

## ADMISSION PROCEDURES AND REQUIREMENTS

The Admissions Department is dedicated to assisting prospective students in selecting programs that best suit their needs and qualifications. In order to ensure that prospective students are a good match for their selected program of interest, *SJVC* has established the following admission procedures and requirements:

1. Applicants must possess a high school diploma or the equivalent.
2. Applicants must participate in an interview with an admissions advisor.
3. Applicants to an on-ground program must participate in an admissions assessment. The assessment instrument(s) and process varies by program. The purpose of the assessment is to evaluate the cognitive ability of prospective students. Each program has a required minimum entry score. The Admissions Department utilizes the results from the assessment(s) to select prospective students who have the best opportunity to achieve success in their chosen program. Some programs have additional entrance procedures and requirements which may be found in the Admission Requirements statement listed for each program that appears in this catalog.
4. Applicants must meet with either the Enrollment Services Director or a campus manager or their designee for an acceptance interview. In addition to this acceptance interview, applicants may be required to meet with the Director of their selected program.
5. Applicants must meet with the Financial Services Department to confirm arrangements to meet tuition obligations.
6. Upon completion of the above, the applicant will sign an Enrollment Agreement which sets forth specific information such as start and graduation dates, tuition information, academic schedule, etc.

No person will be denied admission, graduation, or other rights and privileges on the basis of pregnancy, childbirth or related medical conditions, race, religious creed, color, gender, national origin or ancestry, sex, physical or mental disability, medical condition (including genetic characteristics), marital status, registered domestic partner status, age (for persons 40 and older), veteran status, sexual orientation, gender identification, or any other basis protected by federal, state or local law, ordinance, or regulation. Certain programs may have regulatory licensure requirements that prohibit enrollment of applicants with relevant past criminal convictions. Programs leading to occupations requiring licensure may have licensing requirements that prohibit enrollment of applicants with relevant past criminal convictions.

### INTERNATIONAL STUDENTS

*SJVC* is approved to issue F-1 and M-1 Visas to qualified international students. Students holding J or H Visas may also be eligible to attend as an international student. The following items are required from international applicants:

- A TOEFL score of at least 500, paper-based; 61, internet based; or 173, computer based.
- Certified Statement regarding Financial Support.
- Transcripts from high school and/or college attended.
- Verification of good health.
- Purchase of medical insurance to cover the school year.
- Proof of International J or H Visa status, if applicable.

### EVALUATION OF PRIOR CREDIT

#### Credits Earned at Regionally Accredited Institutions

*SJVC* may accept prior credit earned for coursework completed at other regionally accredited institutions to be applied towards an Associate Degree program. Courses may not be transferred in to the Certificate Programs.

The following terms and conditions apply:

- Students who intend to transfer in previously earned credit must notify the Registrar's Office.
- Students must provide official transcripts from the institution where

the previous credit was earned. The Registrar's Office will evaluate the prior credit and make a determination as to whether credit will be awarded.

- Credits transferred in to specifically fulfill *SJVC*'s requirements must be graded 2.0 ("C") or higher.
- Some science courses require completion within the past seven (7) years in order to be considered for prior course credit.
- Students may transfer no more than a maximum of 30 units of the total units required in the major or program.
- Course credit assessment must be completed prior to the academic year in which the student is scheduled to take the applicable course(s).

A tuition credit of \$75.00 per accepted academic unit will be credited to the student account. All transcripts submitted become the property of *SJVC* and cannot be returned to students or forwarded to other institutions.

#### Credits Earned at Military Schools

Students may be granted appropriate credit for degree programs or specific coursework completed while on active duty in the armed forces. A military transcript must be provided to the Registrar for evaluation. The Registrar will make the determination on whether or not credit will be granted. Military transcripts may be ordered from the following website: [www.military.com](http://www.military.com).

#### Credits Earned in Foreign Institutions

Students who have completed coursework in foreign institutions must have their transcripts evaluated by a foreign evaluation service in order to have that coursework considered for academic credit towards an Associate of Science degree. Upon completion of this process, the evaluation report must be sent directly to the Registrar's Office. The Registrar will evaluate the report and make a determination on whether credit will be awarded.

#### Credits Earned by Examinations and Advanced Placement Courses

*SJVC* accepts credits for specific general education courses from the following testing sources:

- AP (Advanced Placement Program of the College Board)

- CLEP (College Level Examination Program)
- DSST (DANTES Subject Standardized Test)
- EXCELSIOR COLLEGE EXAMINATIONS (formerly Regents or ACT/PEP)

Please contact the Registrar for further information.

### Credit Earned through Course Challenge

Students may earn general education course credit in the areas of math and English through successful course challenge. To challenge a course, students are required to take an examination which tests their knowledge of the objectives and learning outcomes covered in the particular course. Students who successfully pass the examination will be granted the appropriate academic credit. Students must complete this process prior to the first scheduled start date of the applicable course. No tuition credit will be given to students who successfully pass the examination.

Contact the Academic Dean or General Education Division Manager for further information.

### Credit Earned for Experiential Learning

*SJVC* does not grant credit or allow course challenge for experiential learning or previous experience.

### Credit Earned at *SJVC* under a Certificate Program

Credits earned in certificate programs after July 2004 are eligible for block transfer to degree programs.

### Credit Earned at *SJVC* and Transfers to Other Institutions

Students should consider the greatest value of their education at *SJVC* as leading to employment in a specific career field, as all *SJVC* programs lead to a terminal Associate of Science Degree or Certificate of Completion. Students should not automatically expect to transfer credits earned at *SJVC* to other colleges. Receiving institutions have the right to determine what credit is transferable. There may be a minimum grade required for transfer credit. To find out which institutions have agreed to accept credits earned at *SJVC*, please

contact the Registrar or refer to the list of Articulation Agreements on the College's website:

<http://consumerinfo.sjvc.edu/downloads/ArticulationFAQs.pdf>

## CRIMINAL BACKGROUND CHECKS

As part of its responsibility to provide a safe learning environment, *SJVC* reserves the right to conduct criminal background checks on applicants for admission and current students.

*SJVC* has several reasons for this requirement. First and foremost, *SJVC* has an interest in evaluating the character, maturity, and responsibility of its students. Second, *SJVC* can better academically advise students of difficulties that may arise in the course of the student's efforts to obtain externship and clinical placements, professional licensure, and/or other job placement. Certain extern and clinical sites and professional licensing boards are required by law and/or policy to exclude people with certain convictions.

This does not necessarily mean that *SJVC* will deny admission to, or expel a student from the College. *SJVC* will evaluate each case on its facts. Generally speaking, *SJVC* will look at the rational relationship between the nature, severity, and recentness of the crime; *SJVC's* interests and needs; and the responsibility and repentance of the person convicted in determining whether to take action.

*SJVC* expects each applicant and/or student to provide *SJVC* with truthful, accurate, and complete information about his/her convictions. This includes a continuing duty to notify *SJVC* of any arrests or convictions during the time that the student is enrolled at *SJVC*. Failure to comply with this policy may result in immediate denial of admission or suspension and/or expulsion from *SJVC*.

## ACADEMIC CALENDAR

Classes are offered continuously throughout the year at *SJVC*. All educational programs have frequent points of enrollment. The majority of *SJVC's* programs operate on a five week start date cycle. The programs that operate on this cycle allow for student enrollment every five weeks. The five week

start dates for the remainder of 2011 and the 2012 academic year are published below. Please note that some of these programs have closed start dates within the calendar years reflected below. A closed start date essentially means that no new students will be allowed to start these programs on those dates. For further information, please contact the Admissions Office.

## START DATES

### 2011

#### August 2011 – November 2011

08/08/2011  
09/12/2011  
10/17/2011  
11/21/2011

### 2012

#### February – December 2012

02/06/2012  
03/12/2012  
04/16/2012  
05/21/2012  
06/25/2012  
07/30/2012  
09/04/2012  
10/08/2012  
11/13/2012  
12/17/2012

The following programs are linear which means that students must complete each term in sequence. Linear programs do not operate on a five week start date cycle. The start dates for each of these programs for the remainder of 2011 and the 2012 academic year are listed below.

## AVIATION MAINTENANCE TECHNOLOGY

### 2011

#### Aviation-Fresno Campus

09/06/2011  
11/02/2011

### 2012

#### Aviation-Fresno Campus

01/10/2012  
03/12/2012  
05/08/2012  
07/09/2012  
11/01/2012

## DENTAL HYGIENE

### 2011