

ABILITY TO BENEFIT

“Ability to benefit” is defined as the demonstrated aptitude to successfully complete the educational program and subsequently be employed. The College has determined that ‘ability to benefit’ is demonstrated by achievement of high school graduation, achievement of a GED or its equivalent and as such does not accept applicants who lack these credentials.

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:

- Applicants must possess a high school diploma or the equivalent.
- Applicants must participate in an interview with an admissions advisor.
- Applicants to on-ground and online programs 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.

- 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.
- Applicants must meet with the Financial Services Department to confirm arrangements to meet tuition obligations.
- 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.
- All new student enrollments must complete New Student Orientation prior to their first class session.

NOTE: Applicants to the Respiratory Therapy Baccalaureate Degree Completion program and the non-degree general education courses are not subject to the admissions assessment and acceptance interview requirements listed above.

Programs leading to occupations requiring licensure may have licensing requirements that prohibit enrollment of applicants with relevant past criminal convictions.

LANGUAGE PROFICIENCY

Students are required to have proficiency in the English language as documented in the admissions process:

- Conversational proficiency: interview
- Written proficiency: application essay
- Reading comprehension: assessment instrument

All enrollments related documents, including the Enrollment Agreement and the School Performance Fact Sheet, are printed in English. If English is not your primary language, you have the right to retain an interpreter at your own cost to obtain a clear explanation of the terms and conditions of the Enrollment Agreement, including the cancellation and refund policies, and other enrollment related documents, in your primary language

STUDENT RIGHT TO CANCEL

New students have the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later.

Cancellation shall occur when the student gives written notice of cancellation at the address of the College shown on top of the front page of the enrollment agreement. Students can submit this written notice by mail, hand delivery, or email. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the enrollment agreement.

If the student cancels the enrollment agreement, the College will not charge institutional charges; however, the College retains the nonrefundable application fee and may charge for equipment not returned in a timely manner in good condition.

INTERNATIONAL STUDENTS (Requirements and VISA Services)

SJVC is authorized by the United States (U.S.) Department of Homeland Security (DHS) to accept and enroll non-immigrant students. The College is approved to issue documents that support the issuance of 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. After meeting with an SJVC representative, students who declare a country of citizenship other than the U.S. and who do not have permanent U.S. residence will be referred to a Designated School Official (DSO) at SJVC during the admission process. Prior to the issuance of a Student Visa Petition (Form I-20 A-B), non-immigrant students must provide original or verified copies of the following items in addition to the regular SJVC admission requirements for their respective program:

International Applicant Packet Documents

- a) Official copy of student's diploma translated and evaluated by a U.S. high school and/or college equivalency by an agency recognized by NACES (National Association of Credential Evaluation Services, <http://naces.org/members.html>).
- b) Official college transcript(s), if applicable, in order to determine eligibility to transfer certain program General Education course requirements.
- c) English Proficiency Test results, either a TOEFL score of at least 61, internet based; or a TOEIC score of 590 or better; or an IELTS Academic test result of 6 or higher.
- d) Letter of Intent written by applicant explaining why the student wants to study in the U.S. The letter should also include information about the student's plans for after program completion an after any possible DHS-approved optional work permission in the U.S.
- e) A signed Affidavit of Support from the student's sponsor stating:
 - i. His or her relationship to the student
 - ii. Sufficient funds have been set aside solely for the purpose of the student's education
 - iii. Name, address, and phone number of the sponsor
- f) Applicant's or sponsor's bank(s) statement dated no later than six months showing twelve months of tuition and living expenses.
- g) Copy of student's information and photo page from valid passport.
- h) Copy of VISA/I-94 card, if applicable.
- i) Copy of prior I-20 A-B form (applicable for Transfer Students only).
- j) Applicants should also check with their U.S. consulate or U.S. embassy for other possible requirements.

Questions may be directed to the SEVIS approved Designated School Official at SJVC.DSO@sjvc.edu.

TRANSFER OF CREDIT

Policy: *SJVC* is committed to helping students achieve their educational goals. As students often complete coursework at more than one institution, it is the policy of *SJVC* to apply previously earned credit toward an *SJVC* degree or certificate (where appropriate) and to provide opportunities for course challenge. A maximum of 50% of the total credits required for an *SJVC* degree or certificate may be transferred in from another institution; however, in exigent circumstances, the College may make allowance for additional credit to be applied toward a student's program of study.

All incoming coursework will be thoroughly evaluated to ensure that the nature, content, and associate student learning outcomes, and level of credit earned aligns with the equivalent course requirements of the *SJVC* program of

enrollment. General requirements for transfer credit include the following:

- Course has been earned at an institution of higher education recognized by the Council for Higher Education Accreditation, or is otherwise validated for comparability to coursework for which it is accepted.
- Undergraduate coursework must be graded at a 2.0 ("C") or higher.
- Coursework must be credit-bearing and completed at the same level for which it is credited, i.e., lower division for lower division, or upper division for upper division.
- Some courses require completion within the past seven (7) years in order to be considered.
- Course credit assessment must be completed prior to the academic year of enrollment for that course.

Additional options and protocols for determining the transferability of previously earned credit and for course challenge are provided below:

- **Credits Earned by Students Receiving Veterans Affairs (VA) Benefits:** Incoming students receiving VA benefits will have any previous college coursework or training (military and nonmilitary) evaluated to determine whether the previously earned credit may be transferred into their program of study. All accepted transfer credit will be applied toward the student's program of study and a credit of \$411 will be applied to the student's account.
- **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.
- **Credits Earned by Examinations and Advanced Placement Courses:** Specific general education courses from the following testing sources may be eligible for transfer:
 - Advanced Placement Program of the College Board (AP)
 - College-Level Examination Program (CLEP)
 - DANTES Subject Standardization Test (DSST)
 - Excelsior College Examinations (formerly Regents or ACT/PEP)
- **Credit Earned at *SJVC* under a Certificate Program:** Credits earned after July 2004 in a certificate program are eligible for block transfer to a degree program.
- **Credit Earned through Course Challenge:** Transfer credit may be allowed in the subjects of math, English, and some program pre-requisite courses through successful course challenge. To challenge a course, students must complete and pass an examination which tests their knowledge of the objectives and learning outcomes covered in the course.

Institutional Admissions Requirements

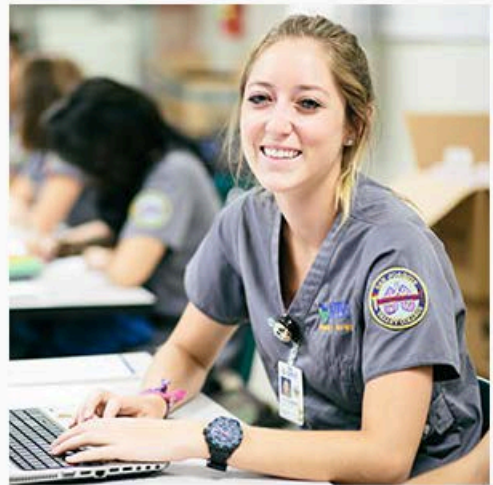
sjvc.edu website screenshot

Admissions Requirements

Requirements to Enroll at SJVC

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- 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.
- Applicants must meet with the Financial Services Department to confirm arrangements to meet tuition obligations.
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*Admissions requirements may vary by program. **Some programs may require prerequisites.** Contact an advisor to learn more by filling out our Request Information form.*