

# What's New for Spring 2012?

## Checklist for Success:

- I have printed my Class Schedule.  
(Need help? Visit the E-Services Lab located in the DeRicco Student Services Building.)
- I know where my classrooms are located and carefully read "Where's My Class?" below.  
(Need help? Visit the Information Booth in front of the DeRicco Student Services Building.)
- I bought my books.  
(Need help? Bookstore personnel will help you find your books.)
- I purchased my parking permit.  
(Need help? Purchase your permit at the Bookstore.)
- I have my Library card.  
(Need help? Visit the Circulation Desk in the Goleman Library.)
- I know how to add or drop classes.  
(Need help? Visit the E-Services Lab located in the DeRicco Student Services Building.)
- I have logged into the Student Portal and checked my Student e-mail.  
(Need help? E-mail us at [emailhelp@deltacollege.edu](mailto:emailhelp@deltacollege.edu))

## Optional:

- I have obtained a locker.  
(Need help? Locate a locker, make a note of the number and location and register it in the Student Activities Office in Shima 101C.)
- I have obtained a student identification card.  
(Need help? Pay for your Student ID at the Cashier's Office, Admin. 102, then go to Shima 101 for your picture and ID.)

## So What's New?

### Student Responsibility

It is the student's responsibility to manage enrollment. This means making sure you are officially enrolled in any classes you are attending, and that you DROP any classes you no longer intend to attend. Petitions for grade changes are only accepted up to 12 months after the end of the term in which the grade was posted. Dropping classes in a timely manner may save you time, effort, and money!

## **Policy Change Concerning Petitions**

Please be advised that on May 31, 2011, the following change to AP 4231 - Grade Changes and Adjustment of Fees was approved at President's Council:

Students who believe that an error was made in a grade entered on their permanent record may petition the Director of Admissions and Records to correct the record. Petitions for a grade change must be filed no later than one (1) year after the term for which the grade was posted and will be made only after the assigning instructor determines the validity of such a petition and issues a written authorization for the grade change.

Students who believe that an error was made in enrollment, non-resident, or class fees charged against their student account based on the last date of attendance may petition the Director of Admissions and Records to correct the record. Petitions for removal of fees must be filed no later than one (1) year after the term for which the fees were charged and will only be made after the instructor of record determines the validity of such a petition based on last date of attendance and issues a written authorization for the correction of the drop date.

The District will consider petitions for documented special circumstances for 1 - 1/2 (one and one half) years.

## **Policy Change Concerning Drop Dates**

On November 29, 2011, the following changes to AP 5075 – Course Registration, Adds, and Drops was approved at President's Council:

Withdrawals, or drops are authorized through the last day of the eighth week of instruction, or 50% of the term, whichever occurs earlier.

That means that the last date to drop a full-term class during Spring Semester is **March 19<sup>th</sup>**.

In addition, the last date to drop a full-term class without a "W" is moving to Friday, **February 3<sup>rd</sup>**.

## **Excessive W's and Course Repetition Petitions**

Students who have approved petitions to repeat a class after receiving two failing grades (D's or F's) or to repeat a class after meeting the maximum number of W's **MUST GIVE A COPY OF THE APPROVED PETITION** to the Professor when you request permission to add the class. The approved petition must accompany your Instructor Add Memorandum when submitted to Admissions and Records by the professor so that we are able to process your add form in a timely manner.

If you are attempting to add an online class, e-mail your approved petition to the Professor with a request to add the class.

## **Prerequisite Enforcement**

At the time you submit your Application for Admission, you are advised that you must send transcripts from other colleges you have attended. If you have not already done so, request these transcripts to be sent to the Evaluations Office, 5151 Pacific Ave., Stockton, CA 95207. You are notified by student e-mail when your transcripts are received.

Students will not be allowed to enroll in a course in which the prerequisite was completed at another college or university unless an official transcript is on file demonstrating that the course prerequisite has been met.

## **Parking & Parking Enforcement – Fees and Rules!**

Parking permits are required effective January 23. This gives you a one week grace period. Then watch out for tickets! Permits may be purchased on the Delta College Bookstore.

The cost of a parking permit is \$22 unless you have received a Board of Governor's Fee Waiver (BOGW). BOGW recipient are still charged \$20 per permit. Don't get a ticket! Parking tickets cost you almost double the cost of a permit!

The cost of Daily Permit is \$1.00 per day.

Parking is enforced in all lots. Delta College does not providing free parking lots.

## **NO DROP OFF ZONE!**

The area in front of the DeRicco Student Services Building is NOT a LOADING zone. Do NOT drop off or pick up in front of this building OR by the Child Development Center. It is recommended that students be dropped off and picked up at the back of the college in the Shima 1 parking area or the Holt 1 parking lot.

Violators will be ticketed.

## **Can't Find a Parking Space?**

Parking is very impacted the first few weeks of school. That means you'll need to get here early to get a parking space. Do NOT park in parking lots reserved for customers such as Target, Macy's, Elephant Bar, or The Mall. Your car will be towed!

## **Non-Smoking Campus!**

San Joaquin Delta College is a NON-SMOKING campus. Smoking is permitted in parking lots ONLY—not in the walk ways out to the parking lots, but IN the parking lots.

The area in front of the DeRicco Student Services Building is NOT considered a parking lot, nor is the circle by the Child Development Center and Cunningham Building. Therefore, no smoking there is allowed.

Smoking in any area where smoking is prohibited is considered a violation of the Student Code of Conduct.

## **Pay to Stay – Fee Payments!**

Fees are due at the time of registration, but we allow 10 business days for you to either:

1. Pay your fees online via credit card (VISA or MasterCard only) by logging into online registration, by check or money order deposited in the Admissions and Records Drop Box located in the DeRicco Student Services Building at the Information Desk or pay by cash at the Admissions and Records Service window, OR
2. Obtain a Board of Governor's Fee Waiver, OR
3. Submit your FAFSA (Free Application for Federal Student Aid) before you register for classes to ensure that we receive it by the time you register for classes.

## **Adding Classes!**

If you are added from a wait list or by an Instructor Add Memorandum, you need to check your student e-mail account **every day**. You will receive an e-mail if you are successfully added AND a fee notification. An e-mail will also be sent if you are not successfully added along with instructions on how to take care of the problem.

Do NOT expect your Professor to take care of this – it is your responsibility to ensure that you are properly enrolled in classes. If you SIT in a class all semester and are not registered for the class, you will not receive a grade!

## **Emergency Alerts!**

Sign up for emergency alerts for such things as electrical outages that result in campus closure, etc. sent by Delta College. This service is free and sends a message to your cell phone. This service does not spam or sell your information. Sign up for free mobile alerts at: <http://www.deltacollege.edu/dept/police/disaster.html>

## **Bookstore Hours!**

If you haven't already purchased your books, here are the Bookstore Hours:

Week of January 17

Monday through Thursday  
7:30 a.m. to 7:00 p.m.

	Friday 7:30 a.m. to 5:00 p.m.
January 21	Saturday 10:00 a.m. to 3:00 p.m.
Regular hours (rest of the semester)	Monday through Thursday 7:30 a.m. to 7:00 p.m. Friday 7:30 a.m. to 3:00 p.m.

## **South Campus at Mountain House!**

South Campus at Mountain House is going strong! We have a full complement of services including associate degree programs, day and evening classes, Cisco Networking Academy, Counseling, Assessment/Placement testing, Library, and a Student Computer Lab. Come check us out!

Our South Campus is located at 2073 S. Central Parkway in Mountain House right off of I-205 west. Take the Mountain House Parkway exit, turn left on Grant Line Road and enter the campus by turning left on South Central Parkway.

## **Where's My Class?**

Every semester, some students are shocked to find out they are enrolled in a class that's held in an off-campus location the student did not anticipate. It is really important to review your Class Schedule so that you KNOW where your classes are located. Please print your class schedule and then click on this link (<http://www.deltacollege.edu/dept/publicinfo/classlocations.html>) to check the location of your classes.

## **The Student Portal!**

MyDelta Student Portal is the preferred way to access your student records. And it is vastly superior to logging into your records via other avenues. Here's what it does:

- Holds - shows any holds on your records, what they are and who to call.
- E-Mail Preview - shows the last five e-mails you've received. These are important! They could be from your instructors or from another office on campus.
- Class Schedule - Your current class schedule at a glance.
- Alerts - Important information to ensure your safety and security.

- News/Announcements - Get the latest information on what's happening on campus.
- Publications - shows the college catalog, student handbook, and more.
- On the My Info Tab, you can see your schedule, your grades, your academic history, your assessment scores, and great links to getting ready for graduation!
- On the Student Resources Tab, you can find lots of information about special programs and services for students.

To find the portal, go to [www.deltacollege.edu](http://www.deltacollege.edu). At the very top of the page on the right, click on MyDelta. You will log in with your e-mail address and PIN. For example, if your student e-mail address is [jsmith123@students.deltacollege.edu](mailto:jsmith123@students.deltacollege.edu), your log in would be jsmith123. Your password is the same one you use for online registration or e-mail access.

## **Troops to College Program**

Delta College is proud to serve veterans, reservists, and active duty personnel through the Troops to College Program. This program is designed to assist members and former members of the armed forces while pursuing their education here at Delta College. If you are a current or former member of the military, don't miss an opportunity for first day, priority registration!

For more information, visit our website at <http://www.deltacollege.edu/dept/troops/>.

## **Veteran Resource Center**

Delta College's Veteran Resource Center, located in Budd 310, is open Monday through Friday, 8:00 a.m. to 5:00 p.m. to provide veterans with a quiet study area, computers and printers, tutoring, and a place to meet and talk to other vets. For more information, contact the Center at 954-5185.

## **Foster Youth Success Program**

Delta College is proud to present our Foster Youth Success Program. This program serves foster youth and former foster youth while pursuing their education here at the College. Up to \$10,000 in grant funding is available for qualified students. Verified Foster Youth students receive first day priority registration.

For more information, visit our website at <http://www.deltacollege.org/dept/fysi/>

## **Campus Security**

Crime Prevention is student awareness of his/her environment. It is the willingness to look out for one another and to report suspicious activities immediately to the Campus Police.

Students must be aware of their surroundings and develop a perception of what seems out of place, or out of the ordinary. Do not take chances--what may appear harmless could be serious. Fortunately, the right attitude, actions and awareness can help protect you and your belongings.

### **Preventing Crimes Against Property**

- Lock all of your doors
- Keep a list of serial numbers
- Keep valuables out of sight
- Do not carry very much cash
- Park in well-lit areas
- Never leave property unattended

### **Preventing Crimes Against Persons**

- Use the "Buddy System"
- Walk tall, with pride
- Do not wear flashy jewelry
- Never be afraid to scream
- Be aware of your surroundings
- Walk with your keys in hand

Please note that all students should familiarize themselves with **Safety Tips and Guidelines for Surviving Active Shooters**  
([http://police.deltacollege.edu/AS\\_Safety.pdf](http://police.deltacollege.edu/AS_Safety.pdf))

## **Tools for Student Success**

Click on Tools for Student Success to assess your skills and access information and resources to increase your success as a student.

## **Meeting your Educational Goals**

As a result of the state's budget crisis, the number of classes offered at Delta College has been reduced. This means that getting into classes is more difficult and fewer classes are available. As a student, it is important that you COMPLETE the classes in which you enroll and that you REGISTER on your assigned registration date. During our last state

budget crisis, thousands of students simply could not get classes! Be prepared! Plan ahead! And work closely with your counselor to ensure your student success!

Here's wishing you a successful Spring semester!