

San Jose City College New Student Orientation Handbook



SAN JOSE CITY COLLEGE

2100 MOORPARK AVENUE, SAN JOSE, CA 95128 | WWW.SJCC.EDU



Byron D. Clift Breland, Ph.D. President San José City College

President's Message

Congratulations on choosing San José City College, where our number one priority is your success. Whether you are a new or returning student, you'll find that our outstanding education and training programs will help you fulfill your goals and aspirations. At San José City College we are committed to excellence and strive to create a learning environment that is both challenging and rewarding. We focus on student success by removing barriers, celebrating diversity, and inspiring students to perform at their highest level inside and outside of the classroom.

To find out more about our academic programs, counseling services, and student activities, please visit our website at www.sjcc.edu. Our aim is to help you achieve your dreams. We are looking forward to having you join us on campus as a member of our San José City College family.

Welcome to San José City College, and – Go Jaguars!

Byron

Congratulations and Welcome! You have just begun the matriculation process at San Jose City College. Whatever your goal, our matriculation plan is designed to help you get there!

What is matriculation?

Matriculation is a statewide process designed to help students in the California Community College system develop clear educational goals and succeed in reaching those goals. As a student at SJCC, you will be provided with information and assistance aimed at helping you succeed.

How do I get started?

The first steps in the matriculation process at SJCC are:

1. Submit your admissions application.
2. Complete your English and math assessment tests.
3. In order to best ensure a student’s success, orientations are required at SJCC. You may choose to attend an orientation onsite, or you may choose to view an orientation online. The link for the online orientation is:
<https://sjeccd.instructure.com/enroll/AKM9RB>
4. Obtain a copy of your high school transcripts if you plan to enroll in an English or math course. Your high school transcripts may help your counselor place you in initial courses, using multiple measures.
5. Visit the Office of Financial Aid if you wish to see if you qualify for a fee waiver or grant.

What are the next steps after New Student Orientation?

6. Register for your classes on or after your schedule dates. Pay your enrollment fees, unless exempt.
7. Purchase your textbooks at the SJCC Bookstore.

8. Attend your classes and use support services. It’s up to you to be a successful student by attending your classes regularly, taking notes, completing your assignments on time, and making use of free campus support services, such as tutoring, if needed.
9. Schedule an appointment to see your counselor to create an Educational Plan.

Matriculation Agreement

We ask you to enter into this agreement with us:

You will:

- Identify an educational goal.
- Meet with a counselor at least once a semester
- Attend your classes regularly.
- Seek support services when needed.

We agree to:

- Provide you with information about the requirements to meet your goal
- Assess your English and math skills
- Assist you with appropriate course selection
- Offer a full range of services to help you reach your goal.

We want to be part of your success story!

What is your educational goal?

Your educational goal is the objective of your education. There are several educational goals that you can achieve at San Jose City College. You may choose more than one, and you may change your educational goal at any time.

Associate Degree

An associate degree is the first college degree you can earn. It requires the completion of 60 units of required and elective courses, and a cumulative GPA of 2.0 (“C”) or higher. You can earn an associate degree in two years if you attend full time (15 units a semester), but it will take longer if you attend part-time. More than 60 units may be required if you need prerequisite courses or are undecided about your major. San Jose City College offers Associate in Science Degrees (AS), Associate in Arts Degrees (AA), and Associate in Transfer Degrees (ADT’s). A counselor can explain the differences and assist you in selecting a degree that may be right for you.

Certificates

A certificate of achievement, which is not a college degree, may be earned in certain technical, vocational or business majors. Certificate Programs are focused on a particular area of study and designed for students who wish to prepare for immediate employment and/or to upgrade their job skills. Many certificate programs can be completed in one year, while others are designed to be completed over a longer period of time.

SJCC confers three levels of Certificate of Achieves to students who complete all required courses with a grade of “C” or better:

- Certificate of Achievement Level 1
12-17.5 units
- Certificate of Achievement
Level 2 – 18-29.5 units
- Certificate of Achievement Level 3
30+ units

Transfer to 4-Year College

At San Jose City College, you can complete the first two years of coursework (“lower division”) required to earn a bachelor’s

degree at a four-year college or university. You can then transfer to the 4-year institution as a junior. You can meet transfer requirements with or without earning an associate degree. Transfer and associate degree requirements, while similar, are not identical. For instance, transfer requires a more advanced math course. Your counselor can explain the requirements to you in detail.

Personal Growth and Enrichment

If you don’t choose to pursue a degree, certificate, or transfer, your educational goal may be to:

- Enroll in personal interest courses
- Explore career interests
- Update current job skills
- Learn new job skills
- Improve basic skills, such as English or math
- Maintain a professional license
- Complete high school credits

For a complete list of degrees and certificates available at San Jose City College, please see the following page, or check out our website: <http://www.sjcc.edu/current-students/degrees-certificates-and-employment/degrees-certificates>

Major	Associate in Arts	Associate in	Certificate(s)	AA-T/A/S-T
Accounting		.	.	
Administration of Justice - Traditional	.	.		.
Administration of Justice - Judicial Administration	.	.	.	
Administration of Justice - Judicial Administration: Court Management			.	
Administration of Justice - Judicial Administration: Court Operations			.	
Administration of Justice - Judicial Administration: Court System Basics			.	
Administration of Justice - Judicial Administration: Supervision/Lead			.	
Air Conditioning and Refrigeration		.	..	
Alcohol and Drug Studies	.	.	.	
Alcohol and Drug Studies - Addiction and Criminal Justice			.	
Alcohol and Drug Studies - LAADC			.	
Art	.	.		
Art - Drawing and Painting		.		
Art - Photography		.		
Business - Entrepreneurship		.	..	
Business - Management		.	..	
Business - Marketing		.	..	
Business Administration	.			.
Chemistry	.			
Communication Studies			.	.
Computer Applications		.	..	
Computer Information Systems - CCNA			.	
Computer Information Systems - Computer Programming		.	..	
Computer Information Systems - General Networking		.	.	
Computer Information Systems - MCSA			.	
Computer Information Systems - MCSE		.	.	
Computer Information Systems - UNIX Networks		.	.	
Computer Information Systems - Web Developer		.	..	
Construction Technology		.	.	
Construction Technology - Residential Carpentry			.	
Construction Technology - Residential Maintenance			.	
Cosmetology		.	.	
CSU GE			.	
Dance	.			

Major	Associate in Arts	Associate in	Certificate(s)	AA-T/A/S-T
Dance Teaching			.	
Dental Assisting		.	.	
Early Childhood Education		.		.
Early Childhood Education - Associate Teacher			.	
Early Childhood Education - Inclusion Specialist			.	
Early Childhood Education - Master Teacher			.	
Early Childhood Education - Teacher			.	
Economics				.
Elementary Teacher Education				.
English				.
Esthetics			.	
Facilities Maintenance		.	.	
IGETC			.	
Kinesiology				.
Labor Studies	.	.	.	
Laser Technology		.	..	
Liberal Arts - Arts and Humanities	.			
Liberal Arts - Scientific Inquiry and Quantitative Reasoning	.			
Liberal Arts - Social and Behavioral Sciences	.			
Liberal Studies - Emphasis in Elementary Teacher Preparation	.			
Machine Technology - CNC Machine		.	..	
Mathematics				.
Media Arts	.			
Media Arts - Print Media		.	..	
Media Arts - Motion Arts		.	..	
Media Arts - Web/Interactive Design		.	..	
Medical Assisting - Administrative		.	.	
Medical Assisting - Clinical		.	.	
Patient Navigator			.	
Peer Leader Training			.	
Psychology				.
Real Estate		.	.	
Studio Arts				.

What is Financial Aid and How Do I Qualify?

What is financial aid?

Financial aid is a means of helping eligible students pay for college. Types of financial aid include:

- Grants (money you do not repay)
- Enrollment fee waiver
- Employment on campus (“Work Study”)
- Federal Direct Loans

Where is the Office of Financial Aid?

Student Services Building – SC—103
Phone: (408) 288-3741

Who is eligible?

You must meet certain requirements, such as:

- Have “financial need” as determined by federal standards.
- Be a U.S. citizen or permanent resident.
- Be enrolled in a degree, certificate, or transfer program at SJCC.
- Have a high school diploma, home schooled certificate or GED.
- If male, be registered with the Selective Service as required by law.
- Complete a Free Application for Federal Student Aid (FAFSA), using a name that exactly matches your Social Security card.
- Not be in default on a student loan or owe repayment on a former grant

Satisfactory Academic Progress

You must make satisfactory progress toward your goal or you will lose your eligibility.

You must:

- Complete at least 67% of units attempted each and every semester.
- Maintain a GPA of a 2.0 (“C”) average
- Complete your program within 150% of required units

How do I apply?

Complete the “Free Application for Federal Student Aid” (FAFSA).

How long does it take?

Processing can take six to eight weeks. Certain deadlines may apply.

What types of assistance might I receive?

- Federal Pell Grant
- Academic Competitiveness Grant (ACG)
- SEOG
- BOGG—enrollment fee waiver
- Cal Grant B
- Cal Grant C
- Federal Work Study

Can I apply for just a fee waiver?

Yes. The BOGG (Board of Governors Grant) involves a short application and can be processed almost immediately. Apply on-line at www.cccapply.org/money. You are eligible if you meet certain low-income standards or are receiving public assistance. For additional grants, you must complete the FAFSA.

What Do I Take My First Semester?

Don't be overly concerned if you are undecided about your major or what classes to take your first semester. Many students "explore" when they first start college.

Some first-semester suggestions:

Guidance courses:

Consider taking a course taught by an SJCC Counselor that can help you with study skills and college and career planning.

Guidance 096 – Career and Life Planning

Guidance 130 – College and Life Success

English course

Reading and writing are essential to success in almost all college classes. Sign up for the English course recommended after your Assessment and after meeting with your counselor.

Math Course

Do you need to review the basics? All degree, and transfer programs at SJCC have a math requirement. Sign up for the math courses recommended after your Assessment and after meeting with your counselor.

Computer Course

Computer literacy is a requirement for some SJCC degrees and certificates, as well as for many jobs. Enroll in CA-004 – Computer Literacy, CA-010A – Basic Keyboarding, or CA-011 – Speed and Accuracy. Check out the schedule of classes for additional course listings that may interest you.

Library Course

To make full use of the SJCC library and improve your ability to do research papers and class projects, enroll in Library Studies 015. *This course is specifically recommended for students who qualify for college-level reading and writing.*

General Education (G.E.) Courses

What subjects interest you? Take a G.E. class in psychology, astronomy, history, ethnic studies, or any one of the many other G.E. subjects.

Make sure you have met the prerequisite for the class first. Explore, learn, have fun trying out new subjects! There may be a major there!

Personal Interest Courses

Take something that appeals to you! SJCC offers courses in art, ceramics, child-development, music, photography, physical education, to name just a few.

One example of a first-semester schedule:

Guidance 130

English 092 or 1A; or ESL 091

Math 13, 63, or 21

CIS 041

Psych 001

How many units should you take?

Plan carefully so that you will succeed in college.

To be a full-time student, you must be enrolled in 12 or more units. This may be too much for you if you have a job, childcare responsibilities, or other life obligations. How much time does college really require?

Each unit you take will require an hour in class and about two hours of outside work a week. Courses with labs require even more time than this.

A 12-unit load therefore requires 12 hours a week in class, plus a minimum of 24 hours of homework, reading, and preparation time each week. This adds up to a 36-hour a week commitment, about as much as a full-time job.

Here's an example:

A typical student schedule might be as follows:

English 1A	3 units
History 17A	3 units
Math 063	3 units
Psych 001	3 units
Guidance 130	3 units
Total:	15 units

A 15-unit schedule requires a time commitment of at least 45 hours a week.

Now, factor in the time you will need for all your other activities. Your weekly "life" might look something like this:

Work	30 hours (6 hours x 5 days)
Sleep	56 hours (8 hours x 7 days)
Driving	5 hours (1 hour x 5 days)
Meals	14 hours (2 hours x 7 days)
Chores	14 hours (2 hours x 7 days)
Social life	8 hours (2 hours x 4 days)
Exercise	4 hours (1 hour x 4 days)
TV	4 hours (2 hours x 7 days)
Other	10 hours
-PLUS-	
<u>15 units</u>	<u>45 hours</u>
Total:	200 hours a week

HELP! There are only 168 hours in a week (24 hours x 7 days). There is not enough time to complete this schedule.

It is very important to take an appropriate number of courses to fit with your other commitments and personal needs. A counselor can help you with this decision.

TIP:

It's usually better to take fewer courses your first semester and do well in them. Give yourself time to get used to college

Repeating a Course

State laws affect your course repetition options at San Jose City College. The California Community College Board of Governors passed revisions to Title 5 regarding course repetition, which took effect in 2012.

Students may enroll in a course no more than three (3) times if they received a substandard grade (D, F, NP or NC), or withdrew from the class with a "W". Unless exceptions are specifically indicated in course descriptions in the current San Jose College Course Catalog, state regulations prohibit students from repeating a course they have completed successfully with a grade of "C" or better.

After Two Attempts

If you have made two attempts for the same course and have not received a satisfactory grade (including W's), you will not be able to register again for the course without first meeting with your counselor and completing the [Request to Repeat a Course](#) form. (Please read the form carefully for additional information).

If you enroll for a third attempt into a course, it will be the last time you are allowed to register in the course. If you no longer plan to complete the course, and would like to be eligible to take the course again, you must drop the class by the deadline to drop without a "W" (registration deadlines can be found in on the SJCC website). If you are unsuccessful in the

course for a third time, you must take the course outside of the San Jose/Evergreen Community College District.

After Three Attempts

Students with documented extenuating circumstances may meet with a counselor and complete the **Request to Repeat a Course** Form. This will require authorization from the Dean of Counseling for permission to enroll for the fourth time.

Extenuating circumstances are defined as:

- Documented cases of accidents, illnesses or specific situation beyond the control of the student that necessitate extended absences for a course(s).
- Military Withdrawals do not count in terms of repetition restrictions, nor do withdrawals that occur due to fire or flood (Title 5 Sections 55024 and 58509).

San Jose City College Cut Scores

Level	Reading Courses	Compass Reading	Accuplacer
	Reading 350	0 – 58	0 - 50
1	Reading 301	59 – 69	51 - 66
2	Reading 101	70 – 79	67 – 82
3	English 001A	80 or higher	83 and above
Level	Writing Courses	Compass Writing	Accuplacer
	Reading 350	0 - 40	0
1	English 335	41 – 59	1 and 2
2	English 092	60 – 84	3 and 4
3	English 001A	85 or higher	5 and above
Level	Math Courses	Compass Numerical Skills, PreAlgebra	*Accuplacer
	Arithmetic – Math 310	0 – 33	AR 25 -56
	Pre-Algebra, Math 311	21 – 33	EA 20 – 44
1	Introductory Algebra – Math 111	34 or higher	EA 45 -60
Level	Math Courses	Compass Algebra	*Accuplacer
2	Intermediate Algebra – Math 013	33 or higher	EA 61 -84
Level	Math Courses	Compass College Algebra	*Accuplacer
3	Precalculus Algebra – Math 021	43 or higher	CLM 63 – 102; ACT 25
	Trigonometry – Math 022 / 062	43 or higher	CLM 63 – 102; ACT 24
	Pre-Algebra/Trigonometry – Math 025	43 or higher	EA 85 – 120; ACT 23; SAT 460
	Elementary Statistics – Math 63		EA 85 – 120; ACT 21; SAT 460
	Mathematics for General Ed.		EA 85 – 120; ACT 19; SAT 460
Level	Math Courses	Compass Trigonometry	*Accuplacer
4	Calculus – Math 071	44 or higher	CLM 103 -120 ACT 28

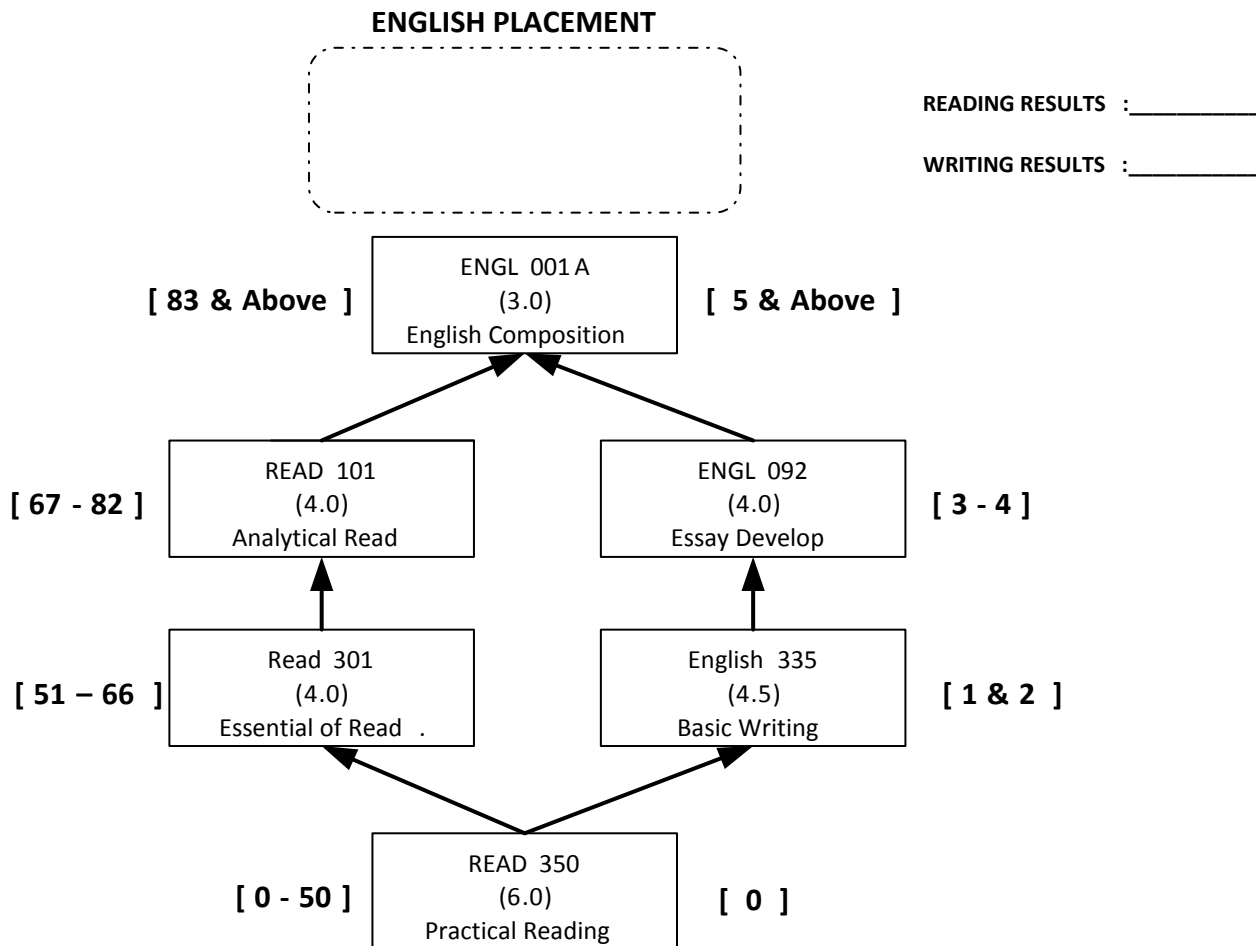
- MATHEMATICS – Students with an SAT math score of 460 are exempt from the math portion of Accuplacer.
- Students with an ACT math score of at least 19 are not required to take the math portion of Accuplacer.
- However, students with an ACT math score of 19-22 need to take the math portion of Accuplacer to place into MAT 25 or higher.
- ACT/SAT scores must be within the past 5 years.

COMPASS READING SCORES REVISED: 09/2002; 02/2005

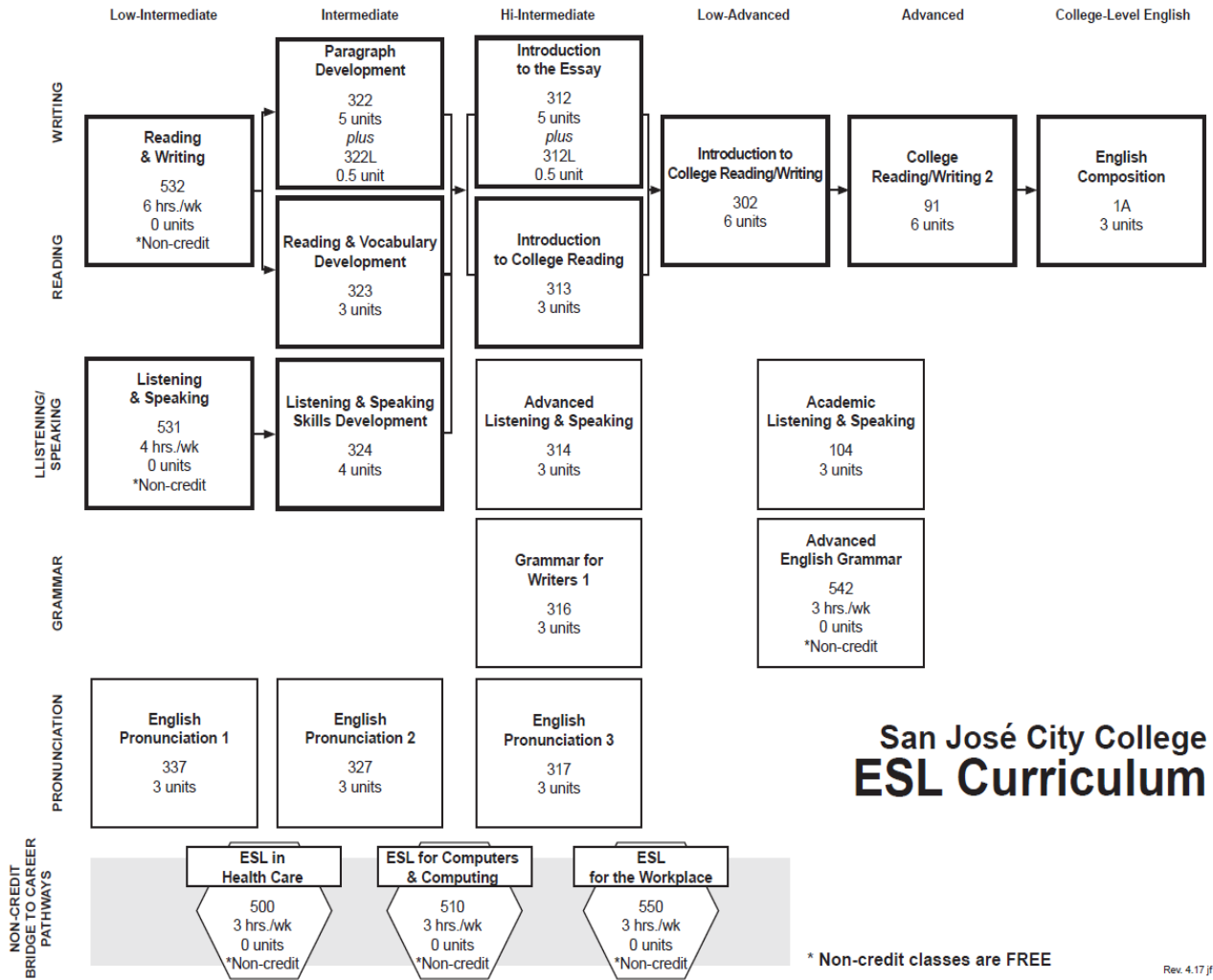
COMPASS WRITING SCORES REVISED: 04/2005; 10/2006

ACCUPLACER IMPLEMENTED 01/05/2017

San Jose City College English Placement



To use ESL LAB, enroll in ESL 208, 0 unit lab

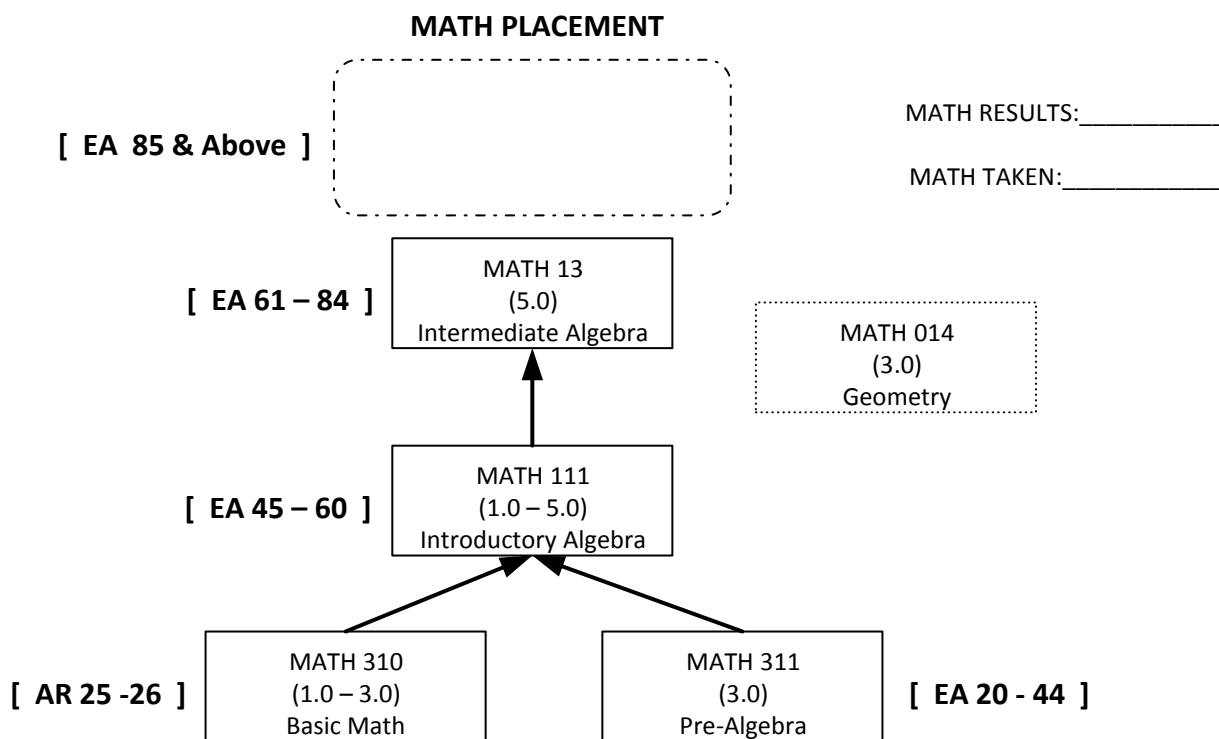


San José City College ESL Curriculum

* Non-credit classes are FREE

Rev. 4.17 jf

San Jose City College Math Placement



Understanding your assessment results

English and ESL courses: One of the courses below will be recommended for you, based on your current learning needs as demonstrated by the assessment process. Good reading and writing skills will help you in almost all your other college courses.

English Courses:

ENGL-335 – Basic Writing Skills Units: 4.5

This course is designed to develop students' competence in basic writing skills two levels below English 1A. Students cover topics including the steps of the writing process, the development of paragraphs and short multi-paragraph compositions, the writing of summaries, and the basic rules of standard English usage. The lab component provides individualized writing help for each student.

ENGL-092 – Essay Development Units: 4

Students will focus on the writing of short compositions in response to readings reflecting sentence variety, syntactic complexity, and paragraph efficiency using a variety of rhetorical modes. Students will also read college-level materials and write responses to the readings. Students will edit compositions for punctuation, spelling, and capitalization errors. This course prepares students for English 001A, the General Education transfer English Composition course.

ENGL-001A - English Composition Units: 3

English 001A is the first transfer level English course designed to equip students with the skills necessary for writing college level compositions. Students learn expository writing, critical reading, and research techniques. Students will also learn to write academic essays including a documented research paper in conventional format using MLA style.

READ-350 – Practical Reading Units: 6

Students will develop practical reading, writing, and study skills needed for success

in college. Emphasis will be on identifying main ideas of readings, improving comprehension, increasing vocabulary, and building basic computer skills. Students will read a range of materials, including magazines and newspapers, online materials, and fiction.

READ-301 – Essentials of Reading Units: 4

Students will read, discuss, and write about a variety of academic topics, contemporary themes, and social problems, using articles, text chapters, and fiction typical of those found in college courses. Students acquire reading comprehension and vocabulary development skills and are introduced to critical reading and research.

READ-101 – Analytical Reading Units: 4

Students will read, discuss, and write about a variety of academic topics, contemporary themes, and social problems, using articles, text chapters, and fiction commonly assigned in college-level courses. Students will acquire proficiency in critical analysis and research, as well as vocabulary development, comprehension, and study skills.

NOTE:

You may challenge your English placement by submitting a Prerequisite Challenge Form to the English Department. Please see a counselor, if you would like to challenge your assessment test results.

ESL-337 - English Pronunciation 1 Units: 3

Students are introduced to articulatory phonetics and basic intonation, stress, and rhythm patterns of English. Students will study the place and manner of the articulation of the sounds of English and spelling patterns for vowel and consonant sounds. Students will also be introduced to rhythm, stress, and intonation patterns in English. Multimedia and online resources supplement the course.

ESL-322 – Paragraph Development Units: 5

ESL 322 is an intermediate writing course for non-native speakers of English. Students write paragraphs and journals on various topics to acquire grammar, writing, and lexical skills. Concurrent enrollment in ESL 322L is required for computer-assisted grammar and writing practice with lab assistance.

ESL-323 - Reading and Vocabulary Development Units: 3

Students acquire reading and vocabulary skills at the intermediate level of proficiency in English. Students will develop reading comprehension and vocabulary development and engage in discussion and writing activities. Concurrent enrollment in (ESL 322 or ESL 324 or ESL 327) and ESL 203 is strongly recommended.

ESL-324 – Listening and Speaking Skills Development Units: 4

ESL 324 is an intermediate-mid listening/speaking course for non-native speakers of English. Students will learn listening skills such as inferring speaker's point of view, intent, and tone, recognizing target vocabulary and idioms, identifying events in sequence, and applying note-taking skills. Students will also learn speaking skills at the intermediate-mid level of proficiency of using effective discussion techniques to exchange and verify information, request clarification, interrupt a conversation, express opinions, and prepare for, create, and deliver short oral presentations. Concurrent enrollment in ESL 322 or ESL 323 or ESL 327 and ESL 204 is strongly recommended

ESL-327 – English Pronunciation 2 Units: 3

Students further their study of the pronunciation, intonation, stress, and rhythm patterns of English. They are introduced to the phonetic alphabet and study the sound-spelling correlations of English. They also receive further instruction on the production of sounds in word-initial and word-final environments, intonation and stress patterns in multi-syllabic words, and native-like sentence stress, rhythm and intonation. Multimedia and online resources supplement the course.

ESL-312 - Introduction to the Essay Units: 5

Students will read and write multiple-paragraph compositions with the depth and complexity of high-intermediate academic texts. They will expand their study of well written paragraphs to include short essays on academic topics. They will acquire grammar, writing, revision, and editing skills for college-level academic work. Concurrent enrollment in ESL 312L is required for computer-assisted grammar and writing practice with lab assistance. ESL 312 is a high-intermediate writing course for non-native speakers of English three levels below English 001A.

ESL-313 - Introduction to College Reading Units: 3

Students will acquire reading and vocabulary skills at a intermediate-high level of English proficiency. They will read and respond to introductory college-level texts, develop literal and critical comprehension, and expand vocabulary for academic purposes. Concurrent enrollment in (ESL 312 or ESL 314 or ESL 317) and ESL 203 is strongly recommended.

ESL-314 – Intermediate-High Listening and Speaking Skills Units: 3

Students refine listening comprehension and speaking skills in academic, vocational, and social contexts at the intermediate-high level. Students will participate in class activities and use multimedia materials focused on improving aural comprehension, oral communication, and

clear pronunciation in a variety of contexts. Concurrent enrollment in (ESL 312 or ESL 313 or ESL 316 or ESL 317) and ESL 204 is strongly recommended

ESL-316 - Grammar for Writers 1 Units: 3

ESL 316 is an intensive grammar course for ESL writers at the intermediate-high level of language proficiency. Students study a wide range of grammatical and syntactical structures in meaningful contexts. Students will acquire skills in the use of grammar structures including verb phrases, noun phrases, modification structures, and various sentence structures, to express meaning appropriately and accurately in oral and written discourse. Concurrent enrollment in (ESL 312 or ESL 313 or ESL 314 or ESL 317) and ESL 206 is strongly recommended.

ESL-317 – English pronunciation 3 Units: 3

Students develop native-like speech in American English. They utilize the International Phonetic Alphabet to distinguish the sounds of English and produce natural-sounding speech in connected discourse. They learn different intonation, stress, and pitch patterns to change sentence focus and to signal middle and end of sentences. They use contractions and reductions and assimilate sounds to produce natural speech. Multimedia and online resources supplement the course.

ESL-302 – Introduction to College Reading and Writing Units: 6

Students will focus on development of multi-paragraph essays that have a clearly stated thesis that controls the logical development of ideas and demonstrates a high level of fluency and accuracy in sentence grammar and word choice. Students will study readings that demonstrate the ways writers organize and express ideas in different genres and for a variety of rhetorical purposes. Reading materials will include articles, essays, and short literary works highlighting current issues and topics of interest across cultures. Concurrent enrollment in ESL 302L is required for computer-

assisted and instructor-guided practice. This course is designed for nonnative speakers of English two levels below English 1A.

ESL-091 - College Reading and Writing 2

Units: 6

Students will write a variety of advanced ESL level texts that exhibit depth, relevance, and complexity in idea development. Texts will include a mini-research paper and a technical report. Students will also apply literal, inferential, interpretive reading, and critical thinking skills, likewise, enhance skills in vocabulary comprehension and acquisition at the advanced level of language learning. Reading materials highlighting current issues and topics of interest across cultures will include articles, essays, a technical report, and literary works. This course is designed for non-native speakers of English one level below English 1A.

ESL-312L – ESL Skills Development Lab

Units: 0.5

This laboratory course is required learning assistance for students enrolled in ESL 312. Students will receive individualized instructional support and use educational software that expands students' experience with writing short essays that demonstrate logical development of a thesis and grammatical and lexical proficiency at an intermediate-high proficiency level.

ESL-322L - ESL Skills Development Lab

Units: 0.5

This laboratory course is required learning assistance for students enrolled in ESL 322. Students will receive individualized instructional support and use educational software that expands the students' experience with paragraphing and sentence grammar.

Information for ESL Students

LOCATION: The ESL multimedia Lab is located in the Cesar Chavez Library Building L-120 (First Floor)

LAB HOURS:

Monday-Thursday 9:00am – 7:00pm

Friday 8:30am – 1:30pm

CONTACT: 1-408-298-2181 ext. 3852

WEBSITE: www.ESLstation.net

Anytime in ESL Lab (L-120) Individualized ESL Support: Take the initiative and sign-up to meet one-on-one with a lab instructor or the instructional assistant on any language skills you would like to improve.

Online Anytime: Breaking News English; News for You (Weekly password available in Lab); The New York Times Learning Network; English Grammar Online; Spelling

Writing Courses teach students how to write sentences, paragraphs, essays, and research papers.

Reading courses teach students the skills and strategies that will help them understand material, read critically, and gain and use new vocabulary.

Listening and speaking courses teach students the skills and strategies that will help them understand spoken English, as well as to converse both formally and informally with others effectively.

Grammar Courses teach students the grammar structure of the English language and the correct use of these grammar structures.

Pronunciation courses teach students the pronunciation of consonant and vowel sounds, stress intonation, and rhythm of the English language.

ESL Lab courses give students access to technology and one-on-one instructional support that will help students improve in their English language proficiencies.

Math courses

One of the math courses below will be recommended for you based on your current learning needs as demonstrated by the assessment process. It's wise to enroll in a math course your first semester – it often takes more than one semester to complete your math requirement.

MATH-311 Units: 3

Students will study the fundamental operations in arithmetic and other math concepts including a basic introduction to algebra. This course is designed to give students the math foundation they need to be successful in an elementary algebra course. Topics include: integers, fractions, decimals, percents, order of operations, unit conversions, algebraic expressions, equations, basic geometric shapes and graphing, and simple applications.

MATH-111 - Elementary Algebra Units: 5

Students will study operations on real numbers and algebraic expressions, linear equations and inequalities, and algebraic methods for solving application problems. They will also study systems of linear equations, laws of exponents, operations on polynomials, solving quadratic equations by factoring, and operations on rational expressions and rational equations.

MATH-013 - Intermediate Algebra Units: 5

Students will review elementary algebra topics and further their skills in solving absolute value in equations and inequalities, quadratic functions and complex numbers, radicals and rational exponents, exponential and

logarithmic functions, inverse functions, and sequences and series. This course continues the Algebra sequence and is a prerequisite to transfer level math courses.

MATH-014 – Geometry Units: 3

Students will study logical proofs, simple constructions, and numerical calculations. The course involves the study of plane geometric figures and relationships.

Transfer-Level Math courses

Consult your counselor for appropriate course(s) Requirement vary according to major and transfer institutions.

Math 021 Precalculus Algebra

Math 022 Trigonometry

Math 025 – Precalculus Algebra and
Trigonometry

Math 051 – Mathematics for General Ed

Math 052 – Mathematics for Elementary Ed

Math 061 – Finite Mathematics

Math 062 – Calculus for Business and Social
Sciences

Math 063 – Elementary Statistics

Math 065 –Integrated Statistics II

What is STEM Core?

STEM Core is a 1-year program that prepares students for careers in Science, Technology, Engineering, and Math (STEM) through accelerated math and technical skill courses. The objective is to encourage student's awareness and interest in STEM-related careers, develop awareness of how to access college resources, and develop and apply study strategies based on learning styles. To be eligible for STEM Core, a student must have successfully completed Math 111. There are many benefits to the program which include, paid summer internships, field trips to tech companies in the Bay Area, extra tutoring, and guaranteed registration for STEM courses. To find out more, visit the math department – S101

Associate Degrees and General Education

All students who are pursuing an Associate Degree will need to complete general education requirements and courses specifically required for the major.

	Associate of Science Degree	Associate of Arts Degree
Minimum General Education Units (GE) Units	24	39
Major Requirements/Elective Units	18-36	18-21
Additional Graduation Requirements (courses)	1 Physical Activity 1 Cultural Pluralism/Ethnic Studies	1 Physical Activity 1 cultural Pluralism/Ethnic Studies
Minimum Total Units	60	60

San Jose City College also offers AA-T and AS-T degrees (Associate for Transfer) for some majors. Associate of Transfer may guarantee your admission with junior standing to the California State University System.

Completing a degree will require that you complete courses in the major as well as general educational requirements. General Educational course requirements will be determined based on the major you are pursuing, and if you are planning on transferring to a university.

Your counselor can assist you with selecting the correct General Education Plan to follow.

- Associate in Science General Education (GE) Pattern
- Associate in Arts General Education (GE) Pattern
- California State University General Education (GE) Breadth Requirements
- Intersegmental General Education Transfer Curriculum (IGETC).

A list of the general education requirement can be found on the following pages.

Transferring to a University.

San Jose City College offers courses that fulfill lower-division general education and major requirements for most transfer majors. You can complete your lower-division coursework at SJCC, and then transfer as a junior to a four-year college or university.

The Career/Transfer Center offers a variety of services and resources to help you transfer to the four-year institution of your choice.

Answers are available to all your transfer questions!

Career/Transfer Center Resources

- College catalogs and directories
- Reference books on higher education
- Internet access for college transfer information
- Computerized college information on California Career Café, California Career Zone, Career Cruising, Eureka, O'Net
- Transfer major advising guides
- CSU and UC admission applications
- College video library
- Guides to help you choose the right school for you
- Guides on financial aid and scholarships

Career/Transfer Center Services

- Walk-in transfer information and assistance
- Workshops on the application process
- Application filing assistance
- An opportunity to meet with representatives from 4-year colleges and universities
- Transfer Admission Guarantees
- Annual College Transfer Day
- HBCU Caravan
- HUCU College Tours
- SoCal College Tours
- Workshops on scholarships and financial aid
- Friendly and knowledgeable staff

Special Transfer Programs

• *TAG (Transfer Admission Guarantee)*
 Guaranteed admission to a specific major as a junior if you complete specified requirements at SJCC. TAG's are currently available with UC Davis, UC Irvine, UC Merced, UC Riverside, UC Santa Barbara, UC Santa Cruz, Golden Gate University, National University, Notre Dame de Namur University, University of the Pacific. Please note: Students may only apply for (1) UC Tag

Whether you know exactly where you want to transfer, or are just thinking about transferring, the Career/Transfer Center is the place to go!

<http://www.sjcc.edu/current-students/on-campus-resources/career-transfer-center>

Job Placement Center

Are you looking for a job? The Job Placement Center provides a wide range of services to San Jose City College students and alumni to assist with securing employment.

The Job Placement Center offers:

- Computers/internet access for job search
- Resume development workshops
- Interview preparation workshops
- Online student job board
- Online resume builder tool
- Weekly local employer recruitment on campus
- Campus wide Job Fair

San Jose City College is proud to offer students and alumni an online Student Job Board powered by College Central Network. This service will allow students to search for local employment, internships, and volunteer positions from employers interested in hiring SJCC students and alumni. Additionally, students can access Career Readiness tools such as the online Resume Builder, a Career Portfolio tool, Career Advice articles and blogs to assist you in your professional development.

As a student of San Jose City College, you have been pre-registered for this service at no cost to you. Drop by the Career/Transfer Center for more information. 2nd Floor of the Student Center Building, Room 216

SAN JOSE CITY COLLEGE NEW STUDENT ORIENTATION HANDBOOK

2017-2018		Associate in Arts (AA) General Education (GE) Pattern		San José City College			
<i>Courses listed in more than one area can only be used in one area.</i>							
USE THE BOXES ON THE RIGHT TO RECORD YOUR PROGRESS: N= NEED IP= IN PROGRESS C= COMPLETED				N	IP	C	
AREA A: ENGLISH LANGUAGE COMMUNICATION AND CRITICAL THINKING							
Select 1 course from EACH area below ("C" grade or better in each course); total 9 units required.							
A1: Oral Communication (3 units)		COMS 010, 020, 040 or 045					
A2: Written Communication (3 units)		ENGL 001A					
A3: Critical Thinking (3 units)		COMS 040; ENGL 001C; PHIL 060					
AREA B: SCIENTIFIC INQUIRY AND QUANTITATIVE REASONING							
1 course each from areas B1, B2, B3 and B4. Area B3 may be satisfied with a B1 or B2 lab course. Lab courses are <u>underlined</u> . At least 3 courses ("C" grade or better in area B4); 9 units required <i>* Course fulfills lab requirement as long as companion course in area B1 is completed prior to or concurrently with lab course.</i>							
B1: PHYSICAL SCIENCE *ASTRO 010; CHEM <u>001A</u> , <u>001B, 010, 012A, 012B, 015, 032A, 032B</u> , 061, 065; ENVIR <u>010</u> ; GEOG 010; *GEO 010, *015; METEO 010; OCEAN 010; PHYS <u>002A, 002B, 004A, 004B, 004C</u>		B2: LIFE SCIENCE BIOL <u>004A, 004B, 020, 021</u> , 061, 063, <u>064, 066, 071, 072, 074</u> ; ENVIR <u>010</u> ; PSYCH 031		B3: LABORATORY ACTIVITY *ASTRO <u>010L</u> ; BIOL <u>004A, 004B, 020, 021, 064, 071, 072, 074</u> ; CHEM <u>001A, 001B, 010, 012A, 012B, 015, 032A, 032B</u> ; ENVIR <u>010</u> ; *GEO <u>010L, 015L</u> ; PHYS <u>002A, 002B, 004A, 004B, 004C</u>		B4: MATHEMATICAL/ QUANTITATIVE REASONING BUS 060; MATH 021, 022, 025, 051, 052, 061, 062, 063, 065, 070, 071, 072, 073, 078, 079	
AREA C: ARTS AND HUMANITIES: Select 3 courses from below; 1 course from C1, 1 course from C2 and a 3 rd course from C1 or C2; 9 units required.							
C1: ARTS ART 090, 091, 092, 096; DANCE 002; HUMNT 001; MUSIC 083, 091, 095, 099; THEAT 002, 020, 040			C2: HUMANITIES ARABC 001A, 001B; CHIN 001A, 001B; ENGL 001B, 010, <u>033</u> , 065, 071A, 071B, 073, 079, <u>080, 081</u> , 084A, 084B, 086A, 086B; ETH <u>020, 030, 037A, 037B</u> ; FREN 001A, 001B, 002A, 002B; GLOBL: <u>007</u> ; HIST 010A, 010B; HUMNT 002, <u>003</u> ; JAPAN 001A, 001B, 002A, 002B; PHIL 010, 011, 012, 014, 051, 065, 070; SL 001A, 001B, 002A, 002B; SPAN 001A, 001B, 002A, 002B, 022A, 022B; THEAT 015; VIET 001A, 001B				
AREA D: SOCIAL SCIENCES: Select 3 courses from below; from at least 2 disciplines. Minimum 9 units required.							
ADMINISTRATION OF JUSTICE AJ 010, 011, 013, 014, 016, 019, 111, 116 ANTHROPOLOGY AND ARCHAEOLOGY ANTH 062, <u>063</u> COMMUNICATION STUDIES COMS <u>035</u> COMPUTER INFORMATION SYSTEMS CIS 041 EARLY CHILDHOOD EDUCATION ECE 107 ECONOMICS ECON 010A, 010B ENGLISH ENGL <u>033, 080, 081</u>		ETHNIC STUDIES ETH <u>020, 026, 027, 030, 031, 037A, 037B, 041</u> FAMILY AND CONSUMER STUDIES FCS 070 GEOGRAPHY GEOG 010, 011, 012 GLOBAL STUDIES GLOBL 001, 002, <u>007</u> HISTORY HIST 001, <u>009</u> , 010A, 010B, 011A, 011B, 017A, 017B, <u>021, 024</u> HUMANITIES HUMNT <u>003</u>		JOURNALISM JOURN 021 KINESIOLOGY KIN <u>010</u> LABOR STUDIES LABOR 015 POLITICAL SCIENCE POLSC 001, 002, 004, 005 PSYCHOLOGY PSYCH 010, 012, 020, 022, 031, <u>035</u> , 060, 092, 099, 100 SIGN LANGUAGE SL <u>015</u> SOCIOLOGY SOC 010, 011			
US1, US2 and US3: AMERICAN INSTITUTIONS REQUIREMENT (formerly AREA F) Complete 1 of the options below. These courses may also be used to satisfy 6 units of the AREA D requirement.							
OPTION 1: HIST 017A and HIST 017B OPTION 2: HIST-001 and POLSC-001		OPTION 3: ETH-037A and ETH-037B OPTION 4: HIST-009 and POLSC-001		OPTION 5: HIST-021 and POLSC-001 OPTION 6: HIST-024 and POLSC-001			
AREA E: LIFELONG LEARNING AND SELF-DEVELOPMENT							
Select one 3 unit course from Area E1. Also, one unit from Area E2 used in combination with Area E1 meets the requirement. Veterans with DD214 honorable discharge receive waiver for AREA E and 3 units toward CSU transfer. Minimum 3 units							
AREA E1 : ECE 108; FCS 019, 070; GUIDE 096, 130; HED 011; KIN 005, <u>010</u> , 095; PSYCH 020, <u>035</u> , 060, 092, 100							
AREA E2: Activity Courses: DANCE 010, 011, 011B, 011C, 013A, 013B, 013C, 014A, 014B, 014C, 014D, 014E, 014F, 020, 021, 021B, 023B, 023C, 030, 032, 034A, 034B, 034C, 040B, 040C, 050, 051, 051B, 064, 065, 066, 067; KINA 011, 057; KINPE 008, 008B, 009, 012, 013, 019, 023, 030, 038, 039, 040, 041, 043, 044, 048, 052, 053, 055, 056, 056B, 059; APE 030E, 053E, 056E							
TOTAL MINIMUM GE for AA degree: 39 UNITS							
ADDITIONAL GRADUATION REQUIREMENTS							
American Institutions: Complete one of options as listed above to meet US1, US2 and US3 American Institutions requirement.							
Cultural Pluralism/Ethnic Studies: Complete by taking an underlined course in either Area C or D or E1; 0-3 units required							
Physical Activity: Should be completed by completing a course in Area E2; 1 unit required							
Major: See Major Sheet							
Residence: Minimum of 12 A.A. applicable units at SJCC							
GPA: Minimum cumulative 2.0 GPA from all colleges attended							
TOTAL MINIMUM A.A. DEGREE APPLICABLE UNITS REQUIRED: 60 UNITS							

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2017-2018		Associate in Science (AS) General Education (GE) Pattern	San José City College						
<i>Courses listed in more than one area can only be used in one area.</i>									
USE THE BOXES ON THE RIGHT TO RECORD YOUR PROGRESS: N= NEED IP= IN PROGRESS C= COMPLETED					N	IP	C		
AREA A: ENGLISH LANGUAGE COMMUNICATION AND CRITICAL THINKING									
Select 1 course from EACH area below ("C" grade or better in each course); total 6 units required.									
A1: Oral Communication (3 units)		COMS 010, 020, 040 or 045							
A2: Written Communication (3 units)		ENGL 001A							
AREA B: PHYSICAL or BIOLOGICAL SCIENCE WITH LABORATORY									
1 course; minimum 3 units required									
SCIENCE WITH LAB:									
ASTRO 010 & 10L; BIOL 004A, 004B, 020, 021, 064, 071, 072; 074; CHEM 001A, 001B, 010, 012A, 012B, 015, 032A, 032B, ENVIR 010; GEOL 010 & 10L, GEOL 015 & 015L; PHYS 002A, 002B, 004A, 004B, 004C (ASTRO 010L meets the lab requirement only if ASTRO 010 is successfully completed previously or concurrently) (GEOL 010L meets the lab requirement only if GEOL 010 is successfully completed previously or concurrently)									
COSMETOLOGY MAJOR ONLY: COS 010A, 010B, 105A, 105B DENTAL ASSISTANT MAJOR ONLY: DENT 151 MEDICAL ASSISTING MAJOR ONLY: MA 004									
AREA C: ARTS AND HUMANITIES: Select 2 courses from below; at least 1 course from C1 and 1 course from C2. total 6 units required									
C1: ARTS		C2: HUMANITIES							
ART 090, 091, 092, 096; DANCE 002; HUMNT 001; MUSIC 083, 091, 095, 099; THEAT 002, 020, 040		ARABC 001A, 001B; CHIN 001A, 001B; ENGL 001B, 010, <u>033</u> , 065, 071A, 071B, 073, 079, <u>080</u> , <u>081</u> , 084A, 084B, 086A, 086B; ETH <u>020</u> , <u>030</u> , <u>037A</u> , <u>037B</u> ; FREN 001A, 001B, 002A, 002B; <u>GLOBL 007</u> ; HIST 010A, 010B; HUMNT 002, <u>003</u> ; JAPAN 001A, 001B, 002A, 002B; PHIL 010, 011, 012, 014, 051, 065, 070; SL 001A, 001B, 002A, 002B; SPAN 001A, 001B, 002A, 002B, 022A, 022B; THEAT 015; VIET 001A, 001B							
AREA D: SOCIAL SCIENCES: Select an OPTION below. Minimum 6 units									
OPTION 1: HIST 017A and HIST 017B		OPTION 3: ETH-037A and ETH-037B		OPTION 5: HIST-021 and POLSC-001					
OPTION 2: HIST-001 and POLSC-001		OPTION 4: HIST-009 and POLSC-001		OPTION 6: HIST-024 and POLSC-001					
AREA E: LIFELONG LEARNING AND SELF-DEVELOPMENT									
Select one 3 unit course from below <i>Veterans with DD214 honorable discharge may be able to receive a waiver for AREA E. Minimum 3 units</i>									
AREA I : ECE 108; FCS 019, 070; GUIDE 096, 130; HED 011; KIN 005, <u>010</u> , 095; PSYCH 020, <u>035</u> , 060, 092, 100									
TOTAL MINIMUM GE for AS degree: 24 UNITS									

ADDITIONAL GRADUATION REQUIREMENTS					
American Institutions					
Complete one of the options listed under AREA D to meet the US1, US2 and US3 American Institutions Requirement.					
See options in AREA D					
Cultural Pluralism/Ethnic Studies					
Select 1 course from below, if a course underlined in areas C or E has not already been taken. 0-3 units required					
ANTH 063; COMS 035; ENGL 033, 080, 081; ETH 020, 026, 027, 030, 031, 037A, 037B, 041; <u>GLOBL 007</u> ; HIST 009, 021, 024; HUMNT 003, KIN 010; PSYCH 035; SL 015					
Physical Activity					
Select 1 course from below. <i>Veterans with DD214 honorable discharge may be able to receive waiver for this area; 1 unit required</i>					
DANCE 010, 011, 011B, 011C, 013A, 013B, 013C, 014A, 014B, 014C, 014D, 014E, 014F, 020, 021, 021B, 023B, 023C, 030, 032, 034A, 034B, 034C, 040B, 040C, 050, 051, 051B, 064, 065, 066, 067; KINA 011, 057; KINPE 008, 008B, 009, 012, 013, 019, 023, 030, 038, 039, 040, 041, 043, 044, 048, 052, 053, 055, 056, 056B, 059; APE 030E, 053E, 056E					
Math Competency					
1 course from below or other qualifying method as listed below; 0-5 units					
Math 013, MATH-013A and 013B, or 014 with a "C" or better grade, OR equivalent math course, OR higher level math course, OR qualifying test score					
Major coursework: See Major Sheet					
Residence: Minimum of 12 A.S. applicable units at SJCC					
GPA: Minimum cumulative 2.0 GPA from all colleges attended					
TOTAL MINIMUM A.S. DEGREE APPLICABLE UNITS REQUIRED: 60 UNITS					

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2017-2018 California State University General Education (GE) Breadth Requirements		San José City College			
<i>Courses listed in more than one area can only be used in one area.</i>					
USE THE BOXES ON THE RIGHT TO RECORD YOUR PROGRESS: N= NEED IP= IN PROGRESS C= COMPLETED			N	IP	C
AREA A: ENGLISH LANGUAGE COMMUNICATION AND CRITICAL THINKING					
Select 1 course from EACH area below ("C" grade or better in each course); total 9 units required					
A1: Oral Communication (3 units)		COMS 010, 020, 040 or 045			
A2: Written Communication (3 units)		ENGL 001A			
A3: Critical Thinking (3 units)		COMS 040; ENGL 001C; PHIL 060			
AREA B: SCIENTIFIC INQUIRY AND QUANTITATIVE REASONING					
1 course each from areas B1, B2, B3 and B4. Area B3 may be satisfied with a B1 or B2 lab course. Lab courses are <u>underlined</u> . At least 3 courses ("C" grade or better in area B4); total 9 units required					
<i>* Course fulfills lab requirement as long as companion course in area B1 is completed prior to or concurrently with lab course.</i>					
B1: PHYSICAL SCIENCE		B2: LIFE SCIENCE		B3: LABORATORY ACTIVITY	
*ASTRO 010; CHEM <u>001A</u> , <u>001B</u> , <u>010</u> , <u>012A</u> , <u>012B</u> , <u>015</u> , <u>032A</u> , <u>032B</u> , 061, 065; ENVIR <u>010</u> ; GEOG 010; GEOL *010, *015; METEO 010; OCEAN 010; PHYS <u>002A</u> , <u>002B</u> , <u>004A</u> , <u>004B</u> , <u>004C</u>		BIOL <u>004A</u> , <u>004B</u> , <u>020</u> , <u>021</u> , 061, 063, <u>064</u> , 066, <u>071</u> , <u>072</u> ; <u>074</u> ; ENVIR <u>010</u> ; PSYCH 031		*ASTRO <u>010L</u> ; BIOL <u>004A</u> , <u>004B</u> , <u>020</u> , <u>021</u> , <u>064</u> , <u>071</u> , <u>072</u> , <u>074</u> ; CHEM <u>001A</u> , <u>001B</u> , <u>010</u> , <u>012A</u> , <u>012B</u> , <u>015</u> , <u>032A</u> , <u>032B</u> ; ENVIR <u>010</u> ; GEOL * <u>010L</u> , * <u>015L</u> ; PHYS <u>002A</u> , 002B, <u>004A</u> , <u>004B</u> , <u>004C</u>	
				B4: MATHEMATICAL/ QUANTITATIVE REASONING	
				BUS 060; MATH 021, 022, 025, 051, 052, 061, 062, 063, 065, 070, 071, 072, 073, 078, 079	
AREA C: ARTS AND HUMANITIES					
Select 3 courses from below; at least 1 course from C1, 1 course from C2 and a 3 rd course from C1 or C2; total 9 units required					
C1: ARTS		C2: HUMANITIES			
ART 090, 091, 092, 096; DANCE 002; HUMNT 001; MUSIC 083, 091, 095, 099; THEAT 002, 020, 040		ARABC 001A, 001B; CHIN 001A, 001B; ENGL 001B, 010, 033, 065, 071A, 071B, 073, 079, 080, 081, 084A, 084B, 086A, 086B; ETH 020, 030, 037A, 037B; FREN 001A, 001B, 002A, 002B; GLOBL 007; HIST 010A, 010B, 011B; HUMNT 002, 003; JAPAN 001A, 001B, 002A, 002B; PHIL 010, 011, 012, 014, 051, 065, 070; SL 001A, 001B, 002A, 002B; SPAN 001A, 001B, 002A, 002B, 022A, 022B; THEAT 015; VIET 001A, 001B			
AREA D: SOCIAL SCIENCES					
Select 3 courses from below; minimum 9 units ; from at least 2 disciplines					
ADMINISTRATION OF JUSTICE AJ 010, 011, 013, 014, 016, 019, 111, 116		ETHNIC STUDIES ETH 020, 026, 027, 030, 031, 037A, 037B, 041		JOURNALISM JOURN 021	
ANTHROPOLOGY AND ARCHAEOLOGY ANTH 062, 063		FAMILY AND CONSUMER STUDIES FCS 070		KINESIOLOGY KIN 010	
COMMUNICATION STUDIES COMS 035		GEOGRAPHY GEOG 010, 011, 012		LABOR STUDIES LABOR 015	
COMPUTER INFORMATION SYSTEMS CIS 041		GLOBAL STUDIES GLOBL 001, 002, 007		POLITICAL SCIENCE POLSC 001, 002, 004, 005	
EARLY CHILDHOOD EDUCATION ECE 107		HISTORY HIST 001, 009, 010A, 010B, 011A, 011B, 017A, 017B, 021, 024		PSYCHOLOGY PSYCH 010, 012, 020, 022, 031, 035, 060, 092, 099, 100	
ECONOMICS ECON 010A, 010B		HUMANITIES HUMNT 003		SIGN LANGUAGE SL 015	
ENGLISH ENGL 033, 080, 081				SOCIOLOGY SOC 010, 011	
US1, US2 and US3: AMERICAN INSTITUTIONS REQUIREMENT (formerly AREA F)					
Complete 1 of the options below. These courses may also be used to satisfy 6 units of the AREA D requirement.					
OPTION 1: HIST 017A and HIST 017B		OPTION 3: ETH-037A and ETH-037B		OPTION 5: HIST-021 and POLSC-001	
OPTION 2: HIST-001 and POLSC-001		OPTION 4: HIST-009 and POLSC-001		OPTION 6: HIST-024 and POLSC-001	
AREA E: LIFELONG LEARNING AND SELF-DEVELOPMENT					
Select one 3 unit course from Area E1. Also, one unit from Area E2 used in combination with Area E1 meets the requirement. <i>Veterans with DD214 honorable discharge receive waiver for AREA E and 3 units toward CSU transfer; Minimum 3 units</i>					
AREA E1 : ECE 108; FCS 019, 070; GUIDE 096, 130; HED 011; KIN 005, 010, 095; PSYCH 020, 035, 060, 092, 100					
AREA E2: Activity Courses; DANCE 010, 011, 011B, 011C, 013A, 013B, 013C, 014A, 014B, 014C, 014D, 014E, 014F, 020, 021, 021B, 023B, 023C, 030, 032, 034A, 034B, 034C, 040B, 040C, 050, 051, 051B, 064, 065, 066, 067; KINA 011, 057; KINPE 008, 008B, 009, 012, 013, 019, 023, 030, 038, 039, 040, 041, 043, 044, 048, 052, 053, 055, 056, 056B, 059; APE 030E, 053E, 056E					

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2017-2018 Intersegmental General Education Transfer Curriculum (IGETC-GE) Breadth Requirements San José City College			
<i>Courses listed in more than one area can only be used in one area.</i>			
MAY BE USED FOR GENERAL EDUCATION CERTIFICATION FOR THE UNIVERSITY OF CALIFORNIA AND/OR THE CALIFORNIA STATE UNIVERSITY A GRADE OF 'C' OR BETTER IS REQUIRED IN EACH COURSE			
USE THE BOXES ON THE RIGHT TO RECORD YOUR PROGRESS: N= NEED IP= IN PROGRESS C= COMPLETED			
N	IP	C	
AREA 1: English Communication			
CSU: Select 3 courses; total 9 units required; select 1 from each group below			
UC: Select 2 courses; total 6 units required; select 1 from Group A and 1 from Group B			
1A: English Composition (3 units)	ENGL 001A		
1B: Critical Thinking (3 units)	ENGL 001C		
1C: Oral Communication – CSU only (3 units)	COMS 010, 020, or 040		
AREA 2: MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING: Select 1 course from below; minimum 3 units required			
2A: BUS 060; MATH 021, 025, 061, 062, 063, 065, 071, 072, 073, 078, 079			
AREA 3: ARTS AND HUMANITIES:			
Select 3 courses from below; minimum 9 units; at least 1 course from ARTS, 1 course from HUMANITIES and a 3 rd course from either			
3A: ARTS	3B: HUMANITIES		
ART 090, 091, 092, 096; DANCE 002; HUMNT 001; MUSIC 083, 091, 095; THEAT 020, 040	ENGL 001B, 010, 033, 065, 073, 080, 081, 084A, 084B, 086A, 086B; ETH 020, 030; FREN 001B, 002A, 002B; HIST 010A, 010B; HUMNT 002, 003; JAPAN 002A, 002B; PHIL 010, 011, 012, 014, 51, 065, 070; SL 001B, 002A, 002B; SPAN 002A, 002B; THEAT 015		
AREA 4: SOCIAL AND BEHAVIORAL SCIENCES: Select 3 courses from below; minimum 9 units; from at least 2 disciplines			
ADMINISTRATION OF JUSTICE AJ 010, 016, 019, 116	ETHNIC STUDIES ETH 020, 026, 027, 030, 031, 037A, 037B, 041	JOURNALISM JOURN 021	
ANTHROPOLOGY AND ARCHAEOLOGY ANTH 062, 063	FAMILY AND CONSUMER STUDIES FCS 070	KINESIOLOGY KIN 010	
COMMUNICATION STUDIES COMS 035	GEOGRAPHY GEOG 011, 012	POLITICAL SCIENCE POLSC 001, 002, 004	
EARLY CHILDHOOD EDUCATION ECE 107	GLOBAL STUDIES GLOBL 001, 002	PSYCHOLOGY PSYCH 010, 012, 022, 031, 035, 60, 092, 099, 100	
ECONOMICS ECON 010A, 010B	HISTORY HIST 001, 009, 010A, 010B, 011A, 011B, 017A, 017B, 021, 024	SIGN LANGUAGE SL 015	
ENGLISH ENGL 080, 081	HUMANITIES HUMNT 003	SOCIOLOGY SOC 010, 011	
AMERICAN INSTITUTIONS REQUIREMENT - CSU GRADUATION REQUIREMENT ONLY -			
Complete 1 of the options below. These courses may also be used to satisfy 6 units of the IGETC Area 4 requirement.			
OPTION 1: HIST 017A and HIST 017B	OPTION 3: ETH-037A and ETH-037B	OPTION 5: HIST-021 and POLSC-001	
OPTION 2: HIST-001 and POLSC-001	OPTION 4: HIST-009 and POLSC-001	OPTION 6: HIST-024 and POLSC-001	
AREA 5: PHYSICAL SCIENCE AND BIOLOGICAL SCIENCE (7-9 units)			
Select 1 Physical Science and 1 Biological Science course from below. 1 course <u>must</u> include a laboratory. Courses in BOLD contain a laboratory			
*Course fulfills lab requirement as long as companion course in area 5A AND 5C is completed prior to or concurrently with lab course.			
5A: PHYSICAL SCIENCE ASTRO 010*; CHEM 001A, 001B, 010, 015, 065, 032A, 032B, 061; ENVIR 010; GEOG 010; GEOL 010*, 015*; METEO 010; OCEAN 010; PHYS 002A, 002B, 004A, 004B, 004C	5B: BIOLOGICAL SCIENCE BIOL 004A, 004B, 020, 021, 061, 063, 064, 066, 071, 072, 074; ENVIR 010; OCEAN 010; PSYCH 031	5C. Lab Sciences: ASTRO 010L*; BIOL 004A, 004B 020, 021, 064, 071, 072, 074; CHEM 001A, 001B, 010, 015, 032A, 032B; ENVIR 010; GEOL 010L*, 015L*; PHYS 002A, 002B, 004A, 004B, 004C	
AREA 6: LANGUAGES OTHER THAN ENGLISH – UC REQUIREMENT ONLY –			
Proficiency in a language other than English may be met in one of the ways listed below:			
<ol style="list-style-type: none"> Complete one of the following courses with a grade of "C" or better: ARABC 001A, ARABC 001B; CHIN 001A, 001B; FREN 001A, 001B, 002A, 002B; JAPAN 001A, 001B; 002A, 002B, SL 001A, 001B, 002A, 002B; SPAN 001A, 001B, 002A, 002B, 022A, 022B; VIET 001A, 001B Complete two years of high school coursework in one language other than English with a grade of C or better in each course. Appropriate scores on the SAT II, AP, IB, "O" level or "A" level exams may also satisfy AREA 6A. See a counselor for specific tests and appropriate scores. Complete, with grades of "C" or better, two years of formal schooling at the sixth-grade level or higher in an institution where the language of instruction is not English. Have competency verified by a faculty member associated with a California community college. Such verification requires that the college provide a document on letterhead asserting that the student's proficiency in the language is equivalent to two years of high school study. 			

Student and Academic Support Services

Admissions & Records

<http://www.sjcc.edu/future-students/admissions>

408-288-3700

1st floor of the Student Center

The Admissions and Records Office provides service to students regarding admission, registration, records, evaluation of transcripts, course adds and drops, and graduation. This office also provides assistance to veterans and international students.

ALMASS

<http://www.sjcc.edu/current-students/support-programs/almass>

408-288-3168

2nd Floor of the Student Center

The **ALMASS (Advocacy for Latin@ Migrant Access and Student Services)** is the voice of the AB540/DACA students at SJCC. The mission of the program is to provide access, built on the foundation of educational equity, social justice and opportunities for eligible students. The ALMASS program aims to empower AB540/DACA students, their families and college community in being informed leaders.

Assessment Center

<http://www.sjcc.edu/future-students/assessment-center>

408-288-3170

2nd floor of the Student Center SC-203

The Assessment Center offers an English and math assessment process, required for all students who plan to earn an associate degree or certificate, to transfer to a four-year college, or to enroll in certain English and math courses. The assessment process is taken on a computer and is available by appointment during scheduled testing hours.

Associated Student Government (ASG)

<http://www.sjcc.edu/current-students/student-life/associated-student-government>

1st floor of the Student Center SC 115

SJCC is **your** College and the Associated Student Government (ASG) organization is your representative voice on issues affecting the entire student body at SJCC. Elected students serve on campus and district committees, working closely with staff, faculty, and administrators on decisions for the College. ASG also advocates for students on

regional and statewide levels on issues ranging from financial aid to academic policy. ASG enriches the student experience by supporting student organizations and producing campus-wide activities, events, and programs.

Athletics

<http://www.sjcc.edu/athletics>

1st floor Library, L-114; 408-288-3730

Intercollegiate competition is offered in a number of sports for men and women. These include men's football and golf, women's softball and volleyball, and men's and women's basketball, track and field, and cross-country.

Bookstore

<http://www.sjcc.edu/current-students/on-campus-resources/bookstore>

408-288-3737

The SJCC Bookstore offers textbooks, school supplies, and other learning materials at competitive prices. **NEW:** Rental textbooks are now available!

To purchase or rent your textbooks, check your course print-out against the book list posted at the bookstore or check our website for books required by your instructor. During the first two weeks of the semester, the bookstore will give textbook refunds due to schedule changes provided that the original cash register receipt is presented with textbooks. Textbooks and course materials must be in new condition, wrapped and complete with all components. The bookstore accepts cash or credit card. Visit the bookstore website to check for current hours.

CARE

<http://www.sjcc.edu/current-students/support-programs/care>

408-288-3788

2nd Floor of the Student Center

Cooperative Agencies Resources for Education (CARE) is an additional program that further serves EOP&S students who fulfill the CARE criteria. The CARE program also provides services beyond those offered through EOPS.

CalWorks

<http://www.sjcc.edu/current-students/support-programs/calworks>

408-298-2181 ext. 3568

2nd floor of the Student Center SC216 & 217

CalWORKs (California Work Opportunities and Responsibilities to Kids) provides services to parents receiving TANF (Temporary Assistance for Needy Families) in conjunction with the County of Santa Clara. The CalWORKs program provides students receiving TANF an opportunity to obtain an education and earn a vocational certificate or degree in a variety of demand occupation fields that can lead to self-sufficiency.

C.A.R.R.

<http://www.sjcc.edu/future-students/support-programs/carr-program>

1st floor Library, L-106

This program was designed to address the academic needs of the student population that are served here at San Jose City College. The academic progress of each student-athlete is carefully monitored by the C.A.R.R. Program, with the goal of assisting students in remaining eligible, as well as keeping them on track with their two year Student Educational Plan.

Counseling Services

<http://www.sjcc.edu/current-students/on-campus-resources/counseling>

408-288-3750

2nd floor of the Student Center SC-200

The SJCC Counseling Department is committed to providing the highest quality counseling services to every student in need of information, guidance, and support. With this in mind, counseling faculty can assist students in both academic and career planning. The department highly recommends that all students complete an abbreviated educational plan during their first counseling appointment and have that plan updated every semester.

The Counseling Department also provides courses, taught by counseling faculty. Guidance courses may meet general education requirements; ask your counselor which course will be right for you and include it in your educational plan.

Disabilities Support Program & Services (DSP&S)

<http://www.sjcc.edu/current-students/support-programs/dsp-s>

408-288-3746

TTY: 408-294-3447

1st Floor of the Student Center, SC-106

The DSP&S Office is committed to providing opportunities for students with disabilities to fully participate in all college programs. A variety of services/accommodations are available to students with identified disabilities. Services include: specialized instruction, adaptive equipment, sign language interpreters, note taking, textbooks on tape, testing accommodations, Braille materials, campus liaison, readers, writers, scribes, test-taking, academic counseling and planning, priority registration, enlarged print material, hearing amplification, and assessment for learning disabilities.

EOP&S

<http://www.sjcc.edu/current-students/support-programs/eop-s>

408-288-3788

2nd floor of Student Services SC-201

The Extended Opportunity Program & Services (EOP&S) is funded by the State and assists low-income, educationally disadvantaged members of our community to achieve their educational goals. California Code of Regulations (Title 5), Chapter 2.5 (Sections 56200-56292).

To be eligible for the program and services a student must:

- Be a California Resident
- Be enrolled in at least 12 units
- Have fewer than 70 degree applicable units in any combination of post secondary higher education institutions.
- Meet the income guidelines
- Be educationally disadvantaged

Financial Aid

<http://www.sjcc.edu/current-students/on-campus-resources/financial-aid-and-scholarship>

408-288-3741

1st floor of the Student Center SC-103

The purpose of Financial Aid is to help you meet your educational expenses (tuition and fees, books, supplies, room and board, etc.). To determine your eligibility, SJCC uses your Expected Family Contribution (computed by

completing the FAFSA), your educational expenses (also known as your cost of attendance), and your enrollment status. There are two types of financial aid: gift aid and self-help aid. Gift aid includes: grants, scholarships, and fee waivers. Generally, gift aid does not have to be repaid. Self-help aid includes: loans and work-study. Self-help aid must be earned or repaid.

FYSI

Foster Youth Success Initiative (FYSI)

<http://www.sjcc.edu/current-students/support-programs/fysi>

408-298-2181, ext 3688

1st floor of Student Services

Are you a Foster Youth or Former Foster Youth? SJCC is here to help you!

The California Community Colleges Chancellor's Office (CCCCO) sponsors a concerted effort called the Foster Youth Success Initiative (FYSI) to bring issues affecting foster youth and former foster youth to the forefront and to improve the ability of these youth to access postsecondary education and benefit from the support services that are available but often unknown to them.

Guardian Scholars

<http://www.sjcc.edu/current-students/support-programs/guardian-scholars>

408-298-2181 ext. 3653

2nd floor of Student Services

Across the nation, approximately 400,000 children are temporarily placed in foster care because their families are unable to care for them. Over 60,000 live in California.

Though 70 percent of foster youth express an interest in college, only 50 percent graduate from high school, 20 percent enroll in college, and only 3 percent graduate from college.

In 2014, under Senate Bill 1023 (Liu) the Cooperative Agencies Foster Youth Educational Support Programs (CAFYES) were established as an expansion of the EOPS programs. At San Jose City College (SJCC), the Guardian Scholars Program is dedicated to serving "current and former" foster youth using Student Equity resources to help support students throughout their academic endeavors. The Guardian Scholars program is under the umbrella of the EOP&S program at San Jose City College.

Through the collaboration of the Foster Youth Success Initiative Liaison and the EOPS/Guardian Scholars program, it is the intent to encourage the enrollment, retention, and transfer of "current and former" foster youth at SJCC.

Health Services

<http://www.sjcc.edu/current-students/on-campus-resources/student-health-services>

408-288-3724

1st floor of the Student Center SC-109

SJCC Student Health Services support a healthy learning environment. We provide health and wellness services so our students can be at their best, in and out of the classroom. All of your information is kept confidential and private!

Honors Program

<http://www.sjcc.edu/academics/academic-programs/honors-program>

408-288-3785

The Honors program offers a challenging curriculum designed specifically for the Honor student. The program provides the option of working with a distinguished Faculty member in developing a challenging Honors Contract for a transferable level course. A designated honors status is noted on the college transcript.

INTERNATIONAL STUDENTS

<http://www.sjcc.edu/current-students/on-campus-resources/international-students>

408-288-3751

2nd floor Student Center SC-216

International students from many different countries pursue academic and transfer programs at San Jose City College.

Learning Resource Center

<http://www.sjcc.edu/future-students/on-campus-resources/learning-resources-center>

408-298-2181 ext. 3112

1st floor Library, SC-215

The Learning Resources Center serves as an Open Computer Lab and is open to all registered San Jose City College students.

Library

<http://www.sjcc.edu/current-students/library>

408-288-3775

The San Jose City College Library supports the programs of the College and your learning needs by providing a rich variety of learning resources and

instruction in the principles of information competency.

We can assist you with:

- Finding books, magazines, DVDs, and CDs
- Locating articles in over 70 databases
- Developing a research plan for your papers and projects
- Evaluating websites
- Citation formatting
- ESL Resources
- And more!

METAS

<http://www.sjcc.edu/academics/academic-programs/metas>

408-288-3125

Multi-Disciplinary Building M-104

The Metas Program coordinates instructional and student support services in collaboration with other programs and departments across campus to increase retention, successful course completion, and persistence towards completion of a certificate, associate degrees, or university transfer requirements. The Metas Center is located in the Multi-Disciplinary Building, where students have a welcoming and friendly learning environment. Our services include:

- CAMINOS SUMMER BRIDGE & FIRST YEAR EXPERIENCE
- PEER-LED TEAM LEARNING
- SUPPLEMENTAL INSTRUCTION
- 60-MINUTE MATH TUTORING SESSIONS
- CULTIVAMOS EXCELENCIA RESEARCH SCHOLARS
- PARENT COLLEGE
- ACADEMIC COUNSELING

The SJCC Metas Program was established through a U.S. Department of Education Title V grant and is open to all San Jose City College students. The Developing Hispanic-Serving Institutions (HSI) Program (referred to as Title V: HSI) assists eligible Hispanic-serving institutions of higher education to expand their capacity to serve Hispanic and low-income students.

Police Department

1st floor Student Center, SC-108;

408-288-3735

If you ever have an emergency situation, you should call 911 from any phone. If you are on campus, you may contact the SJCC Police Department.

Puente

<http://www.sjcc.edu/current-students/support-programs/puente>

408-298-2181 ext. 3344

Puente is a nationally recognized, academic program designed to help students adjust to college life and prepare for transfer to a four-year university. The program has three major components: accelerated writing instruction, counseling, and mentoring. We have our own classes, our own counselor, and every semester, we match our students with professionals from the community who can provide them with knowledge and guidance about education, careers, and life. Puente provides its students with a strong academic foundation, which is essential for success at SJCC and at the four-year university that they transfer to.

Puente is co-sponsored by the University of California and the California Community Colleges.

READING & WRITING CENTER

<http://www.sjcc.edu/future-students/on-campus-resources/reading-and-writing-center>

408-288-3761

1st floor Library, LRC-103; 408-288-3761

The Reading and Writing Center (RWC) offers a supportive, friendly, and comfortable environment. Services include:

- Drop-in assistance for reading and writing questions for any SJCC course
- Help with reading and writing from peer tutors
- Resources for improving reading and writing skills, such as dictionaries, handbooks, handouts, and exercises for practice
- Computers connected to the internet for school work (online learning system, writing, and research)
- Workshops on areas of student need, such as sentence structure, practice in timed writing, and research

Tutoring Center

<http://www.sjcc.edu/current-students/on-campus-resources/tutoring-center>

408-298-2181 ext. 3551

1st floor Library, LRC-105;

The Tutoring Center supports SJCC students by providing free one-to-one and group tutoring for many academic subjects offered on campus.

Umoja

<http://www.sjcc.edu/current-students/support-programs/umoja>

408-298-2181 ext. 3293

Umoja is dedicated to enhancing the cultural and educational experiences of African-Americans students and other students as a community while increasing graduation and transfer rates.

We believe that when the voices and histories of students are deliberately and intentionally recognized, the opportunity for self-efficacy emerges

and a foundation is formed for academic success. Umoja actively serves and promotes student success for all students through a curriculum and pedagogy responsive to the legacy of the African Diaspora.

Veterans

<http://www.sjcc.edu/future-students/support-programs/veterans>

408-288-3121

2nd floor of the Student Center, SC-215

The Center provides resource information for Veterans, tutoring, a study area, computer availability, peer support, personal counseling and a place for Veterans to interact with other Veterans. The VRC is the liaison between veterans and their dependents, and the Department of Veteran Affairs.

Success in college

Below and on the following pages are some general and specific tips to help assure that your educational experience at SJCC gets off to a good start, and will be a productive and rewarding one! We hope that you will refer often to these pages.

Take advantage of SJCC's Matriculation Program

New students who participate in assessment, orientation, counseling, and student support services have a much higher success rate in completing their courses and reaching their educational goal than those who don't participate.

Enroll in English and math courses your first semester

Enroll in the English and math courses recommended after assessment. How you do in your other college classes depends on these basic skills. Time spent improving these skills before attempting more difficult classes will get you through college faster and with more success than almost anything else you can do.

Register early

Register as soon as your registration appointment date allows you to, in order to have the best selection of classes. The later you register, the fewer open classes there will be to choose from.

Don't take too heavy a program of study, especially your first semester

It takes at least two hours outside of class for every hour spent in class to complete all necessary work. If you have a job or

family commitments, consider taking a lighter load. If you work, here is a guideline as to how many units to take:

<u>If you work</u>	<u>take no more than</u>
40 hours per week	6 units
30 hours per week	9 units
20 hours per week	12 units
5-15 hours per week	14-16 units

Attend every class, take notes regularly, and complete course assignment on time. Doing just these three things almost guarantees success in a course!

Ask for help before you get into trouble in class

At the first hint of difficulty, ask your instructor or a counselor for help. Take advantage of SJCC's support services, such as tutoring.

Make an appointment to see a counselor at least once semester

See a counselor to make sure you are taking the courses you need to meet your educational goal, to discuss any questions or concerns you may have, and to plan the courses you will take next. Follow up on suggestions.

Characteristics of Successful Students

Research shows that successful students take advantage of a wide variety of learning opportunities. Here are some suggestions:

Be an active learner

- Participate in classroom discussions.
- Summarize major points and information in your textbooks and notes.
- Try to explain the material to another student or to a friend.
- Do additional reading on topics that were discussed in class.
- Try to find flaws in arguments that were made in classroom discussions or assigned readings.

Use the library

- Ask the librarian for suggestions in finding material.
- Run down leads; look for additional references that authors have cited.
- Use bibliographies and indexes to find journal articles and books.
- Compile your own bibliographies for your research papers.

Improve your writing skills

- Use a dictionary or thesaurus to look up proper word meanings.
- Think about grammar, sentence structure, word choice and sequence of ideas as you are writing your papers.
- Write a rough draft of a paper, then revise it before handing it in.
- Ask your instructors for advice on how to improve your writing skills.
- Talk to your instructors about comments they write on your papers.
- Have the tutoring center critique your paper and essays before submission.

Get to know your instructors

- Visit your instructors after class.
- Make appointments to meet with your instructors in their office.
- Discuss ideas for term papers and class projects with your instructors.
- Discuss your career ideas and plans with your instructors.

Take advantage of support services

- Meet regularly with a counselor. Discuss which courses you should take. Follow up on suggestions given.
- Enroll in Guidance Courses.
- Visit the Career/Transfer Center.

Get to know other students

- Make friends with students whose ages, ethnic backgrounds and interests are different from yours.
- Form study groups with other students in your classes.
- Participate in cultural activities
- Attend art exhibits, concerts, lectures, and plays at SJCC and in the community.
- Talk about art, music, theater, and cultural events with other students.
- Read and discuss the opinions of art and drama critics.
- Find a fellow class-mate who can take notes for you if you miss class.

Take care of yourself

- Get plenty of sleep.
- Eat well.
- Exercise regularly.
- Maintain strong relationships.

Good Study Habit Tips

Good study skills are essential to your success as a college student. Here are some suggestions:

Set a regular time to study

Make up a time schedule for each week, plan your study time, and stick to the plan.

Have a regular quiet place to study

No distractions, or as few as possible. Have a dictionary, pen, pencil, paper, calculator, or whatever you need, handy.

Keep a “Things I Have To Do” list and a monthly calendar

List dates when assignments and projects are due. Keep your list accurate.

Allow enough time for each assignment

Be prepared, allow time to revise and proofread your assignment. Keep up with your assignments, day by day or at least within the week—this avoids having to “cram.” When studying or working on assignments, take a short break now and then.

Review your class notes immediately after class

Keep notes and class discussions fresh in your mind. Fill in any missing information immediately after class. Refresh your memory before class so you can focus on the topic.

Jot down notes

and questions from your reading assignments

Ask questions in class.

It’s “smart” to find out what you don’t understand.

Give full attention to your work

Train yourself to listen in class. Pick up on the structure of the lecture or discussion. Be ready to respond.

Develop a study system

Underline, outline, highlight, write a summary. Do an overall survey of the material before reading it. Ask yourself questions about the material and then look for answers to your questions when reading. Review.

Read to understand ideas, concepts, and vocabulary

Make sure you understand the meaning of each sentence and paragraph. A dictionary will come in handy. Remember, reading and vocabulary skills are absolutes for success.

Anticipate test questions

Try to prepare some test answers in advance, based on class discussions and materials you have read.

Neatness always counts

Make your papers neat, use typewritten form whenever possible, use white standard size paper, and hand assignments in on time. Check for spelling and grammatical errors. Do it over if necessary!

Be strict with yourself

Success is earned through effort and hard work. Force yourself to learn the habits that are necessary to achieve success.

SETTING UP MYWEB

HOW TO SET UP YOUR *MYWEB* ACCOUNT

1. Go to myweb.sjcccd.edu
2. On the right side of the MyWeb Information Center, click on *Log In*
3. On the Log In page, enter your User ID and Password



Your User ID is the first 2 letters of your first name followed by the first 2 letters of your last name followed by the last 4 digits of your student I.D. #

EX: My name is Bob Jones and my student I.D. # is 0758435

For my User I.D., I would enter: **bojo8435**



Your Password is your 6-digit birthdate starting with 2-digit month, 2-digit day, and 2-digit year

EX: My birthdate is September 15, 1998

For my password, I would enter: **091598**

HOW TO PLAN YOUR CLASS SCHEDULE

1. Go to www.sjcc.edu
2. Click on CLASS SCHEDULE
3. Click on SCHEDULE PLANNER

HOW TO REGISTER FOR CLASSES ONLINE

1. Log in to your *MyWeb* account
2. Click on Student Menu
3. On the right side of the screen, under *Registration*, click on *Register for Sections*, then click on *Search for Sections to Register*
4. Then it will ask you to choose a term, select term you are attending
 - a. For *Location*, select **San Jose City College**
 - b. Then under *Choose Subject*, choose a subject you are interested in
 - c. If you have a course number (usually 3 digit number sometimes followed by a letter), you can enter it. If not, you can leave blank

EX: Subject: History Course Number: 017A
5. You will be given a Section Selection Results listing classes that are open, waitlisted, or closed. Look at the *Available/Capacity/Waitlist*.
 - a. If there is a Waitlist, it will show how many students are on the waitlist. If your class has more than 5-7 people on the waitlist, we recommend you sign up for another class and not add to the waitlist.
6. On the left side, click on the course you want, then *Submit*. You will then be taken to the Register and Drop Section screen.
 - a. Under *Action*, click on *Register* if class is open OR *Waitlist* if class has a waitlist, then click *Submit*.

For a list of classes to choose from, please visit www.sjcc.edu/academics. Click on *Degrees/Certifications/Employment* and then on *Degrees/Certificates*. For a broader list of general education courses, click on IGETC GE Pattern. Please sign up for some classes before they fill up.

Online Registration for NEW MyWeb Users

San Jose City College

Step 1 Log on to the following website:

- www.sjcc.edu (click MyWeb on the right navigation pane)

Step 2 Click on **LOG-IN** (at the top of the screen)

Step 3 Type in your User ID and Password

- Your user ID is the first two characters of your first and last name, plus the last 4 digits of your student ID number
For example:
Student = Sam Jones
ID # = 6090987
User Name = sajo0987
- Your Password is the month, day, and year of your birth.
For example:
May 27, 1990 = 052790

Step 4 Click on **SUBMIT**

Step 5 All First Time Users will be prompted to change their password. “Your password has expired” message will appear on the screen. You will be required to make this change of password at this time. Your password must be 6 to 9 characters in length, and contain both letters and numbers.

Step 6 Click on **SUBMIT**

Step 7 You are now at the “MyWeb Information Center” screen. Click on **STUDENTS**

Step 8 You can now register for classes based on your counselor’s recommendation.

	Reg ID Number	Course Name	Day	Time	Units

Time Management Worksheet

Complete the following **Time Management Worksheet**. Include the following in your worksheet: *Class time, work schedule, sleep time, club/student activity meetings, study time, as well as personal time/fun time*

Please be as specific as possible. Feel free to include any additional items not mentioned above that occur on a regularly scheduled basis. Remember: It is recommended that for every hour you spend in the classroom, that you study a minimum of 2 hours outside of class. *For example, a three credit hour class would require at least 6 hours of study time per week.*

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6:00 am							
7:00 am							
8:00 am							
9:00 am							
10:00 am							
11:00 am							
12:00 pm							
1:00 pm							
2:00 pm							
3:00 pm							
4:00 pm							
5:00 pm							
6:00 pm							
7:00 pm							
8:00 pm							
9:00 pm							
10:00 pm							
11:00 pm							
12:00 am							
1:00 am							
2:00 am – 5:00 am							

FEES

SJCC students are responsible for the following fee. If you qualify for BOGFW, your enrollment fee will be waived.

Enrollment Fees (CA residents)	\$46 per unit
Health Fee	\$20 per semester
Student Activity Fee	\$5 per semester

A complete list of fees can be found at <http://www.sjcc.edu/current-students/on-campus-resources/admissions-and-records-office/fees-refunds>

REFUND OF FEES

Refund of fees is not automatic. Please refer to the semester calendar for refund dates. All requests for refunds must be submitted in writing to Admissions & Records (including BOGFW students) by the appropriate deadlines. Please contact A & R for additional information.

Short-Term Credit Classes: Short-term credit classes are those that generally begin after the official start of the regular semester. A refund for eligible fees for a credit or course will be granted, minus a \$10 processing fee when a student officially drops the class. The student must submit the completed refund request form in the Office of Admissions and Records on or before 10% of the class has elapsed.

Cancelled Classes: Students must request, in writing, a refund for a cancelled class anytime during the semester in which the class was cancelled. Monetary credit WILL NOT be transferred to the next semester. There is no processing fee for cancelled classes.

Processing Timeline for Refunds: The refund process usually begins the week following the refund deadline and takes approximately six to eight weeks to complete. All refunds are mailed to the student. No refunds of any type will be processed or granted until all other financial obligations to the District have been satisfied.

RECORDS FEES — (NON-REFUNDABLE FEES)

The following Admissions & Records services require a fee:

- Transcripts
- General Education Certification or the CSU and Intersegmental General Education Transfer Curriculum (IGETC)
- Verification of Enrollment
- Miscellaneous Documents Copies of miscellaneous documents contained in student files (except transcripts from other colleges) are available upon written request at a fee of \$1 per page. This fee does not apply to San José City College records, for which there is a separate charge.

PARKING PERMITS

Semester parking permits are valid at both campuses and may be purchased online through MyWeb on any computer (from home, work, school) when paying by credit card. All automobiles must have the permit placed on the left-hand bottom corner of the front windshield. Violation of parking rules can result in citations ranging from \$37 to \$300. Disabled Person Parking spaces and red zones are enforced at all times. Please read the posted signs and follow instructions printed on parking permits.

Regulations are enforced in all lots beginning the first day of classes.

All motorcycles must have a current permit affixed to the right front fork and must be parked in designated motorcycle stalls. Motorcycles may not be parked in regular vehicle stalls.

Parking Permit Fee:

- **\$45** for regular Fall and Spring Semester permit for automobiles
- **\$15** for Regular Fall and Spring Semester for Motorcycle permit
- **\$10** for Summer Semester permit for Automobiles
- **\$5** for Summer Semester permit for Motorcycles
- **\$3** DAY permit

NOTES