members using college facilities. Consult the College catalog or the inserts in this packet for specific regulations regarding alcohol, narcotics, and dangerous drugs, pets on campus, use of facilities, parking, and more.

Student Rights & Responsibilities

What steps can I take if I believe I have been subjected to unjust action or denied my rights as an MPC student?

You can seek to correct any problem. The first step usually includes talking to appropriate instructors, administrators, or advisors to see if the problem can be easily resolved. If the problem cannot be resolved at this level, the college has a Student Grievance Policy outlining the actions that are grounds for student grievance and the procedures that are to be followed to address the grievance. This information is available from the Office of the Vice President of Student Services in the College Center, and it is also printed in the college catalog.

The Studies Rights and Responsibilities inform students of their rights and responsibilities at Monterey Peninsula College. The policies and procedures, described in detail in the college catalog, are for institutional and student use, but cannot be separated from public laws and regulations. The information in the catalog covers the following rights and responsibilities:

- I. IN THE CLASSROOM
 - A. Protection of Freedom of Expression
 - B. Protection Against Improper Academic Evaluation
 - C. Protection Against Improper Disclosure

- II. STUDENT RECORDS
 - A. Definition of Records
 - B. Right to Access
 - C. Location of Records
 - D. Directory Information
 - E. Confidentiality of Records
 - F. Impoundment of Records

- III. STUDENT AFFAIRS
 - A. Freedom of Association
 - B. Freedom of Inquiry and Expression
 - C. Student Participation in Institutional Governance
 - D. Student Publication

- IV. OFF CAMPUS
 - A. Exercise of Rights of Citizenship
 - B. Institutional Authority and Civil Penalties

- V. DISCIPLINE
 - A. Standards of Conduct
 - B. Investigation of Student Conduct
 - C. Applicable Penalties
 - D. Administration of Discipline

- VI. STUDENT COMPLAINT AND GRIEVANCE
 - A. Complaints
 - B. Grievance

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