Message from the Vice President of Strategic Partnerships and Workforce Innovation

Since joining SJCC, I’ve been deeply impressed by our thousands of students who are focused on improving their lives through our educational programs.

I’ve been blessed to be able to meet many of our Career Education (CE) students in person. And as I’ve listened to their challenges, I’ve been moved by their strength, will power, intelligence, and determination.

I love that the college unabashedly celebrates the diversity of its student body, and that it offers such a vibrantly inclusive environment where all can thrive.

It’s exciting how many opportunities our students can access through open enrollment in our CE programs which include construction, medical assisting, cosmetology, and computer networking – all without any prior knowledge or experience in the field – and how they can complete the program within just one year and be well prepared to get a good job.

You may not be aware that the Career and Education Programs at SJCC have gained a well-deserved national reputation for preparing students with the skills they need to compete in today’s fast-changing labor market.

You may be surprised to learn that the CE offerings include professional counseling and guidance to help you stay on track from the start of your training to the conclusion. We also offer financial assistance in the form of a Board of Governors enrollment fee waiver, and a Free Application for Federal Student Aid (FAFSA).

Additional assistance is available through industry-based scholarships and workforce development grant programs to help you complete your program.

SJCC is providing invaluable opportunities for our students to close the educational gap and achieve greater economic mobility. At SJCC, we are very proud to offer our students a first, second, or third chance in life. SJCC is lifting a light of equity, social justice, and equal opportunity for all.

I’m moved by our warmhearted faculty and staff who will walk the extra mile to support their students. And I’m inspired by the student services culture that is ready to support students of such richly diverse backgrounds.

Dr. Lena Tran, Ed.D., MBA, Vice President of Strategic Partnerships and Workforce Innovation
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 at [http://www.sjcc.edu/future-students/apply-now](http://www.sjcc.edu/future-students/apply-now)
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](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 will help your Career Education (CE) 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 CE 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 CE counselor frequently.
- Attend your classes regularly.
- Seek support services when needed.

**We agree to:**
- Provide you with information about the requirements to meet your goal.
- 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!
Below and on the following pages are some general and specific tips to help assure that your educational experience at San Jose City College 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 complete the self-guided tool, 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.

**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 a too-heavy 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:

<table>
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<tr>
<th>If you work</th>
<th>maximum units</th>
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<tbody>
<tr>
<td>40 hours per week</td>
<td>6 units</td>
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<tr>
<td>30 hours per week</td>
<td>9 units</td>
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<tr>
<td>20 hours per week</td>
<td>12 units</td>
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<td>5-15 hours per week</td>
<td>14-16 units</td>
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</tbody>
</table>

**Attend every class**

Attend classes, 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 CE counselor for help. Take advantage of SJCC’s support services, such as tutoring.

**Make an appointment to see a CE counselor frequently**

See a CE 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.
What is My 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 (AD-Ts). A CE 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 Certificates of Achievement 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 four-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 four-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 CE 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-certificate-and-employment/degrees-certificates](http://www.sjcc.edu/current-students/degrees-certificate-and-employment/degrees-certificates)
What do I Take My First Semester?

As a CE student, please see your CE counselor who will help you to enroll you in the correct courses. If you are pursuing an AS or a transfer path, below are some first-semester suggestions.

**Guidance courses**
Consider taking a course taught by a CE counselor who 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 an English course after meeting with your CE counselor.

**Math course**
All degree and transfer programs at SJCC have a math requirement. Sign up for the math courses recommended after meeting with your CE counselor.

**Computer course**
Computer literacy is a requirement for some SJCC degrees and certificates, as well as for many jobs. Enroll in CA004: Computer Literacy, CA010A: Basic Keyboarding, or CA011: Speed and Accuracy. Check 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.

**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.

First, make sure you have met the prerequisite for the class. Explore, learn, and 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 001A Math 63
CIS 041
Psych 001
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.

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 are some examples

A typical CE student’s schedule might be the following:

**BUSINESS MARKETING**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>ACCTG 020</td>
<td>5</td>
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<tr>
<td>ACCTG 101</td>
<td>3</td>
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<tr>
<td>BUS 082</td>
<td>3</td>
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<tr>
<td>BUS 120</td>
<td>3</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>14</strong></td>
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</table>

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

**DENTAL ASSISTING**

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<th>Course</th>
<th>Units</th>
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<td>DENT 152</td>
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<tr>
<td>DENT 153</td>
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<tr>
<td>DENT 154</td>
<td>3</td>
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<tr>
<td>DENT 155</td>
<td>3</td>
</tr>
<tr>
<td>DENT 156</td>
<td>1.5</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

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-**

- **15 units** 45 hours
- **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 CE counselor can help you with this decision.

It’s usually better to take fewer courses your first semester and do well in them. Give yourself time to get used to college.
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 CE 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 in 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 CE 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).
Information for students whose goal is to obtain an AS Degree or transfer to a four-year university. A placement or assessment test is no longer required.


SJCC has developed a few course options for students enrolling in English 001A.

**ENGL 1A:** Students will learn 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. (3 units)

**ENGL 1A and ENGL 1B:** Students are part of a one semester accelerated learning community. Students must enroll in both sections. Students may be automatically enrolled in the second section. Students must take both sections of the learning community. ENGL 1A students will be automatically enrolled in the corresponding ENGL 1B. (6 units)

**ENGL 1A (with an ESL focus):** Students will learn 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. This course is equivalent to ENG 1A but is set aside specifically for ESL students. It is taught by an ESL instructor or someone with extensive experience working with ESL students. (3 units)

**ENGL 1A and ENGL 120:** Students will develop writing and critical thinking skills to enhance success in ENGL 1A. This is a supplemental support course for ENGL 1A. Students will practice a variety of writing and revision techniques and build research literacy. Topics may include essay organization, writing for an audience, using college-level diction and tone, and self-reflective strategies for revision. (5 units)

**ENGL 1A and READ 120:** This course enables students enrolled in ENGL 1A to examine, develop, and apply reading strategies for college reading materials. Emphasis is on critical reading, logical reasoning, critical thinking, reflective judgment, and problem-solving skills that lead to the ability to interpret, analyze, and critically evaluate college texts. Students are advised to meet with a CE counselor prior to registration. (5 units)

Should you decide to enroll in ENGL 1A and you had an IEP in high school for language arts and/or have experienced difficulties with reading/writing, you may want to seek assistance. It is strongly recommended that you utilize on-campus resources. Your professors and CE counselors will connect you with the appropriate SJCC services.
Information for ESL Students

**PLACEMENT FOR ESL STUDENTS ONLY**

ESL (English as a Second Language) students will continue to take an assessment test and are strongly encouraged to work with a CE counselor to determine the best ESL course to begin with.

To schedule an assessment test contact Stacy Messenger, Assessment Specialist: (408)288-3170 or stacy.messenger@sjcc.edu

**Individualized ESL support** is available anytime in the ESL Lab (L-120). 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 converse both formally and informally effectively with others.

**Grammar courses** teach students the grammar structures of the English language and the correct use of these 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 them improve their English language proficiencies.

**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
Information for ESL Students
Information About Math Courses

Information for students whose goal is to obtain an AS Degree or transfer to a four-year university.

Great news!
In just one semester, you may be able to complete the math requirements for transfer by directly enrolling into a transfer-level math course based on your high school performance. Completing the self-guided tool is also strongly recommended. The self-guided tool can be found here: http://www.sjcc.edu/current-students/assessment-center/self-guided-placement

How do you enroll in a transfer-level math course?
1. No need to take the Accuplacer assessment test or choose a math class based on a test score.
2. Instead, meet with a CE counselor to choose the best transfer-level math course for your career goal. You are encouraged to complete the self-guided tool.
3. To help with this meeting, bring a copy of your high school transcripts to the SJCC CE Counseling Department drop-in services in the Technology Center (T-101).
4. We’ll accept your self-reported cumulative GPA if you’re having a difficult time attaining transcripts.
What is Career Education?
Career Education (CE) provides students of all ages with the academic and technical skills, knowledge, and training necessary to succeed in high-wage, high-skill, high-demand careers.

The Business & Workforce Development Division at San Jose City College offers a variety of hands-on, flexible CE programs and courses of study that will train you to succeed in a new career or help you enhance your existing skills.

We are here to help you prepare for and take advantage of new employment, career advancement, and continuing education opportunities.

Courses are offered days, nights, Saturdays, and weekends, with online, hybrid, 16-week, 8-week, and 4-week schedules.

Students can earn certificate(s) and/or degree(s) upon successful completion of the required coursework.

Please refer to the following table for our current CE Degree and Certificate offerings.

<table>
<thead>
<tr>
<th>Major</th>
<th>Associate in Arts</th>
<th>Associate in Science</th>
<th>Certificates</th>
<th>AA-T/AS-T</th>
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<td>Accounting</td>
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<td>Air Conditioning and Refrigeration</td>
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<td>Computer Applications</td>
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<td>Computer Information Systems - CCNA</td>
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<td>Computer Information Systems - Computer Programming</td>
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<td>Computer Information Systems - General Networking</td>
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<td>Computer Information Systems - UNIX Networks</td>
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<td>Construction Technology</td>
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<td>Cosmetology</td>
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<td>Dental Assisting</td>
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<td>Emergency Medical Services*</td>
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<td>Esthetics</td>
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<td>Facilities Maintenance Technology</td>
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<td>Machine Technology - CNC Machine Operator</td>
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<td>Work Experience*</td>
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*A Program not a Major, no Certificate or Degree
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<tr>
<td>Computer Applications</td>
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<tr>
<td>Computer Information Systems - CCNA</td>
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<tr>
<td>Computer Information Systems - Computer Programming</td>
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<tr>
<td>Computer Information Systems - General Networking</td>
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<tr>
<td>Computer Information Systems - MCSA</td>
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<tr>
<td>Computer Information Systems - MCSE</td>
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<tr>
<td>Computer Information Systems - UNIX Networks</td>
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<tr>
<td>Computer Information Systems - Web Developer</td>
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<tr>
<td>Construction Technology</td>
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<tr>
<td>Construction Technology - Residential Carpentry</td>
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<td>Construction Technology - Residential Maintenance</td>
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<td>Cosmetology</td>
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<td>CSU GE</td>
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<tr>
<td>Dance</td>
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<table>
<thead>
<tr>
<th>Major</th>
<th>Associate in Arts</th>
<th>Associate in Science</th>
<th>Certificate(s)</th>
<th>AA-T/AS-T</th>
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<tbody>
<tr>
<td>Dance Teaching</td>
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<tr>
<td>Dental Assisting</td>
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<td>Early Childhood Education</td>
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<tr>
<td>Early Childhood Education - Associate Teacher</td>
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<tr>
<td>Early Childhood Education - Inclusion Specialist</td>
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<tr>
<td>Early Childhood Education - Master Teacher</td>
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<tr>
<td>Early Childhood Education - Teacher</td>
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<tr>
<td>Economics</td>
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<tr>
<td>Elementary Teacher Education</td>
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<td>English</td>
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<td>Esthetics</td>
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<td>Facilities Maintenance</td>
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<td>IGTC</td>
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<td>Kinesiology</td>
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<tr>
<td>Labor Studies</td>
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<td>Laser Technology</td>
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<tr>
<td>Liberal Arts - Arts and Humanities</td>
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<tr>
<td>Liberal Arts - Social and Behavioral Sciences</td>
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<tr>
<td>Liberal Studies - Emphasis in Elementary Teacher Preparation</td>
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<tr>
<td>Machine Technology - CNC Machine</td>
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<tr>
<td>Mathematics</td>
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<tr>
<td>Media Arts</td>
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<tr>
<td>Media Arts - Print Media</td>
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<tr>
<td>Media Arts - Motion Arts</td>
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<tr>
<td>Media Arts - Web/Interactive Design</td>
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<tr>
<td>Medical Assisting - Administrative</td>
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<tr>
<td>Medical Assisting - Clinical</td>
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<tr>
<td>Medical Assisting - Clinical</td>
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<tr>
<td>Patient Navigator</td>
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<td>Peer Leader Training</td>
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<td>Psychology</td>
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<tr>
<td>Real Estate</td>
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<tr>
<td>Studio Arts</td>
<td>•</td>
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</tbody>
</table>
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.

<table>
<thead>
<tr>
<th></th>
<th>Associate of Science Degree</th>
<th>Associate of Arts Degree</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum General Education (GE) Units</td>
<td>24</td>
<td>36</td>
</tr>
<tr>
<td>Major Requirements/Elective Units</td>
<td>18-36</td>
<td>18-21</td>
</tr>
<tr>
<td>Additional Graduation Requirements (Courses)</td>
<td>1 Physical Activity</td>
<td>1 Physical Activity</td>
</tr>
<tr>
<td></td>
<td>1 Cultural Pluralism/Ethnic Studies</td>
<td>1 Cultural Pluralism/Ethnic Studies</td>
</tr>
<tr>
<td>Minimum Total Units</td>
<td>60</td>
<td>60</td>
</tr>
</tbody>
</table>

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 CE 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. TAGs 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, and 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](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.
2018-2019 Associate in Science (AS) General Education (GE) Pattern

San José City College

USE THE BOXES ON THE RIGHT TO RECORD YOUR PROGRESS: N = NEED IP = IN PROGRESS C = COMPLETED

<table>
<thead>
<tr>
<th>AREA A: ENGLISH LANGUAGE COMMUNICATION AND CRITICAL THINKING</th>
<th>N</th>
<th>IP</th>
<th>C</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select 1 course from EACH area below (&quot;C&quot; grade or better in each course); total 6 units required.</td>
<td></td>
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<tr>
<td>A1: Oral Communication (3 units)</td>
<td>COMS 010, 020, 040 or 045</td>
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<tr>
<td>A2: Written Communication (3 units)</td>
<td>ENGL 001A</td>
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<thead>
<tr>
<th>AREA B: PHYSICAL or BIOLOGICAL SCIENCE WITH LABORATORY</th>
<th>N</th>
<th>IP</th>
<th>C</th>
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<tbody>
<tr>
<td>1 course; minimum 3 units required</td>
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<thead>
<tr>
<th>SCIENCE WITH LAB:</th>
<th>N</th>
<th>IP</th>
<th>C</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASTRO 010 &amp; 10L; BIOL 004A, 004B, 020, 021, 064, 071, 072; CHEM 001A, 001B, 010, 012A, 012B, 015, 032A, 032B, ENVIR 010; GEOL 010 &amp; 10L, GEOL 015 &amp; 015L; PHYS 002A, 002B, 004A, 004B, 004C</td>
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<tr>
<td>(ASTRO 010L meets the lab requirement only if ASTRO 010 is successfully completed previously or concurrently)</td>
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<tr>
<td>(GEOL 010L meets the lab requirement only if GEOL 010 is successfully completed previously or concurrently)</td>
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<tr>
<th>COSMETOLOGY MAJOR ONLY:</th>
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<tbody>
<tr>
<td>COS 010A, 010B, 105A, 105B</td>
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<thead>
<tr>
<th>DENTAL ASSISTANT MAJOR ONLY:</th>
<th>N</th>
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<tbody>
<tr>
<td>DENT 151</td>
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<tr>
<th>MEDICAL ASSISTING MAJOR ONLY:</th>
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<tbody>
<tr>
<td>MA 004</td>
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<thead>
<tr>
<th>AREA C: ARTS AND HUMANITIES:</th>
<th>N</th>
<th>IP</th>
<th>C</th>
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</thead>
<tbody>
<tr>
<td>Select 2 courses from below; at least 1 course from C1 and 1 course from C2. total 6 units required</td>
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<tr>
<td>C1: ARTS</td>
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<tr>
<td>ART 090, 091, 092, 096; DANCE 002; HUMNT 001; MUSIC 083, 091, 095, 099; THEAT 002, 020, 040, 055</td>
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<tr>
<td>C2: HUMANITIES</td>
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<tr>
<td>ARABC 001A, 001B; CHIN 001A, 001B; ENGL 001B, 010, 033, 065, 071A, 071B, 073, 079, 080, 081, 084A, 084B, 086A, 086B; ETH 020, 026, 030, 037A, 037B, 041; FREN 001A, 001B, 002A, 002B; GLOBL 007; HIST 010A, 010B; HUMNT 002, 003; JAPAN 001A, 010, 022A, 022B, 022C, 031, 032; THEAT 015; VIET 001A, 001B</td>
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<thead>
<tr>
<th>AREA D: SOCIAL SCIENCES:</th>
<th>N</th>
<th>IP</th>
<th>C</th>
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<tbody>
<tr>
<td>Select an OPTION below. Minimum 6 units</td>
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<tr>
<td>OPTION 1: HIST 017A and HIST 017B</td>
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<tr>
<td>OPTION 2: HIST-001 and POLSC-001</td>
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<tr>
<td>OPTION 3: ETH-037A and ETH-037B</td>
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<tr>
<td>OPTION 4: HIST-009 and POLSC-001</td>
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<tr>
<td>OPTION 5: HIST-021 and POLSC-001</td>
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<tr>
<td>OPTION 6: HIST-024 and POLSC-001</td>
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<tr>
<th>AREA E: LIFELONG LEARNING AND SELF-DEVELOPMENT</th>
<th>N</th>
<th>IP</th>
<th>C</th>
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<tbody>
<tr>
<td>Select one 3 unit course from below. Veterans with DD214 honorable discharge may be able to receive a waiver for AREA E. Minimum 3 units</td>
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<thead>
<tr>
<th>AREA I:</th>
<th>N</th>
<th>IP</th>
<th>C</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE 108; FCS 019, 070; GUIDE 050A, 050B, 087, 096, 130; HED 011; KIN 005, 010, 095; PSYCH 020, 035, 060, 092, 100</td>
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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; GLOBL 007; HIST 009, 021, 024; HUMNT 003, KIN 010; PSYCH 035; SL 015

Physical Activity
Select 1 course from below.
Veterans with DD214 honorable discharge may be able to receive waiver for this area; 1 unit required


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

Please Note: These General Education Patterns are from the college’s 2018-19 catalog. Updated General Education patterns for the 2019-20 academic year will be available at a later time. See a CE counselor for assistance.
### 2018-2019 Associate in Arts (AA) General Education (GE) Pattern

**San José City College**

**Courses listed in more than one area can only be used in one area.**

<table>
<thead>
<tr>
<th>USE THE BOXES ON THE RIGHT TO RECORD YOUR PROGRESS, N= NEED IP= IN PROGRESS C= COMPLETED</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>AREA A: ENGLISH LANGUAGE COMMUNICATION AND CRITICAL THINKING</strong></td>
</tr>
<tr>
<td>Select 1 course from EACH area below (&quot;C&quot; grade or better in each course); total 9 units required.</td>
</tr>
<tr>
<td><strong>A1:</strong> Oral Communication (3 units)</td>
</tr>
<tr>
<td>COMS 010, 020, 040 or 045</td>
</tr>
</tbody>
</table>

**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 underlined. At least 3 courses ("C" grade or better in area B4); 9 units required.

- B1: PHYSICAL SCIENCE
  - *ASTRO 010; CHEM 001A, 004A, 004B, 020, 021, 061, 062, 063, 064, 066, 071, 072; ENVIR 010; PSYCH 031* |
- B2: LIFE SCIENCE
  - BIOL 044A, 044B, 020, 021, 061, 062, 063, 064, 066, 071, 072; ENVIR 010; PSYCH 031 |
- B3: LABORATORY ACTIVITY
  - *ASTRO 010L; BIOL 004A, 004B, 020, 021, 064, 071, 072; CHEM 001A, 001B, 010, 012A, 012B, 015, 032A, 032B, 061, 065, ENVIR 010; *GEOL 010L, 015; PHYS 002A, 002B, 004A, 044B, 044C |
- 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 3rd 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, 055 |
- **C2:** HUMANITIES
  - ARAB 001A, 001B; CHIN 001A, 001B; ENGL 001B, 010, 033, 065, 071A, 071B, 073, 079, 080, 081, 084A, 084B, 086A, 086B, 089, 092, 097, 100, 012A, 012B, 015, 032A, 032B; ENVIR 010; *GEOL 010L, 015; PHYS 002A, 002B, 004A, 044A, 044B, 044C |

**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 |
- **ALCOHOL DRUG STUDIES**
  - ADS 070 |
- **ANTHROPOLOGY AND ARCHAEOLOGY**
  - ANTH 062, 063 |
- **COMMUNICATION STUDIES**
  - COMS 035 |
- **COMPUTER INFORMATION SYSTEMS**
  - CIS 041 |
- **EARLY CHILDHOOD EDUCATION**
  - ECE 107 |
- **ECONOMICS**
  - ECON 010A, 010B |
- **ETHNIC STUDIES**
  - ETH 020, 026, 027, 030, 031, 037A, 037B, 041 |
- **FAMILY AND CONSUMER STUDIES**
  - FCS 070 |
- **GEOGRAPHY**
  - GEOG 010, 011, 012 |
- **GLOBAL STUDIES**
  - GLOBL 001, 002, 007 |
- **HISTORY**
  - HIST 001, 009, 010A, 010B, 011A, 011B, 017A, 017B, 021, 024 |
- **HUMANITIES**
  - HUMNT 003 |
- **JOURNALISM**
  - JOUR 021 |
- **KINESIOLOGY**
  - KIN 010 |
- **LABOR STUDIES**
  - LABOR 015 |
- **POLITICAL SCIENCE**
  - POLSC 001, 002, 004, 005 |
- **PSYCHOLOGY**
  - PSYCH 010, 012, 020, 022, 031, 035, 060, 092, 099, 100 |
- **SIGN LANGUAGE**
  - SL 015; SOCIOLOGY |
- **SOCIETY**
  - 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 050A, 050B, 087, 096, 130; HED 011; KIN 005, 010, 095; PSYCH 020, 035, 060, 092, 100 |


**TOTAL MINIMUM GE for AA degree:** 39 UNITS

**ADDITIONAL GRADUATION REQUIREMENTS**

**TOTAL MINIMUM A.A. DEGREE APPLICABLE UNITS REQUIRED:** 60 UNITS

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

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Please Note: These General Education Patterns are from the college’s 2018-19 catalog. Updated General Education patterns for the 2019-20 academic year will be available at a later time. See a CE counselor for assistance.
Use the boxes on the right to record your progress: N= need IP= in progress C= completed

<table>
<thead>
<tr>
<th>Area A: English Language Communication and Critical Thinking</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>A1: Oral Communication (3 units)</td>
<td>COMS 010, 020, 040 or 045</td>
</tr>
<tr>
<td>A2: Written Communication (3 units)</td>
<td>ENGL 001A</td>
</tr>
<tr>
<td>A3: Critical Thinking (3 units)</td>
<td>COMS 040; ENGL 001C; PHIL 060</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Area B: Scientific Inquiry and Quantitative Reasoning</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>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 underlined. At least 3 courses (“C” grade or better in area B4); total 9 units required *Course fulfills lab requirement as long as companion course in area B1 is completed prior to or concurrently with lab course.</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>B1: Physical Science</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>*ASTRO 010; CHEM 001A, 001B, 010, 012A, 012B, 015, 032A, 032B, 061, 063, ENVIR 010; GEOG 010; GEOL 010, *015; METEO 010; OCEAN 010; PHYS 002A, 002B, 004A, 004B, 004C</td>
<td></td>
</tr>
<tr>
<td>B2: Life Science</td>
<td></td>
</tr>
<tr>
<td>BIOL 004A, 004B, 020, 021, 061, 062, 063, 064, 066, 071, 072, 074; ENVIR 010; PSYCH 031</td>
<td></td>
</tr>
<tr>
<td>B3: Laboratory Activity</td>
<td></td>
</tr>
<tr>
<td>*ASTRO 010; BIOL 004A, 004B, 020, 021, 061, 063, 064, 066, 071, 072, 074; CHEM 001A, 001B, 010, 012A, 012B, 015, 032A, 032B, ENVIR 010; GEOL 010, *015L; PHYS 002A, 002B, 004A, 004B, 004C</td>
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<table>
<thead>
<tr>
<th>Area C: Arts and Humanities</th>
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</thead>
<tbody>
<tr>
<td>Select 3 courses from below; at least 1 course from C1, 1 course from C2 and a 3rd course from C1 or C2; total 9 units required</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>C1: Arts</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>ART 090, 091, 092, 096; DANCE 002; HUMNT 001; MUSIC 083, 091, 095, 099; THEAT 002, 020, 040, 055</td>
<td></td>
</tr>
<tr>
<td>C2: Humanities</td>
<td></td>
</tr>
<tr>
<td>ARABC 001A, 001B; CHIN 001A, 001B; ENGL 001B, 010, 033, 065, 071A, 071B, 073, 079, 080, 081, 084A, 084B, 086A, 086B; ETH 020, 026, 030, 037A, 037B, 041; 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, 055, 070; SL 001A, 001B, 002A, 002B; SPAN 001A, 001B, 002A, 002B, 022A, 022B, 031, 032; THEAT 015; VIET 001A, 001B</td>
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<thead>
<tr>
<th>Area D: Social Sciences</th>
<th></th>
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<tbody>
<tr>
<td>Select 3 courses from below; minimum 9 units; from at least 2 disciplines</td>
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<tr>
<th>Administration of Justice</th>
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</thead>
<tbody>
<tr>
<td>AJ 010, 011, 013, 014, 016, 019, 0111, 116</td>
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</tr>
<tr>
<td>Alcohol Drug Studies</td>
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<tr>
<td>ADS 070</td>
<td></td>
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<tr>
<td>Anthropology and Archaeology</td>
<td></td>
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<tr>
<td>ANTH 062, 063</td>
<td></td>
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<tr>
<td>Communication Studies</td>
<td></td>
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<tr>
<td>COMS 035</td>
<td></td>
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<tr>
<td>Computer Information Systems</td>
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<tr>
<td>CIS 041</td>
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<tr>
<td>Early Childhood Education</td>
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<tr>
<td>ECE 107</td>
<td></td>
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<tr>
<td>Economics</td>
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<tr>
<td>ECON 010A, 010B</td>
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<tr>
<td>English</td>
<td></td>
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<tr>
<td>ENGL 033, 080, 081</td>
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<tr>
<td>Ethnic Studies</td>
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<tr>
<td>ETH 020, 026, 027, 030, 031, 037A, 037B, 041</td>
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<tr>
<td>Family and Consumer Studies</td>
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<tr>
<td>FCS 070</td>
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<tr>
<td>Geography</td>
<td></td>
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<tr>
<td>GEOG 010, 011, 012</td>
<td></td>
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<tr>
<td>Global Studies</td>
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<tr>
<td>GLOBL 001, 002, 007</td>
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<tr>
<td>History</td>
<td></td>
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<tr>
<td>HIST 001, 009, 010A, 010B, 011A, 011B, 017A, 017B, 021, 024</td>
<td></td>
</tr>
<tr>
<td>Humanities</td>
<td></td>
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<tr>
<td>HUMNT 003</td>
<td></td>
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<tr>
<td>Journalism</td>
<td></td>
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<tr>
<td>JOUR 021</td>
<td></td>
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<tr>
<td>Kinesiology</td>
<td></td>
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<tr>
<td>KIN 010</td>
<td></td>
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<tr>
<td>Labor Studies</td>
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<tr>
<td>LABOR 015</td>
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<tr>
<td>Political Science</td>
<td></td>
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<tr>
<td>POLSC 001, 002, 004, 005</td>
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<tr>
<td>Psychology</td>
<td></td>
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<tr>
<td>PSYCH 010, 012, 020, 022, 031, 035, 060, 092, 099, 100</td>
<td></td>
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<tr>
<td>Sign Language</td>
<td></td>
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<tr>
<td>SL 015</td>
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<tr>
<td>Sociology</td>
<td></td>
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<tr>
<td>SOC 010, 011</td>
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</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Option 1: Hist 017A and Hist 017B</th>
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</thead>
<tbody>
<tr>
<td>Option 2: Hist 001 and POLSC 001</td>
<td></td>
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<tr>
<td>Option 3: Eth-037A and Eth-037B</td>
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<tr>
<td>Option 4: Hist-009 and POLSC-001</td>
<td></td>
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<tr>
<td>Option 5: Hist-021 and POLSC-001</td>
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<tr>
<td>Option 6: Hist-024 and POLSC-001</td>
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</table>

<table>
<thead>
<tr>
<th>Area E: Lifelong Learning and Self-Development</th>
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<tbody>
<tr>
<td>Select one 3 course unit from Area E1. Also, one unit from Area E2 used in combination with Area E1 meets the requirement.</td>
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<tr>
<td>Veterans with DD214 honorable discharge receive waiver for Area E and 3 units toward CSU transfer; Minimum 3 units</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Area E1: Activity Courses: Dance</th>
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</thead>
<tbody>
<tr>
<td>Area E2: Activity Courses: Dance</td>
<td></td>
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</tbody>
</table>
Fees, Parking Permits and Regulations

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

<table>
<thead>
<tr>
<th>Fee</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrollment Fees (CA residents)</td>
<td>$46 per unit</td>
</tr>
<tr>
<td>Health Fee</td>
<td>$20 per semester</td>
</tr>
<tr>
<td>Student Activity Fee</td>
<td>$5 per semester</td>
</tr>
</tbody>
</table>

A complete list of fees can be found at [http://www.sjcc.edu/current-students/on-campus-resources/admissions-and-records-office/fees-refunds](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
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 (FASFA), 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 online 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.
Admissions & Records
http://www.sjcc.edu/future-students/admissions-and-records-office
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 Leadership for imMigrant Access Support 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 ESL assessment 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.sjccjaguars.com
408-288-3730
Jaguar Center (JC)

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
1st floor of the Student Center

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 printout 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, SC-201

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, SC-216 & SC-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 of the Library, L-106

This program was designed to address the academic needs of the student population 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.

CE Counseling Services
http://www.sjcc.edu/Documents/BandW_Counseling.pdf
408-288-3750
1st floor of the Technology Center, T-101

The CE 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, CE counseling faculty can assist students in both academic and career planning. The department highly recommends that all students complete an educational plan during their counseling appointment with a CE counselor.

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.
Student and Academic Support Services

…continued from previous page

**FYSI**
Foster Youth Success Initiative (FYSI)
[http://www.sjcc.edu/current-students/support-programs/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](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](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](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**
[www.sjcc.edu/current-students/international-students](http://www.sjcc.edu/current-students/international-students)
408-288-3173
General Education, GE-118

International students from many 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](http://www.sjcc.edu/future-students/on-campus-resources/learning-resources-center)
408-298-2181 ext. 3112
1st floor of the Library, SC-215

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

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 degree, 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 and 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**

408-288-3735

1st floor Student Center, SC-108

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.

continued on next page…
Student and Academic Support Services

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**Reading & Writing Center**
http://www.sjcc.edu/future-students/on-campus-resources/reading-and-writing-center
408-288-3761
1st floor of the Library, LRC-103

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

**Student Accessibility Services (SAS) Program**
(Formerly known as DSP&S)
http://catalog.sjcc.edu/college-district-policies/student-accessibility-services-sas-program/
408-288-3746 TTY: 408-294-3447
1st floor of the Student Center, SC-106

Student Accessibility Services (SAS) Program provides specialized support services and instruction that allow students with educational or functional limitations to equitably benefit from the college experience and meet their academic goals at San José City College. Services include counseling (academic, personal and vocational), specialized classes, tutoring, assistive technology, alternate media, sign language interpreting, and captioning.

**Tutoring Center**
http://www.sjcc.edu/future-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.
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 CE 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 classmate 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.

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, and 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.sjeccd.edu.
2. On the right side of the MyWeb Information Center, click on Log In.
3. On the Log In page, enter your User I.D. and Password.

Your User I.D. 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. number.

For example:
My name is Bob Jones and my student I.D. number 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.

For example:
My birthdate is September 15, 1998.
For my password, I would enter: 091598.

How to plan your class schedule

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. It will ask you to choose a term, select the 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.
   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 click Submit. You will then be taken to the Register and Drop Section screen.
   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

Scheduling Table

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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.

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