



## New, Transfer or Returning Student - Steps to Success and Checklist

San Joaquin Delta College has something for everyone! Education is the key to success in today's world. At Delta College, you can train for a rewarding career or earn an associate degree. Many people use Delta's quality and affordable programs to transfer to other colleges or universities. Each semester we offer full semester classes, short term classes, weekend classes, online classes and late starting classes. Check the current *Schedule of Classes* at [www.DELTACOLLEGE.edu](http://www.DELTACOLLEGE.edu). Prepare yourself to enroll in courses by completing the following steps in the order listed. **Delta College . . . the smart choice.**

### 1 Application for Admission

[admissions@deltacollege.edu](mailto:admissions@deltacollege.edu)

**All new and transfer students must complete the online application** at [www.DELTACOLLEGE.edu](http://www.DELTACOLLEGE.edu) Go to "New Students, Begin Here". **Returning students should reapply for admission.**

For assistance with the online application contact the Helpline at (209) 954-5725.

For free access to a computer, visit our e-Services Lab located in Goleman Building, Room 128

#### Delta I.D. number and Delta College e-mail address:

After submitting your application electronically, a Delta I.D. number and a Delta College e-mail address will be assigned. To find your Delta I.D. and e-mail address, go to [www.DELTACOLLEGE.edu](http://www.DELTACOLLEGE.edu), "Current Students, Online Registration" and log-in.

Your Delta I.D. number and your new e-mail address will appear directly under the "Welcome" information. **All correspondence from the college will be sent to this e-mail address, so be sure to check it at least once a week.**

For problems logging into e-mail, contact [admissions@deltacollege.edu](mailto:admissions@deltacollege.edu)

**Important Dates** – For the most current information, check <http://www.deltacollege.edu/dept/ar/registration/classched.html>

#### CHECKLIST:

\_\_\_\_\_ My online Application for Admission was submitted electronically on this date: \_\_\_\_\_.

\_\_\_\_\_ My Delta ID number **98-**\_\_\_\_\_

\_\_\_\_\_ My Delta student e-mail address is \_\_\_\_\_@students.deltacollege.edu

#### Transfer & Returning Students

\_\_\_\_\_ Request an official sealed transcript from all other U.S. colleges/universities attended be sent to: San Joaquin Delta College, ATTN: Evaluations Office, Holt 101, 5151 Pacific Avenue, Stockton, CA 95207

\_\_\_\_\_ Transcript(s) requested from \_\_\_\_\_ on this date: \_\_\_\_\_.

\_\_\_\_\_ Transcript(s) requested from \_\_\_\_\_ on this date: \_\_\_\_\_.

#### Recent High School Students

\_\_\_\_\_ Contact your high school and request a copy of your final transcript.

\_\_\_\_\_ Submit your final high school transcript to the Admissions & Records Office by mail or submit in person in Holt 101.

### 2 Assessment – Goleman Building, Room 122, (209) 954-5535

[assessmentcenter@deltacollege.edu](mailto:assessmentcenter@deltacollege.edu)

All new students and nonexempt students are required to take a Reading, English, and Mathematics assessment. You **must provide a picture I.D. and your Delta I.D. number** at the time of assessment. No appointment is necessary and the assessment is free.

For a schedule of assessment dates, check the website at: <http://www.deltacollege.edu/dept/assess/index.html>

#### CHECKLIST:

\_\_\_\_\_ I have taken the assessment test.

\_\_\_\_\_ I am a returning student and already took the assessment test.

\_\_\_\_\_ I took the assessment at another college and have transferred my scores to the Assessment Center (FAX: (209) 954-5600) **OR** have provided official transcripts with English Composition and/or college level math to the Evaluations Office in Holt 101 **OR** I have provided proof to the Evaluations Office, Holt 101 of an AA, AS, BA, BS or higher degree that was completed in the U.S.

\_\_\_\_\_ I am going to exercise a one-course waiver and take a course that does not have a prerequisite assessment level.

### 3 Course Planning – Guidance & Counseling, Danner Hall, Room 205

(209) 954-5650

Once you have completed Steps 1 and 2, you are **strongly** encouraged to enroll in **GUID 011, New Student Orientation**. Everything you need to know about being a student at Delta College will be shared in this informative class. The counselor will assist in the development of a first semester course list. **Very important: You will receive a priority registration point for completing this class - applicable to every semester at Delta College.** You will earn .5 units and enrollment fees and/or non-resident fees will be charged for this class. For a listing of classes being offered, go to [www.DELTACOLLEGE.edu](http://www.DELTACOLLEGE.edu) and go to *Schedule of Classes* for dates and times GUID 011 classes are being offered.

During peak registration periods, counseling is available on a walk-in basis. For more information on how to see a counselor, call the Guidance & Counseling Office or if you have a simple question/issue use the eAdvising services at <http://counselor.deltacollege.org/counselor/index.cfm>.

#### CHECKLIST:

\_\_\_\_\_ I have registered for GUID 011 – New Student Orientation – OR –

\_\_\_\_\_ I have contacted the Guidance & Counseling Office

#### 4 Registration

[registration@deltacollege.edu](mailto:registration@deltacollege.edu)

Registration means enrolling in classes. You must have your Delta I.D. number and have met the assessment requirements prior to registration. Registration is done by Internet at [www.DELTACOLLEGE.edu](http://www.DELTACOLLEGE.edu). Course selection is provided in the GUID 011 class or during your meeting with a counselor (see Step 3). *If you have problems registering, call the Registration Operator at (209) 476-7901, M – F, 8am – 5pm. Registration assistance is available in the e-Services Lab, Goleman 128 M – Th, 7 am – 7 pm; F 7 am – 5 pm. Important Dates* for each semester can be found at: <http://www.deltacollege.edu/dept/ar/registration/classsched.html>

Fall 2006	Spring 2007 Semester	Summer 2007	Fall 2007 Semester
Late starting classes are offered each semester	1/16/2007	6/11/2007	8/20/2007

#### How to Register Online:

#1	From the Delta College home page, click "Online Registration" Read all information and instructions carefully
#2	LOG-IN: Enter your Delta I.D. or social security number and birth date or PIN (Personal Identification Number).
#3	Use the <i>Open Class List</i> or <i>Add Course Code</i> tabs to add courses or to be put on a waiting list. <i>Having a registration problem? Click on "Live Support online" button for help M – F from 8am – 5pm.</i>
#4	Print your schedule which will show the fees you currently owe. To end registration, click the <i>Log Out</i> button.

#### CHECKLIST:

I have registered for \_\_\_ fall \_\_\_ spring \_\_\_ summer  
 I have printed my schedule of classes.

#### 5 College Fees - Once registered, you will receive an e-mail in your student e-mail account with fee payment information.

Fees are due at the time of registration and payments should be mailed to the Admissions and Records Office, 5151 Pacific Avenue, Stockton, CA 95207 or made by credit card (VISA or MasterCard only) through the STAR System by calling (209) 476-7997. Credit card payments will also be available online in September 2006. Credit card payments are **NOT** available in the Admissions and Records Office. Access to student records and future registration is prohibited until fees are paid in full.

#### CHECKLIST:

I have paid my fees for \_\_\_ fall \_\_\_ spring \_\_\_ summer  
 I have applied for financial aid for \_\_\_ fall \_\_\_ spring \_\_\_ summer

#### 6 Financial Aid Holt Center, Room 101 (209) 954-5115

[financialaid@deltacollege.edu](mailto:financialaid@deltacollege.edu)

Financial aid, designed to help meet direct educational expenses. This includes tuition, books, supplies, transportation, and related living costs. Students may apply for grants, student loans, employment programs and scholarships. Dollar amounts for individual aid programs vary from a minimum of \$200 to a \$4,050 maximum. For details about financial aid or to apply online at <http://finaid.DELTACOLLEGE.edu/> or in Holt 101. To attend a financial aid workshop, contact the e-Services Lab for details, Goleman 128 or phone them at (209) 954-5813.

#### CHECKLIST:

I have applied for a Board of Governors (BOG) fee waiver to pay my fees for \_\_\_ fall \_\_\_ spring \_\_\_ summer  
The BOG fee waiver is available to California residents only.  
 I have completed the FAFSA (Free Application for Federal Student Aid) to apply for financial aid for \_\_\_ fall \_\_\_ spring \_\_\_ summer

#### 7 Student E-mail

I plan to check my student e-mail at least once a week for important messages from the college.

#### Need access to a computer? Visit our e-Services Lab

Goleman Building, Room 128

M-Th 7am - 7pm, F 7am - 5pm

(209) 954-5813

The E-Services Center is a lab designed to provide student access to internet-based student services. The E-Services Center is structured to provide dedicated workshops on specific services and to allow open access at other times.

#### Admission & Records Services

#### Financial Aid Services:

Complete your online Application for Admission  
Online Registration – Add or drop classes  
Download forms  
Transcript Requests  
Access your student e-mail  
Print your schedule of classes  
Print academic histories and get your grades  
Pay fees online with a credit card

Complete your FAFSA Application/Federal Pin #  
Access online financial aid system  
Check financial aid status  
Download financial aid forms  
Look for Federal work-study jobs  
Obtain information on scholarships

### SAN JOAQUIN DELTA COLLEGE

OUTREACH & SPECIAL SERVICES, HOLT 101, EMAIL: [outreach@DELTACOLLEGE.edu](mailto:outreach@DELTACOLLEGE.edu)  
5151 PACIFIC AVENUE • STOCKTON, CA 95207 • (209) 954-5859