

may call 760.795.6670 or visit the department's website: www.miracosta.edu/student-services/counseling.

Step 5: Education Plan

One of the best ways students can keep their education and career goals on track is to create an education plan with their counselor. An "ed plan" gives students a roadmap for how to achieve their academic goal, including a list of courses and requirements, important dates and deadlines, and relevant transfer and career information.

Beginning fall 2014, new to MiraCosta College students are required to complete an education plan to earn and maintain enrollment priority. Students will complete an abbreviated (one or two semester) education plan when they complete online advising.

Students are encouraged to develop a comprehensive (four or more semester) education plan with a counselor as soon as possible but no later than the end of their second semester at MiraCosta to maintain their priority enrollment. New students who matriculate may be eligible to receive an early counseling appointment time to develop a comprehensive education plan.

Step 6: Enrollment

Upon completion of the above steps—application, English and mathematics assessment, orientation, advisement, and education plan—students receive a priority enrollment date and time. Concurrently enrolled high school students may enroll two weeks prior to the start of the fall or spring terms and one week prior to the primary summer term.

Exemption from the Matriculation Process

To be exempt from the matriculation process at MiraCosta, a student must meet **one** of the following conditions:

1. The student was exempt during a previous semester, or
2. The student has earned an associate or higher degree from an accredited institution, or
3. The student has previously attended another college and has indicated one of the following as an educational goal:
 - ▶ Discover or formulate career interest, plans, goals
 - ▶ Prepare for a new career (acquire job skills)
 - ▶ Advance further in current job or career (update job skills)
 - ▶ Maintain a certification or license (e.g., nursing, real estate)
 - ▶ Personal interest; no intention to use credit for certificate, degree, or transfer
 - ▶ Complete credits for high school diploma or GED.

Exemption from Assessment (Testing) Only

To be exempt from the assessment component of matriculation, a student must meet one of the following conditions:

1. The student has completed the prerequisite course with a grade of "C" or higher at another college for any math or English course(s) in which he or she wishes to enroll (transcript or grade report required).
2. The student has taken an approved assessment test at another California community college that can be used to

meet the prerequisite for the math or English course(s) in which he or she wishes to enroll.

Exemption from assessment and/or matriculation does not automatically give students priority enrollment privileges. Exempted students who want priority enrollment are encouraged to participate in the matriculation and/or assessment process.

Student Rights & Responsibilities

Students have the right to challenge or appeal any step in the matriculation process by contacting the dean of Counseling and Student Development at 760.795.6892. To challenge a course prerequisite or corequisite, students must contact the Admissions and Records Office on either campus.

Students may refuse to participate in any matriculation service; however, refusal will not entitle students to early-enrollment privileges or to waive course prerequisites or corequisites.

Students are responsible for expressing broad educational intent upon admission and for declaring a specific educational goal by the time they have completed their second semester. Students are also responsible for attending class, completing assignments, arranging counseling appointments, and maintaining progress toward their educational goal.

(Sources: Title 5 §55530; MCCCCD Board Policy/Administrative Procedure 5050. All MiraCosta College board policies and administrative procedures are located on the Board of Trustees webpage.)

Admissions Information

Admissions & Records Office

Oceanside, Building 3300: 760.795.6620

San Elijo, Administration Building: 760.634.7870

www.miracosta.edu/student-services/admissions

Eligibility for Admission

To attend MiraCosta College, a student must be one of the following:

- ▶ Eighteen years of age or older and able to benefit from instruction
- ▶ A high school graduate or equivalent
- ▶ A sophomore, junior, or senior in high school with a Concurrent Enrollment Permit signed by the high school principal and parent. This form is available at high school counseling offices and Admissions and Records at both MiraCosta campuses. Students under 18 years of age who have not completed high school and are not pursuing the equivalent of a high school education should contact the Admissions and Records Office for more information.

Residency Requirements

The Admissions and Records Office determines a student's residency classification when the student applies to MiraCosta and whenever a student has not attended the college for more than one semester. Students will be notified about their residence classification within 14 calendar days of submitting

their application or 14 calendar days after the beginning of the session for which the student has applied.

The residence determination date is the day immediately preceding the first day of instruction of the semester or term during which the student proposes to attend MiraCosta College. At any residence determination date, a student previously classified as a nonresident may be reclassified.

Students should contact Admissions and Records for further information regarding residency requirements.

Admission of International Students

Oceanside: 760.795.6897

www.miracosta.edu/iip

As part of its educational program, MiraCosta promotes the internationalization of its college community by attracting capable international students. MiraCosta is authorized under federal law to enroll nonimmigrant F-1 visa students.

The college's International Office processes international student admissions and provides support services for F-1 students attending MiraCosta College. Prospective international students can be considered for admission to MiraCosta after submitting a completed International Student Application (for F-1 Visa) Form and all required application materials as outlined by MCCC Administrative Procedure 5012 including the following:

- ▶ Official high school (secondary school) transcript translated to English
- ▶ Official transcripts in English from all colleges and universities attended
- ▶ Test of English as a Foreign Language (TOEFL) score or other proof of English proficiency
- ▶ Proof of financial certification for all educational and personal expenses while attending college as an F-1 visa student.

All F-1 visa students must contact the International Office prior to enrolling at MiraCosta. The priority deadline to submit an application for fall semester is July 1 of the application year; the priority deadline to submit an application for spring semester (which begins in January) is November 15 of the previous year.

International students who do not meet the college's English language proficiency requirement and/or wish to improve their English skills can apply for full-time English language training offered by the college's Community Services program, the English Language Institute.

Applications for admission and details regarding MiraCosta's international student programs are available at the International Office (located on the Oceanside Campus) or on the office's website.

Special Admission: Nursing

Nursing students have special application and registration procedures. They should contact the Admissions and Records Office at either campus for specific details.

Information for Veterans

Oceanside, Building 3300: 760.757.2121, x6285

Students receiving GI Bill educational benefits are subject to the following general policies:

- ▶ Students must declare a major and enroll in classes required for their major
- ▶ Students must have ALL prior college and military credit evaluated
- ▶ Transcripts must be received by the college before the end of their first semester
- ▶ Students must meet with a MiraCosta academic counselor to obtain an educational plan during their first semester
- ▶ Students must be making satisfactory progress toward their educational goals
- ▶ Students must report all changes in their educational status, including adds and drops in class schedule, education plans, or Transfer Admission Guarantee (TAG) agreements, to MiraCosta's Veterans Education Office.

Continuing students should notify the appropriate staff member of their intention to continue the GI Bill prior to the end of each term to prevent interruption. Because not all classes are VA approved, students should have their classes reviewed by a counselor.

Students changing their major must file the necessary paperwork and make a counseling appointment to update their education plan. It takes approximately 6 to 8 weeks to process a VA Education Claim.

Early Military Discharge

Military service personnel who plan to request an early discharge in order to attend MiraCosta College should complete an Application for Admission and request confirmation from the Admissions and Records Office.

Full/Part-Time Student Status

Full-time status is required for certain programs, including the following:

- ▶ **Intercollegiate sports:** Students must be actively enrolled in at least 12 units.
- ▶ **Veterans:** Students must be enrolled in at least 12 units. Reduced benefits are available for students taking at least 6 units.
- ▶ **Financial aid:** Most programs require at least half-time enrollment, which is 6 units.
- ▶ **EOPS:** Students must be enrolled in at least 12 units or 14 contact hours per week.

Enrolling in Courses

Students may enroll online using the SURF online enrollment system with certain exceptions (e.g., challenging a prerequisite or time conflict). All enrollment instructions, important dates and times, and online restrictions are described in each semester's class schedule.

The college provides early enrollment dates for matriculated students (see Matriculation (p. 16)), students participating