

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.

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)